



# **Sacred Heart High School Student Handbook 2023-2e**

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## Sacred Heart Catholic High School

### Mission Statement

Recognizing the talents and contributions of every person within our community, and with abundant respect for all life, Sacred Heart Catholic High School strives to nurture Christian gospel values, along with our partners at home and in our parishes. Following the example of Jesus Christ, we strive to demonstrate how our faith leads us to do good works, how wisdom teaches us to love our neighbour, and how our purpose of preparing our young people to be stewards of the earth guides our actions. Faithful to the gospel, we are people of prayer, in a community of learners, who create a place of welcome and who seek to provide for those in need.



### Board Spiritual Theme: 2021-2024

#### Gratitude Rooted in Joy, Fills Us With Hope

“My brothers and sisters, whenever you face trials of any kind, consider it nothing but joy, because you know that the testing of your faith produces endurance.”

– James 1:2-3 .

### Three-Year Focus

Year 1: Gratitude

Year 2: Joy

Year 3: Hope

## ONTARIO CATHOLIC SCHOOL GRADUATION EXPECTATIONS

### The graduate is expected to be:

1. **A discerning believer** formed in the Catholic Faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.
  - a) Illustrates a basic understanding of the **saving story** of our Christian faith.
  - b) Participates in the **sacramental life** of the church and demonstrates an understanding of the centrality of the Eucharist to our Catholic story.
  - c) Actively reflects on **God's Word** as communicated through the Hebrew and Christian scriptures.
  - d) Develops attitudes and values founded on Catholic **social teaching** and acts to promote social responsibility, human solidarity and the common good.
  - e) Speaks the **language of life...**"recognizing that life is an unearned gift and that a person entrusted with life does not own it but that one is called to protect and cherish it." (Witnesses to Faith)
  - f) Seeks intimacy with God and celebrates **communion** with God, others and creation through prayer and worship.
  - g) Understands that one's purpose or **call in life** comes from God and strives to discern and live out this call throughout life's journey.
  - h) Respects the **faith traditions**, world religions and the life-journeys **of all people of good will**.
  - i) Integrates faith with life.
  - j) Recognizes that "sin, human weakness, conflict and forgiveness are part of the human journey" and that the cross, the ultimate sign of forgiveness is at the heart of **redemption**. (Witnesses to Faith)
2. **An effective communicator**, who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values.
  - a) Listens actively and critically to understand and learn in light of gospel values.
  - b) Reads, understands and uses written materials effectively.
  - c) Presents information and ideas clearly and honestly and with sensitivity to others.
  - d) Writes and speaks fluently one or both of Canada's official languages.
  - e) Uses and integrates the Catholic faith tradition, in the critical analysis of the arts, media, technology and information systems to enhance the quality of life.
3. **A reflective, creative and holistic thinker** who solves problems and makes responsible decisions with an informed moral conscience for the common good.
  - a) Recognizes there is more grace in our world than sin and that hope is essential in facing all challenges.
  - b) Creates, adapts, evaluates new ideas in light of the common good.
  - c) Thinks reflectively and creatively to evaluate situations and solve problems.
  - d) Makes decisions in light of gospel values with an informed moral conscience.
  - e) Adopts a holistic approach to life by integrating learning from various subject areas and experience.
  - f) Examines, evaluates and applies knowledge of interdependent systems (physical, political, ethical, socio-economic and ecological) for the development of a just and compassionate society.
4. **A self-directed, responsible, lifelong learner** who develops and demonstrates their God-given potential.
  - a) Demonstrates a confident and positive sense of self and respect for the dignity and welfare of others.
  - b) Demonstrates flexibility and adaptability.
  - c) Takes initiative and demonstrates Christian leadership.
  - d) Responds to, manages and constructively influences change in a discerning manner.
  - e) Sets appropriate goals and priorities in school, work and personal life.
  - f) Applies effective communication, decision-making, problem-solving, time and resource management skills.

- g) Examines and reflects on one's personal values, abilities and aspirations influencing life's choices and opportunities.
  - h) Participates in leisure and fitness activities for a balanced and health lifestyle.
5. **A collaborative contributor** who finds meaning, dignity and vocation in work, which respects the rights of all and contributes to the common good.
- a) Works effectively as an interdependent team member.
  - b) Thinks critically about the meaning and purpose of work.
  - c) Develops one's God-given potential and makes a meaningful contribution to society.
  - d) Finds meaning, dignity, fulfillment and vocation in work which contributes to the common good.
  - e) Respects the rights, responsibilities and contributions of self and others.
  - f) Exercises Christian leadership in the achievement of individual and group goals.
  - g) Achieves excellence, originality, and integrity in one's own work and supports these qualities in the work of others.
  - h) Applies skills for employability, self-employment and entrepreneurship relative to Christian vocation.
6. **A caring family member** who attends to family, school, parish, and the wider community.
- a) Relates to family members in a loving, compassionate and respectful manner.
  - b) Recognizes human intimacy and sexuality as God given gifts, to be used as the creator intended.
  - c) Values and honours the important role of the family in society.
  - d) Values and nurtures opportunities for family prayer.
  - e) Ministers to the family, school, parish, and wider community through service.
7. **A responsible citizen** who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.
- a) Acts morally and legally as a person formed in Catholic traditions.
  - b) Accepts accountability for one's own actions.
  - c) Seeks and grants forgiveness.
  - d) Promotes the sacredness of life.
  - e) Witnesses Catholic social teaching by promoting equality, democracy, and solidarity for a just, peaceful and compassionate society.
  - f) Respects and affirms the diversity and interdependence of the world's peoples and cultures.
  - g) Respects and understands the history, cultural heritage and pluralism of today's contemporary society.
  - h) Exercises the rights and responsibilities of Canadian citizenship.
  - i) Respects the environment and uses resources wisely.
  - j) Contributes to the common good.

### **Protocol for SACRED HEART Liturgies**

- As we celebrate Mass at Holy Spirit Church, students must be conscious of safety concerns when crossing the street. Students are to cross Shea Rd. under the direction and supervision of teachers and should proceed in an orderly manner.
- Students are reminded that it is inappropriate to bring drinks, snacks or electronic devices to Mass. Smoking on the way over is also prohibited.
- Once you cross the external doors of the church, you are to refrain from talking.
- Students of Sacred Heart High School traditionally demonstrate excellent behavior whenever we gather as a community for liturgy.
- Christians believe that Christ is present whenever two or more gather in his name and especially when gathered around the Eucharist table. Ultimately, it is God who calls us to prayer.

- Christ is present in four ways during the Eucharist: in the Word of God (Sacred scripture); in the assembly of believers; in the priest; and in the bread and wine (Body and Blood of Christ).
- When we have Eucharist, participants are asked to spiritually prepare for the reception of communion. Asking “How is my relationship with God today?” can help.
- When we have Eucharist participants are asked to physically prepare for the reception of communion. Please, no gum chewing. Hands should be clean. No hats please.
- Participants are asked to maintain respectful attention throughout the entire liturgy. In particular, we are asked to maintain an *atmosphere of quiet* during the reception of communion whenever we have Eucharist.
- When we have Eucharist, please listen carefully to directions and follow them as outlined by the priest/chaplain.
- The response to the Minister’s words “The Body of Christ” is: “Amen!”
- Please consume the Eucharist as soon as you receive it.
- It is perfectly acceptable for a person to choose not to receive communion. This decision simply demonstrates a respect for the sacredness of the event.
- Participants are to wait until the end of the Closing Song before leaving Mass.
- Whenever we gather for a Liturgy of the Word rather than the Liturgy of the Eucharist, we acknowledge that God is present in the Scriptures and in the believing community that gathers.
- During Liturgy and Mass we show our respect for the prayer of the community through our active participation in prayers and songs as well as through our moments of quiet reflection.

## **Equity and Inclusive Education Policy**

As a school community we recognize that all people are created in the image and likeness of God and, as such, all people have the right to be treated with dignity, respect and fairness. Our goal is to create a school environment where all individuals are treated with respect and dignity regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, or disability. In terms of religious accommodations, students have the right to request reasonable accommodations for religious beliefs and practices. Students must inform their teacher in advance of religious observances that are likely to conflict with classes and assessment activities.

[OCSB Equity & Inclusive Schools Policy](#)

## Daily Schedule

Grade 9 - 12		Grade 7 and 8	
Warning Bell	8:00 – 8:05		Warning Bell 8:00 – 8:05
Homeroom	8:05 – 8:15		Homeroom 8:05 – 8:15
Period 1	8:15 – 9:30		
Period 2	9:35-10:50		Period 1 8:15 – 9:05
Lunch	10:50 – 11:35		Period 2 9:05 – 9:55
Period 3	11:35 – 12:50		Period 3 10:00 – 10:50
Period 4	12:55 – 2:10		Period 4 10:50 – 11:40
End of Day	2:10		
			Lunch for Gr. 7 11:40 – 12:05
			Gr. 8 recess 11:40 – 12:05
			Lunch for Gr. 8 12:05 – 12:30
			Gr 7 Recess 12:05 – 12:30
			Period 5 12:30 – 1:20
			Period 6 1:20 – 2:10
			Dismissal Bell 2:10

## Early Dismissal Day Schedule

Grade 9 - 12		Grade 7 & 8	
Warning Bell	8:00 - 8:05	Warning Bell	8:00 - 8:05
HR	8:05 - 8:15	HR	8:05 - 8:15
Period 1	8:15 - 9:15	Period 1	8:15 - 8:55
Period 2	9:20 - 10:20	Period 2	8:57 - 9:37
Lunch	10: 20 - 11:05	Period 3	9:42 - 10:22
Period 3	11:05 - 12:05	Period 4	10:24 - 11:04
Period 4	12:10 - 1:10	Lunch	11:04 - 11:49
Dismissal Bell	1:10 - 1:15	Period 5	11:49 - 12:29
		Period 6	12:31 - 1:10
		Dismissal Bell	1:10 - 1:15



## 2023-2024 School Facts

**Students:** Approximately 2300 students from Grades 7 to 12

**Staff:** 1 Principal, 4 Vice-Principals, 5 Guidance Counsellors, 1 Chaplain, 160+ Educational Staff

### **Program Structure**

- Grades 7&8 non-semestered, 5 day rotation with 6 classes per day
- Grades 9-12 four courses per semester

### **Lunch Hour**

- Separate lunch hour for 7&8 and 9-12
- 7&8 students must remain on property unless special arrangements have been made for appointments, etc.
- Students are encouraged to bring their own lunch

### **A Note Regarding Communication**

Your concerns and ideas are important to us. At Sacred Heart, we pride ourselves in maintaining open communication with our community. On our website ([www.shh.ocsb.ca](http://www.shh.ocsb.ca)) you can check out the daily announcements that are read to students each morning. Oral announcements are also made, and further communication is made through our automated telephone system and our newsletters. As well, important events and information are tweeted regularly @SacredHeartOCSB. Teachers are expected to call parents when a student is experiencing difficulty and/or success is in jeopardy. Parent-teacher interviews provide an opportunity for parents and teachers to discuss issues related to students, and of course, all parents are encouraged to attend School Council meetings to inform themselves about school life. Should you have a concern related to your child, please speak to his/her teacher first, prior to contacting an administrator.

In the event of **inclement weather**, bus cancellations will be announced on the board and school web site at [www.ocsb.ca](http://www.ocsb.ca). Should an **emergency** require that the students be evacuated and the school closed, local radio stations and media outlets will be notified immediately. Our emergency evacuation alternate sites are the Goulbourn Recreation Centre and Holy Spirit Church; students will relocate there until the situation is resolved. Our alternate evacuation site is Paul Desmarais HS.

## **GENERAL INFORMATION**

### **ATHLETICS**

#### **ATHLETIC ELIGIBILITY GUIDELINES**

- All students must meet the “Competitor Eligibility and Standard of Behaviour Criteria” outlined in the Constitution of the National Capital Secondary School Athletic Association (available from the Phys. Ed. Department).
- Students must attend all classes on a regular and consistent basis and adhere to the attendance procedures of the school.
- To maintain the privilege of representing the school on an athletic team, students must maintain acceptable academic performance measured in attitude and effort in all subjects.
- The athletic fee for high school is \$30.00 for the first two teams played on, with no cost for each additional team. In order to join a team, students must not have any outstanding debts, fines, lost books, etc.
- The athletic fee for 7 and 8 will be determined by the coach in order to cover all necessary expenses for that specific sport. In order to join a team, students must not have any outstanding debts, fines, lost books, etc.

#### **PHYSICAL EDUCATION CHANGEROOMS**

**Students are not to leave wallets, jewelry, money, electronic devices or other valuables in any change room.** If a theft occurs you should report the occurrence to your teacher and to the main office as soon as the theft is discovered. Please be advised that the school is not responsible for lost or stolen property.

#### **GYM CLOTHES**

Shorts and t-shirts in school colours are sold during the fall term. Running shoes must have non- marking soles. Those with coloured soles, particularly blue and black, will not be allowed in the gym if they mark the floor. At the Intermediate level, skateboard shoes are prohibited. Students must wear gym clothes to participate in gym classes.

#### **CHAPEL**

Sacred Heart is privileged to have its own Chapel which is the focus of the spiritual character of the school. The chapel is used for private prayer, class liturgical celebrations, the sacrament of reconciliation and celebration of Mass.

#### **COMMUNITY NEIGHBOURS**

We value our relationship with the surrounding community. All students are reminded to stay off private property, place wrappers, pop cans, and other garbage in garbage cans. Loitering in the surrounding community is discouraged. Students will have an opportunity to give back to their community through a variety of community projects.

#### **COURSE CHANGES**

Every effort will be made to ensure a student is placed in the appropriate course. Informed planning and completion of course selection via MyBlueprint will assist in ensuring that students get the courses they request. Our goal is to have students settled as quickly as possible in their classes. In order to ensure that parents make the best use of their time, we respectfully ask that they do not arrive without an appointment, or request changes by phone. No changes will be made without parental consent.

**Grade 11 & 12 students may:**

- With written parental permission (Request for Course Change form) and recommendation of the school, change courses within the first ten teaching days of a semester, **as scheduling allows**. After this time, students whose graduation and/or post secondary plans would be affected by course changes may appeal to the Head of Student Services and School Administration.

**Students may:**

- With written parental permission (Request for Course Change form), and recommendation of the school, change course level after the above ten day period if a level change is indicated by the school, **as scheduling allows**.

Courses dropped within this time will not appear on the transcript. Courses dropped after this time will appear on the transcript with a note that is reflective of the student's achievement to date. Students who have submitted a completed Request for Course Change form are to remain in their scheduled courses until receiving notification from Student Services of the result of their request. An established protocol for meeting with a counsellor exists and will be followed when setting appointments in order to ensure fairness and efficiency. **Grade 9 & 10 students will not be permitted to make changes to elective courses**. Students may request an appointment with a Guidance counsellor through their my.studentinfo.ca account.

**COURSE LOAD**

Grade 9-11 students must take a full course load (8 courses during the year). Students who have failed a course in the first semester are not permitted to take the same course in the second semester. Grade 12 students who are on track for graduation may choose to take a supervised study period. Students who have completed four years of high school will only be considered for a fifth year if they meet established criteria: academic rationale, consistent attendance and effort, and compliance with school rules. Cases will be considered on an individual basis. Space availability preference will be given to students in their fourth year.

**e-LEARN COURSES**

Students in Grades 9-12 taking an e-learn course do not need to sign-in or sign-out of the main office if they are leaving school property during this instructional period. Students who wish to remain in the school for their e-learn period may work either in the atrium or in the Learning Commons.

**SENIOR STUDENTS ON SPARE**

Students who have a spare in their timetable may choose to remain at school or leave school property. No sign-in or sign-out is required if leaving the school. Students wishing to remain at school to focus on school work during their spare may do so either in the atrium or

the Learning Commons.

## EXAMINATIONS & RICH SUMMATIVE TASKS

### **Grade 7 and 8**

Students do not write formal exams but write major unit tests.

### **Grade 9**

Students do not write formal exams at the end of each semester. A rich summative task (RST) will be written for each course at the end of each semester instead.

### **Grade 10-12**

Students are informed at the beginning of each course whether that course is one for which an exam is required. Students complete a rich summative task at the end of each semester.

Exams and RSTs cannot be rescheduled except under extraordinary circumstances. A medical certificate may be required for any student absent on the day a rich summative task is administered. Vacation and work arrangements are expected to be made around the examination timetable.

## EXTRA-CURRICULAR ACTIVITIES

Participation in one or more school activities will enrich the school experience and enable the student to form new friendships. All students are encouraged to participate in school organized events and activities.

**NOTE: Participation in extra-curricular activities is subject to regular school attendance, consistent effort in a student's schoolwork, and appropriate behaviour. Infractions of any of the above may result in a student being withdrawn from extra-curricular activities.**

## DANCES

The Student Council organizes dances during the school year. The staff supervises these dances. Grade 7 & 8 dances are held in the afternoon and Grade 9-12 dances are held in the evening. At the Grade 7 & 8 level, an alternate activity such as access to the computer lab or a games room will be provided. **NOTE: School dances are considered an extra-curricular activity and participation is contingent on regular school attendance, consistent effort in a student's schoolwork, and appropriate behaviour. Infractions of any of the above may result in a student being withdrawn from extra-curricular activities.**

Details regarding times and dates of dances will be provided by the Student Councils. Students may only attend the dance for their grade level, i.e. 7 & 8 or 9-12. All visitors to the 9-12 dances must meet School Administration approval in advance of attendance. Visitors are permitted to attend certain dances only. Attendance at dances may be restricted for students whose ongoing behaviour at school does not meet expectations.

**Any student found to be under the influence of or in possession of alcohol or drugs at a school dance will be suspended as per the School Code of Conduct and will forfeit their privilege to attend any further dances that school year.**

## HEALTH & WELLNESS

### HEALTH SERVICES

Sacred Heart does not have any nurse or medical personnel on staff. In the case of illness, parents will be notified to come and pick up their child. The school does not have accommodations to allow students to remain if they are ill. If a student is too ill to attend classes, they are to be picked up. If conditions warrant, students will be transported by ambulance to a clinic or hospital. School personnel are not allowed to dispense medication, example: Advil, Tylenol, Ritalin, etc. Please ensure that all relevant medical information (allergies, asthma, etc) is updated through the Student Information Sheet at the start of the year or through the main office during the school year.

### CONCUSSION RELATED BRAIN INJURIES PROTOCOL

Sacred Heart High School follows the Ottawa Catholic School Board protocol for Concussion related brain injuries. Please refer to the OCSB [Support Document for Concussion Related Brain Injuries](#) on the school board website.

### INTERMEDIATE IMMUNIZATION CLINICS

Grade 7 & 8 students of Sacred Heart participate in Ottawa [Public Health Immunization clinics](#) that are scheduled to take place at two different times throughout the school year. To protect children from disease outbreaks in schools, Ontario has the “*Immunization of School Pupils Act* (ISPA).” This act requires that all students in Ontario have proof of immunization against a number of illnesses.

**More information about immunization is available from Ottawa Public Health.** Their offices are open weekdays from 9 am to 4 pm and they can be reached by:

- Telephone at 613-580-6744
- Toll free number at 1-866-426-8885
- E-mail [immunization@ottawa.ca](mailto:immunization@ottawa.ca)

	Cycle One Dose #1	Cycle Two Dose #2
Sacred Heart HS	Oct 30-31, Nov 1-2	April 29-30, May 1-2

### SABRINA'S LAW, 2005

The act is named in memory of Sabrina Shannon, a 13-year old Ontario student who died in September 2003. This act was passed to protect anaphylactic pupils. Anaphylaxis is a severe systemic allergic reaction, which can be fatal, resulting in circulatory collapse or shock. Please note that several students have severe allergies.

### RYAN'S LAW

#### Bill 20 enacts Ryan's Law, 2015 Ensuring Asthma Friendly Schools

Ryan's Law is named after Ryan Gibbons, who died after suffering an asthma attack at school. This newly passed Bill sets a province-wide policy to allow students with asthma to keep their inhalers with them at all times while at school. This legislation will ensure that

children with asthma have a safe school environment where they can learn and play.

### **A RIGHT TO BREATHE**

Please refrain from the use of strong scents as many students and staff have severe reactions to these products; lives may be at risk.

### **HOMEWORK**

In the intermediate and senior years, regular, consistent home study is essential. Developing a routine that includes a quiet place, a regular time, and a review of the agenda book is very helpful. Prompt attention to assignments will prevent the stress that results from letting work pile up. While study skills are a part of the school curriculum, the active interest of parents in their children's study habits is invaluable. As a general rule, the purpose of homework is to reinforce and practise skills learned in the classroom or to apply them to new situations. Homework also helps students develop independent study skills. At the intermediate and senior levels, this is essential. The amount of homework assigned will vary according to grade, level of study, and courses, and will increase in the senior years. Developing strong work habits is therefore a very important facet of student life. Learning to manage time and work independently are important skills for students. Should a student experience ongoing difficulties with homework, parents should communicate with teachers.

### **LEARNING COMMONS**

The Learning Commons is open 7:30 a.m. to 3:00 p.m. each day. Students are welcome to use computers, Chromebooks and iPads in the Learning Commons and/or are invited to bring their laptops and other electronic devices. Students may also borrow an iPad or Chromebook for a class period at a time with parent authorization. Annual permission letters outlining responsibility and replacement costs are available in the Learning Commons.

Borrowing privileges for books are for two weeks at a time although material can be renewed. Overdue charges of 20 cents per day apply to late returns..

### **LOCKERS**

Grade 7-8 students are assigned one locker where they can keep their books and personal belongings. Students in Grades 9-12 may request a locker. Only combination locks are to be used. The school sells quality locks at an affordable price. There will be regular class "clean-up" of lockers. Lockers are the property of the school and may be opened by the school administration for any reason. Students are responsible for the contents of the locker to which they were assigned at all times. Lockers must be kept clean and free of offensive materials or writings. The school is not responsible for personal items removed from lockers without the owner's consent. Students are not to bring valuables to school to store in their lockers. Students should make an effort to be as efficient as possible when accessing lockers to minimize hallway congestion.

### **LUNCH ROUTINES**

As per Ministry and Board policies, all grade 7 and 8 students are to eat lunch at Sacred Heart and will be eating in the cafeteria. Students in grades 7 and 8 are not permitted to leave the school grounds at any time during the school day unless they have made arrangements with their **parents and the office**. Grade 9-12 students have the option of eating at the school or leaving the property. No UberEats or other food deliveries should be

received inside the school. All students who are late returning from lunch or who do not act responsibly at lunch will be assigned appropriate consequences. Inappropriate behaviour in the cafeteria at lunchtime may result in a student's privilege to eat there being revoked.

It is not possible for office administrators to deliver lunches to students who have forgotten theirs at home. If a parent wishes to drop off a lunch for a student, an announcement will be made for that student to pick up in the office as a courtesy. HOWEVER, IT IS EXPECTED THAT THIS WILL NOT BE A CHRONIC OCCURRENCE.

### **PARENT-TEACHER INTERVIEWS**

Formal interviews are held regularly throughout the school year. The tentative interview dates can be found on the school calendar on our website (shh.ocsb.ca). In addition to these scheduled times, parents are encouraged to communicate with teachers and administrators by phone or in person at any time regarding any concern about their child's education.

### **PARENT VOLUNTEERS**

The staff welcomes the assistance of parents. This may take the form of school trip monitors, guest speakers, Learning Commons help, etc. Please telephone the school at 613-831-6643 and leave your name if you would like to help out in any way. All parents are welcome to attend School Council meetings on the first Wednesday of every month at 7:00 p.m. Nomination forms for School Council will be distributed the first day of school.

### **PART TIME EMPLOYMENT FOR STUDENTS**

While part time work outside of school hours may benefit students, parents and students are urged to closely monitor the effects this activity may have on the student's achievement. Recent Ontario research indicates that work in excess of 15 hours per week negatively impacts student achievement.

### **SPECIAL FEES**

#### **STUDENT FEES – Grades 7 to 12**

A student fee of \$30.00 will be collected at the beginning of each school year for all students in grade 7 – 12. The money collected is used to supplement the costs of ID cards, student council activities, spirit building activities, field trip costs, awards, and special student activities. If there is a financial need we ask that you contact your respective Vice-Principal.

#### **GRAD FEES – Grade 12**

A fee of \$120 will be collected to defray the costs of the various graduation activities/requirements. This will supplement the cost of the convocation (facility rental, audio/visual requirements, grad gowns, composite photos, certificates, etc.), grad retreat and grad day activities. If there is a financial need we ask that you contact the respective VP.

### **STUDENT COUNCIL**

There are two distinct student councils at Sacred Heart: Intermediate (Grade 7 and 8) and Senior (Grade 9 - 12). They act as the official communication link between students and staff. They make proposals, recommendations, and decisions on many aspects of student

life. A staff advisor assists each Student Council and informs Administration regularly about current issues.

## **STUDENT PARKING**

A limited number of parking spaces are available for students who drive to school upon completion of a parking permit form and payment of a \$10.00 cash deposit. Since transportation is provided, student parking is a privilege that can be withdrawn or denied. Students are to park only in the Shea Rd. parking lot (east side of the building) and are to have their parking permits displayed on the rear view mirror. Any unsafe driving practices or abuse of privileges will result in the student's parking privileges being revoked. Students who bike to school are encouraged to lock their bikes on the racks in front of the school or inside the compound. The school cannot be responsible for stolen bikes.

## **STUDENT PRIVILEGES**

Extra-curricular and other activities not directly related to course curricula are privileges available to students who fulfill their responsibilities at Sacred Heart. These include: school dances, spirit week activities, field trips, all school teams, intramurals, special assemblies, out of country excursions, and the use of the parking lot by students. Suspension of certain privileges may be used by the school administration as a corrective measure.

## **TEXTBOOKS & SCHOOL MATERIALS**

At the end of the year, it is the responsibility of all students from grades 7 – 12 to return all textbooks that have been issued to them. Teachers record the specific number of the book that has been distributed to each student; the expectation is that the student will return that specific book at the end of the year. This policy holds for all other resources that are distributed to students, such as library books, athletics uniforms, etc. Any outstanding textbooks/school materials will be followed up by the student's respective Vice-Principal. It is expected that all outstanding textbooks/materials or replacement costs are submitted prior to graduation.

## **TRANSPORTATION**

All students who live beyond the designated limit are transported by school bus. Students whose conduct is not appropriate on the bus will receive school consequences that may lead to withdrawal of bus privileges. ***Students are not allowed to travel on any bus other than the one to which they have been assigned.*** Students classified as "walkers" do not qualify for any before or after school transportation. Refer to the Transportation Policy on the School Board website for further clarification. Any questions can be answered by OSTA (Ottawa Student Transportation Authority).

## **VISITORS**

All visitors (such as guest speakers, volunteers, and consultants) must report to the office. Students are not permitted to have friends or relatives visit during school hours including lunch hour. Trespass warnings and/or tickets may be issued to those in contravention of the trespass policy.



## **POLICIES AND PROCEDURES**

To assist students in meeting their responsibilities at Sacred Heart, the following policies and procedures should be noted carefully.

### **ABSENCES**

Parents are asked to telephone the school prior to 8:00 a.m. to communicate any absence or late. The attendance line is 613-831-0543. Daily and punctual attendance is an important aspect of academic success. An attempt will be made to contact parents if a student is absent and no telephone call has been received. Students are to "SIGN IN" or "SIGN OUT" when arriving or leaving the school during class hours. In both cases a note from a parent/guardian must be presented to the attendance secretary in the main office at the time of arrival or departure. NOTE: The days before holidays such as Christmas, Easter and March Break are considered regular school days, and students should expect to attend classes as usual. All sign-in, sign-out procedures apply as usual. Should students be habitually or chronically absent, the services of the attendance counselor (the School Social Worker) may be enlisted to discuss the issue with parents.

### **LATES**

**School starts promptly at 8:05 a.m. for all students in Grades 7-12. Students who report to school after 8:05 are considered late.**

**Grade 7-8 students** are to report to the office if they arrive after 8:05 a.m. Lates must be approved by a parent/guardian. Students will sign-in by scanning the barcode found on <https://my.studentinfo.ca/> OR their student ID card upon arrival to the office. An email will then be sent to their teacher and parent/guardian.

**Grades 9-12 students** arriving at school after 8:05 a.m. but before 8:20 a.m. are to report directly to class. Those who arrive after 8:20 a.m. are to report to the office. Lates must be approved by a parent/guardian. Students will sign-in by scanning the barcode found on <https://my.studentinfo.ca/> OR their student ID card upon arrival to the office. An email will then be sent to their teacher and parent/guardian.

### **ACADEMIC INTEGRITY**

The Ottawa Catholic School Board challenges students and staff to practise Christian values and strive for academic excellence. Academic integrity is considered to be an essential expectation for all subject areas. Only work that honours academic integrity will be considered for assessment; therefore, a student's success will be compromised by academically dishonest work. In addition to the academic implications, academically dishonest behaviour will lead to behavioural consequences. A school administrator will determine the range of these implications and consequences.

### **ASSESSMENT & EVALUATION**

We are guided by the policies laid out by the Ministry of Education and the OCSB. The Ministry document [“Growing Success: Assessment, Evaluation and Reporting in Ontario Schools”](#) (2010) is aligned with the policies of the OCSB and those of this school. The focus of all assessment and evaluation is on student success and achievement.

Important considerations with regard to assessment and evaluation of student achievement:

**a) Vacations**

**Parents are encouraged to schedule vacations during regular school holiday time.** Should they choose otherwise, the school is under no obligation to reschedule assignments and tests for students who are absent. Teachers are under no obligation to provide work in advance for students on vacation. Please note that the help of a tutor may be required to help your child get caught up on missed work upon return from vacation, depending on the amount of time missed and the needs of your child.

**b) Major Assessments and Tests**

If a student is away for a major assessment or test, they will be expected to complete the assignment/test at the first opportunity.

**c) Excessive Absenteeism and Assessment and Evaluation**

Regular attendance is vital for student success. Should students be habitually absent, the student will be referred to the Student Success team who will develop an intervention plan to address this concern. This plan may include disciplinary sanctions, counselling, and/or other strategies.

## **BULLYING PREVENTION AND INTERVENTION**

Bullying is a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance. Bullying is a dynamic of unhealthy interaction that can take many forms. It can be physical (e.g. hitting, pushing, tripping), verbal (e.g. name calling, mocking, or making sexist, racist, or homophobic comments), or social (e.g. excluding others from a group, spreading gossip or rumours). It may also occur through the use of technology/social media (e.g. spreading rumours, images, or hurtful comments through the use of e-mail, cell phones, text messaging, Internet websites, or other technology).

Making our schools safe and caring learning environments based on the Gospel values of: Justice, Love, Community, Dignity of Persons, Stewardship of Creation, Excellence, Faith and Hope is at the essence of our school's education for all. The school staff will respond to all reports of bullying. The first task for the teacher or member of the administrative team will be to gather factual information to determine if the incident should be considered bullying. The guiding principles for responding to bullying include:

- safety for students and staff
  - informing students of the school code of conduct and outlining acceptable and inappropriate behavior
  - implementing progressive discipline where appropriate
  - providing ongoing support to all those involved
- encouraging students to continue to report incidents of bullying

Once a teacher or an administrator has been informed of a bullying incident, it will be investigated in a timely manner, taking into account the safety of those involved. Please refer to our comprehensive [Bullying Prevention and Intervention Plan](#) on our website.

## **DRESS CODE**

Sacred Heart Catholic High School expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event.

- The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s).
- The school is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size.

In order to maintain a respectful environment in keeping with our Catholic value of promoting a safe, caring and inclusive school community, the following expectations are in place:

- Clothing with vulgar, violent, or inappropriate language or images is not permitted
- Clothing with images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity) is not permitted
- Revealing clothing (i.e. clothing that shows buttocks/chest or is see-through) is not permitted
- Undergarments are to be worn under clothing, not as clothing
- Any item that obscures the face (except as a religious observance or as personal protective equipment) is not permitted
- Hats, toques and hoods are to be removed during prayer, O Canada, when entering a parish, the chapel, during other moments of solemnity or when otherwise directed to in a classroom setting by a staff member
- Students are permitted to wear headwraps and durags if this is an expression of the student's culture and/or religion.
- Clothing with culturally insensitive messages or images is not permitted
- Accessories that could be considered dangerous or could be used as a weapon are not permitted

Students who are dressed inappropriately will be asked to put on their own alternative clothing, if already available at school. If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day. Behaviour that persistently challenges the school dress code policy will be addressed through a progressive discipline approach.

## **WASHROOM USE**

Sacred Heart Catholic High School expects that all students will use washroom facilities in a timely and respectful manner given our school's population:

- Students access the washroom that is closest to their current classroom

- Use for its intended purpose only
- Only one person per stall
- No loitering

## **PROMOTION POLICY**

### ***Grades 7 and 8***

Our policy is to have regular communication with parents of students who are receiving low grades. Such factors as age and previous school experience will be seriously considered in the promotion decision. A review will take place for any student who fails a course or multiple strands over the course of the year.

### ***Grades 9-12***

Summer school and night school are available so that students can recover failed credits or reach ahead for additional ones. It may be recommended to students who have not met a minimum standard of success that they repeat a course rather than attend night or summer school. See Student Services for other options.

## **SKATEBOARDS / ROLLERBLADES**

Skateboarding is not permitted anywhere on school property. Rollerblades are not permitted inside the school.

## **SMOKING/VAPING**

Our NO Smoking School Policy indicates that According to Ontario's Tobacco Control Act, no person shall smoke/vape tobacco or hold lighted tobacco anywhere on school property or any public property .**This includes electronic cigarettes and “vaping” devices of any nature.** Failure to comply may result in a fine and suspension.

## **TECHNOLOGY / SOCIAL MEDIA POLICY**

Sacred Heart has computers, iPads, Chromebooks and other devices for use in different locations in the school; these are located in labs, various classrooms and in the Learning Commons. In addition, we encouraged the BYOD (Bring Your Own Device) Board policy, which welcomes the use of student's owned electronic devices such as iPhones, iPads and computers during school hours. To that effect, our school encourages the purchase of a Chromebook for school use, should parents be interested in buying a device. Senior students can choose credit courses in Computer Science. During lunch hour, students have the option of using computers in the Learning Commons.

As some areas of the Internet do not comply with the values and beliefs that we share as a school community, the Ottawa Catholic School Board has developed an “**Acceptable Wireless Use**” policy that students must sign before students can access the Internet. The form, which must be signed by students, will be distributed during the first week of school. Consequences for violation of any of the policy statements range from forfeiting computer privileges to school suspensions. Rules and regulations regarding computer use are posted on the website and in computer labs and will be handed out at the beginning of the year.

The use of social media such as TikTok, Snapchat, Instagram, Facebook, Twitter, YouTube,

and other similar sites can be effective communication tools. Where appropriate, school staff may choose to participate in school sanctioned online activities (e.g. a school Facebook site to promote a social justice activity or a school team). School sanctioned online sites will have a minimum of two school staff members with administrative privileges, where available.

Students are reminded that their online conduct should be similar to their face to face conduct and at all times should respect the school code of conduct. Neither the school's network nor the broader Internet (whether accessed on campus or off campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyber-bullying, are unacceptable. Cyber-bullying includes but is not limited to: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email, messages, digital pictures or images or website postings (including blogs). Students may be disciplined, including suspension or expulsion, if any of their online behaviour results in a disruption to the school environment or negatively impacts our Catholic school climate. Online threats may be determined to be a criminal offence and, as such, may be reported to the Ottawa Police Service.

Students are not permitted to digitally photograph or record audio or video of school activities without first obtaining permission from those involved. A teacher or administrator may give permission for the digital recording of school activities and events, (i.e. sports games, spirit assemblies, special presentations), where the participants are aware that they may be recorded. The online digital posting of classroom activities, and/or inappropriate student interactions (i.e. student fights), is likely to have a negative impact on the school climate and/or violate the privacy of others who have not granted permission to be recorded, and as such, may result in confiscation of digital equipment; school based disciplinary consequences; and/or be referred to the Ottawa Police Service.

#### ***PERSONAL ELECTRONIC DEVICES:***

Sacred Heart believes in providing students with the best academic experience possible. We also recognize that the use of technology has many educational benefits. However, as new technologies continue to expand, they also bring new challenges to maintaining a safe, caring and orderly learning environment. The advantages of technology need to be supported with the responsible use of that technology.

Students in Grades 7-8 are not permitted to have their cell phones in the classroom or hallways in between classes. If students are found using their device either in class or in the hallway, the phone will be turned into the office and the student will be assigned an after-school detention.

To assist Grades 9-12 students in achieving their best, personal electronic devices must be in silent mode in instructional areas during instructional time, and are not to be used in the classroom setting unless authorized by the classroom teacher for the purposes of instruction.

Video or audio recording of any staff member or student without consent is a serious offence and will be subject to sanctions guided by the progressive discipline policy and the OCSB Code of Conduct.

## TRUANCY

Students are expected to attend all classes unless they have legitimate reasons, such as medical appointments. Chronic truancy may lead to a variety of interventions such as meetings with the school Social Worker, Guidance Counsellors and/or Administration.



### **Sacred Heart Catholic High School Code of Conduct A Shared Responsibility**

Code of Conduct: A Shared Responsibility

#### 1. Purpose

The Ottawa Catholic School Board (OCSB) and its schools recognize that all people are created in the image and likeness of God, and as such, all have the right to be treated with dignity, respect and fairness, as children of God of infinite dignity and worth. To this end, the Board promotes in all of its schools a positive learning environment in which all members of the school community feel safe, included, and accepted.

The Board and its schools maintain that a whole-school approach, which involves all members of the school community, is important in supporting efforts to ensure positive behaviours and interactions in schools.

In keeping with provincial policy, the purpose of the OCSB code of conduct is as follows:

- To ensure all members of the school community, especially people in positions of authority, are treated with respect and dignity;
- To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community;
- To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility;
- To encourage the use of non-violent means to resolve conflict;
- To promote the safety of people in the schools;
- To discourage the use of alcohol and illegal drugs and, except by a medical cannabis user, cannabis
- To prevent bullying in schools.

## 2. Standards of Behaviour

The OCSB code of conduct sets clear standards of behaviour that apply to our students as well as all individuals involved in our school community (parents/guardians, teachers and other staff members, volunteers, visitors, and third-party group members). These standards apply whether they are on school/board property, in a virtual learning environment, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate.

All members of the school community must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of age, marital status, family status, ethnic origin, place of origin, colour, citizenship, creed, sex, sexual orientation, gender identity, gender expression, race, ancestry or disability.
- respect the rights of others
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching; including by ensuring that personal mobile devices are only used during instructional time
  - a) for educational purposes, as directed by an educator;
  - b) for health and medical purposes;
  - c) to support special education needs

All members of the school community must not:

- engage in bullying behaviours; including cyberbullying
- commit sexual assault;
- traffic weapons or illegal drugs;
- give alcohol or cannabis to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of, or provide others with alcohol, cannabis (unless the individual has been authorized to use cannabis for medical purposes) and illegal drugs;
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias; and

- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school;
- swear at a teacher or at another person in a position of authority;
- engage in online activity or social media activity that compromises school climate or the security and safety of the Board, students and staff;
- engage in activity that interferes with teacher/student use of Board Internet resources;
- engage in behaviour that is injurious to the school climate.

### 3. Roles and Responsibilities

The Ottawa Catholic School Board Code of Conduct acknowledges that responsible citizenship involves appropriate participation in the life of the school community. Active and engaged students are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

#### A. The School Board

It is the responsibility of the Board to:

- develop policies that set out how its schools will implement and enforce the provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;
- establish a process that clearly communicates the provincial Code of Conduct and school Board codes of conduct to all parents, students, principals, teachers, other school staff, and members of the school community in order to obtain their commitment and support;
- review these policies regularly by seeking input from school councils, the Catholic School Parent Association, and the Special Education Advisory Committee;
- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety; and
- implement a protocol to guide proper etiquette in the use of the Internet and social media
- provide opportunities for all of the staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe, inclusive, and accepting learning and teaching environment.

#### B. Principals

Under the direction of the Board, principals take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care for the school community and a commitment to academic excellence in a safe working and learning environment;



- holding everyone under their authority accountable for his or her behaviour and actions;
- empowering students to be positive leaders in their school and community; and
- communicating regularly and meaningfully throughout the year with all members of their school community.

#### C. Teachers and Other School Staff Members

Under the leadership of their principals, teachers and other school staff members maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and school staff uphold these high standards when they:

- help students work to their full potential and develop their sense of self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff, parents, volunteers, and the members of the school community; and
- prepare students for the full responsibilities of citizenship.

#### D. Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when students:

- come to school prepared, on time, and ready to learn;
- shows respect for themselves, for others, and for those in authority;
- refrain from bringing anything to school that may compromise the safety of others;
- follow the established rules and take responsibility for their own actions.

#### E. Parents/Guardians

Parents/Guardians play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill their role when they:

- are engaged in their child's school work and progress;
- communicate regularly with the school;
- help their child be appropriately dressed, and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- supervise their child's use of electronics, the internet, and social media tools;
- show that they are familiar with the [provincial Code of Conduct](#), the Ottawa Catholic School Board Code of Conduct, and school rules;
- encourage and assist their child in following the rules of behaviour and the school's code of conduct; and
- assist school staff in dealing with disciplinary issues involving their child.

## F. Community Partners & Police

Community agencies and partners are valued resources that schools use to assist in the delivery of bullying and harassment prevention or intervention programs. The partnerships respect all applicable collective agreements and are consistent with the Board practice on the use of outside organizations and volunteers.

The police play an essential role in making our schools and communities safe. The police investigate incidents in accordance with the protocol developed with the local school boards. This protocol is based on a provincial model that was revised in 2016 by the Ministry of the Community Safety and Correctional Services and the Ministry of Education.

## 4. Communication Plan

The Board and school staff will use a variety of means, including social media, to ensure that students, staff, and the community are aware of the OCSB code of conduct.

**Websites:** The Ottawa Catholic School Board code of conduct will be shared on the Board's website [ocsb.ca](http://ocsb.ca) and on each school's website.

**Student Agenda:** The Ottawa Catholic School Board code of conduct will be highlighted in the electronic/hardcopy school agenda.

**Newsletters:** A school might also highlight the Ottawa Catholic School Board code of conduct in a school newsletter.

**Translation:** Parents may request a translation of the Ottawa Catholic School Board Code of Conduct by contacting their child's principal.

**Grade-level Assemblies:** At the beginning of the school year, schools may hold student assemblies at which details of the Ottawa Catholic School Board code of conduct are reviewed.

## 5. Procedures and Timelines for Review

The Board will conduct a review of its code of conduct at least once every 3 years.

In its review of its code of conduct, the Board will consult with stakeholders such as school principals and (through the principals) school Safe and Accepting School Teams, employee groups, the Catholic School Parents' Association, Parent Involvement Committee, Student Senate, and Special Education Advisory Committee.

### Communication Plan:

The school staff will use a variety of means to ensure that students and the community are aware of the school Code of Conduct. Where requested, translation will be provided by the school.

- Student Handbook:  
The school code of conduct will be highlighted in the school handbook. The student handbook will be posted electronically on our website. All grade 7 & 8 students will receive a copy in homeroom and any students in grades 9-12 who request a hard copy of the agenda book at the main office during the first month of school will be provided with one.
- School Website: <https://shh.ocsb.ca>  
The school code of conduct will be reviewed with the school council. Once input has been received from the school council, the teaching staff, and students, the bullying prevention plan will be posted on the school website.
- Twitter:  
Please check our Twitter account at @SacredHeartHS for up to date information on activities at Sacred Heart.
- Parent Presentations:  
Presentations related to the transition years (grade 7 and grade 9) will include an outline of the school Code of Conduct.
- Grade level assemblies:  
The beginning of the year assemblies will include details of the school Code of Conduct.
- OCSB Connect:  
This is the board's Safe Schools anonymous reporting system. School safety starts with you. For help or to share anonymous tips on bullying and crime, text or call 613-777-0977 (standard text messaging rates apply). Download the free OCSBconnect App. If you have any questions, please contact your school Vice-Principal.

Input from students, staff, parents and members of the school community: The Code of Conduct as well as our Anti-Bullying initiatives will be reviewed by a comprehensive committee and presented to our school council.

Procedures and timelines for review

Principals will coordinate a review of the student code of conduct at least once every 3 years.

## **STUDENT SERVICES**

### **GUIDANCE SERVICES**

The guidance program is planned to assure student access to the learning experiences, personal assistance, and accurate information sources that they will need to make informed and thoughtful decisions. The program fosters student self-awareness and understanding. School counsellors are available to provide assistance with personal, vocational, or academic concerns of individual students. Interviews with students may be conducted on a routine basis or at the request of students, parents, teachers or school administrators. Counsellors may also act as referral agents for students or parents requiring the assistance of the Psychological Services Department of the Ottawa Catholic School Board or other community resources. Other resources may include the following or additional resources can be found at the school web site under the community resource section:

Distress Centre	613-238-3311
Child Abuse Protection	613-747-7800
Kids Help Phone	1-800-668-6868
Sexual Assault	613-562-2333
Services for abused women	613-745-4818
Youth Services Bureau	613-260-2360
West Ottawa Community Resource Centre	613-591-3686
Rideauwood Addiction and Family Services	613-724-4881

A wide variety of assessment instruments are incorporated into the school program in order to aid students in educational and vocational decision-making. Counsellors oversee the administration of the group assessment program and assist students in interpreting results and formulating plans.

### **EXTRA HELP AND TUTORING**

All teachers on staff are available to give students extra help. This may take the form of individual or small group assistance before, during, or after school. This may be at the request of either the student or teacher at a mutually agreed upon time. Students who experience academic difficulties throughout the year should consult with the Student Services Department for more information about tutoring services, or other strategies for achieving success.

### **PEER HELPING**

Peer Helping is an organized program based on the premise that students often are more receptive to learning from peers than from adults. High school students are selected, trained

and monitored by Student Services, and they provide assistance to grade 7 and 8 students in areas related to their well-being. Leadership abilities, good judgement, and caring attitudes are some of the important qualities possessed by Peer Helpers. Direct any inquiries to the Student Services Department.

### **PEER MENTORING**

The Peer Mentor Program is similar to a Big Brother/Big Sister Program where senior high school students mentor junior students. The main objective is to help students feel that they belong and they have a friend to talk with.

### **SPECIAL EDUCATION PROGRAMS**

Resource teachers are available for students who have been identified as exceptional and/or have an Individual Education Plan. Some students receive remedial assistance in mathematics and language arts within the regular program. Withdrawal to the Resource Centre may be an option from time to time for small group/individual assistance. At the Grade 7/8 level, all identified students will be closely monitored according to the needs outlined in their IEP. High school students are encouraged to seek assistance from Resource Teachers as needs arise. Accommodations/modifications specified in their IEP's will be made by classroom teachers.

### **SUBSTANCE ABUSE**

If you suspect that your child may be using drugs, you are invited to consult with our Student Services Department, who may be able to assist you in finding help for your child. An addictions counsellor from the OCSB Student Services Department is available for counseling and support for students experiencing difficulties related to drug use/abuse. Please contact our Student Services office for information.

### **WITHDRAWAL**

Any student withdrawing from Sacred Heart must complete a withdrawal form in Student Services. The locker must be cleaned out and all books returned to subject teachers. No transcript will be issued until the withdrawal procedure is completed and has been signed by both the school and a parent/guardian.

### **CONTINUING EDUCATION**

The School Board offers an extensive summer and winter program of credit and non-credit courses for students and adults of all ages. Details are available in Student Services.

## **Username and passwords for digital Web Resources for Students:**

Students of the Ottawa Catholic School Board have access to several licensed electronic resources such as: Google, Hapara and many others.

A list of all of the required usernames and passwords for the digital resources can be found in the Student Portal for OCSB.

- login to your Google account:

	<b>Students</b>
<b>Username:</b>	firstname.lastname@stu.ocsb.ca
<b>Password:</b>	password

- On the left side you will find the "Quick Links" panel.

<b>General Emergencies</b>			
Police, Fire, Ambulance	911		
Ottawa-Carleton Regional Police			
Emergency Bureau	820-5000		
Ontario Provincial Police			
• Kanata	592-6061		
• Ottawa	828-9171		
• West Carleton	832-1919		
Ottawa-Carleton Regional Police	236-1222		
Operation Go Home	230-4663		
Ottawa Distress Centre	238-3311		
Ottawa Rape Crisis Line	562-2333		
R.C.M.P. 993-8887			
Sexual Assault Support Centre	725-2160		
<b>Health</b>			
Hospitals:			
• Children's Hospital CHEO	737-7600		
• Ottawa Civic	761-4000		
• Ottawa General	737-7777		
• Queensway-Carleton	721-2000		
• Riverside	738-7100		
• Royal Ottawa Hospital	722-6521		
Addiction and Mental Health	728-4104		
Eating Disorder Centre	729-0801		
OHIP Information	1-800-268-1153		
Ottawa Distress Centre	238-3311		
Public Health Department	722-2328		
Roberts/Smart Centre	728-1946		
<b>Counselling and Advocacy</b>			
<b>General Information</b>			
Catholic Family Centre	233-8478		
Children's Aid Society	747-7800		
Community Information	241-7606		
•			
		<b>Community Service Centres</b>	
		• Centretown	563-4771
		• Gloucester North	741-6025
		• Gloucester South	822-1886
		• Kanata	591-3686
		• Nepean	596-5626
		• Lowertown	789-3930
		• Pinecrest	820-4922
		• Somerset West	838-8210
		• Southeast Ottawa	737-5115
		Youth Line	238-3311
		Kids' Help Phone	1-800-668-6868
		Youth Net	738-3915
		<b>Drugs And Alcohol</b>	
		Addiction and Mental Health	728-4104
		Or 1-800-463-6273	
		Addictions Assessment Services	789-8941
		Alcoholics' Anonymous	237-6000
		Amethyst Women's Addiction Centre	563-0363
		Cocaine Anonymous	739-0509
		David Smith Centre	594-8333
		Narcotics Anonymous	236-4674
		Rideauwood Institute	724-4881
		Serenity Renewal for Families	523-5143
		<b>Employment Concerns</b>	
		Canada Employment – Blair Rd	954-0700
		Canada Employment – Laurier St	990-5100
		Employment Information Line:	
		• Public Service Commission	996-8436
		• Line 1000 Agency	731-7620
		Ministry of Education	731-7100
		Nepean John Howard Society Youth Employment Centre	828-2123
		Ontario Ministry of Community and Social Services,	
		Vocational Rehabilitation Branch	787-5265
		Student Employment (HRDC)	993-9911
		Youth Services bureau	729-1000