

ST. ROBERT CATHOLIC HIGH SCHOOL

PARENT/STUDENT HANDBOOK



TABLE OF CONTENTS

- 1 About St. Robert/STR Land Acknowledgement
PAGE 03 AND 04

- 2 St. Robert CHS Administration
PAGE 05

- 3 St. Robert Website and Social Media Directory
PAGE 06

- 4 Daily Schedule, Student Login, Parent/Student Portals
PAGE 07 AND 08

- 5 SchoolDay Platform
PAGE 09

- 6 Uniform
PAGE 10

- 7 Attendance Procedures
PAGE 11

- 8 Student Activity Fee
PAGE 12

- 9 Transportation and Parking Lot
PAGE 13

- 10 Student Code of Conduct
PAGE 14

- 11 Digital Dicipleship
PAGE 15

- 12 School Policies and Procedures
PAGE 16-22

- 13 School Year Calendar
PAGE 23

ABOUT ST. ROBERT



Our school is proudly named after St. Robert Bellarmine (1542–1621), a Jesuit priest, scholar, and Cardinal of the Catholic Church. St. Robert was known for his deep faith, commitment to education, and tireless service to the Church.

He spent much of his life teaching and writing, helping others understand and live their faith. St. Robert was also recognized for his humility — despite his great knowledge and influence, he lived simply and placed God at the center of everything he did.

As a school community, we look to St. Robert as an example of wisdom, kindness, and integrity. His life reminds us to use our gifts in service of others and to seek truth in all we do.

PRAYER TO ST. ROBERT

St. Robert,
you used your wisdom to guide others and your heart to serve God faithfully. Help us to grow in knowledge and in love for God and one another. Guide our words and actions so we may live with kindness, honesty, and respect. Pray for our school community, that we may follow your example each day. Amen.

Our Motto:

**“KNOWLEDGE IS
THE BEGINNING”**

At St. Robert CHS, we believe that learning is the starting point for everything we do. Knowledge helps us understand the world, make good choices, and grow in faith. But knowledge is just the beginning—how we use it to help others and live with kindness is what truly matters. Like St. Robert Bellarmine, we seek the truth, grow in wisdom, and put our learning into action every day.

ST. ROBERT LAND ACKNOWLEDGEMENT

We respectfully acknowledge that we are gathered on the ancestral lands and waters of the Anishinabe (A-nish-in-naw-bay), the Haudenosaunee (Ho-de-no-show-nee), the Mississauga (Mis-suh-saa-guh), the Mississaugas of the Credit First Nation (Mis-suh-saa-guh), and the Wendake-Nionwentsio (Wen-da-key Nigh-on-wen-sigh-o), co-existing under the Toronto Purchase Treaty, Treaty 13, and the Williams Treaty. We honor the first steps on Turtle Island from time immemorial, the steps that journey here today, and the steps of future generations.

We recognize that it is a privilege to learn as a community on this land, and are grateful for having a place to express each of our faiths and cultures on it.



WE PRAY TO THE CREATOR THAT AS WE
EMBRACE THE BEAUTY OF MOTHER EARTH, ALL
WILL CONTINUE TO CARE FOR HER AS PART
OF OUR COMMITMENT TO RECONCILIATION.

ST. ROBERT ADMINISTRATION



MS. S. BARTOLINI

Principal



MS. D. KIRIELLA

Vice Principal, (H-P)



MS. C. MARCHESE

Vice Principal, (A-G),
IB Coordinator



MR. D. CHAN

Vice Principal, (O-Z)

MAIN OFFICE

Ms. A. Nelson - **Head Secretary**
Ms. N. Potestio - **Attendance Secretary**
Ms. L. D'Mello - **General Secretary**
Ms. S. Alonzi - **SIS Secretary**
Ms. S. Kerr - **SFE Secretary**
Ms. K. Chik - **Bursar**
Ms. M. Zumaeta - **General IB Secretary**

GUIDANCE DEPARTMENT

Ms. J. Moore - **Guidance Secretary**
Ms. M. Boccia- **Department Head,
Counsellor (A-G)**
Ms. C. Simone - **Counsellor, (H-Liu, L)**
Ms. A. Folino - **Counsellor, (Liu, M-Th)**
Ms. C. Bumbaca- **Counsellor, (Ti-Z)**

ST.ROBERT WEBSITE AND SOCIAL MEDIA DIRECTORY

Welcome to a listing of St. Robert's online presence! Here you'll find all the links you need to stay up-to-date with news, events, and important announcements.

SCHOOL AND AFFILIATED WEBSITES



School website: [St. Robert Catholic High School](#)

YCDSB website: [York Catholic District School Board](#)

STR Guidance website: [HOME](#)

Library Learning Commons website: [STROLibraryLearningCommons](#)

Subject Department Websites: [Departments - St. Robert](#)

International Baccalaureate (IB) Info Website: [TBD](#)

DGN Kilters (Uniform Provider): [DGN-Kilters](#)

School Day Platform: [Login to School-Day](#)

School Bus City: <https://net.schoolbuscity.com>

SOCIAL MEDIA CHANNELS

[@ST.ROBERTCHSOFFICIAL](#)

[@YORKCATHOLIC_DSB](#)



SEE PHOTOS AND VIDEOS SHOWCASING SCHOOL LIFE, STUDENT ACTIVITIES, AND SPECIAL EVENTS OF ST. ROBERT AND THE YCDSB

SCHOOL ADDRESS AND CONTACT INFORMATION

[8101 LESLIE ST., THORNHILL L3T 7P4](#)

PHONE: 905-889-4982

ATTENDANCE: 905-889-4982 EXT. 1

GUIDANCE: 905-889-4982 EXT. 2

FAX: 905-889-8083

EMAIL: SRH@YCDSB.CA (NOTE: THIS EMAIL IS NOT INTENDED FOR ATTENDANCE PURPOSES)

Warning Bell	8:25 am
Anthem, Prayer, Announcements, Period 1	8:30am - 9:44am
Travel Time	9:44 am - 9:50 am
Period 2	9:50 am - 11:03 am
Travel time	11:03 am - 11:09 am
Period 3 (Day 1), Period 4 (Day 2)	11:09am - 1:09pm
• Lunch A	11:09 am - 11:49 am
• Lunch B	11:49 am - 12:29 pm
• Lunch C	12:29 pm - 1:09 pm
Travel Time	1:09 pm - 1:15 pm
Period 4 (Day 1), Period 3 (Day 2)	1:15 pm - 2:28 pm

DAILY SCHEDULE

STUDENT LOGIN INFO

The passwords for all your student accounts have been synchronized. You are able to use the same login and password to get access to Computer Systems, G-Suite, D2L/Brightspace, and My Blueprint.

Students can login using the following format:

Username: Legal first name. Legal last name + anticipated year of graduation (birth year + 18)
@ycdsbk12.ca

Password: Student # + first initial of the firstname in UPPERCASE + first initial of last name lowercase - E.G. 12345678Cp

If your student number is less than 6 characters in length, it will have been pre-filled with zeros (0) to make the length up to 6. This ensures a minimum password length of 8 characters.

REPORT CARDS

Student achievement is reported 4 times in the school year:

- November (Semester 1 Midterm report)
- February (Semester 1 Final Report)
- April (Semester 2 Midterm Report)
- July (Semester 2 Final Report)

Parent Interviews are held in November and April. Details on how to sign up for interviews are distributed in Nov/Apr via email.

Parents may login to the parent portal (connectEd) to view student report cards and timetables. [Click here to view Instructions on accessing the parent portal.](#)

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TIMETABLES

Students can view their timetables and report cards via the student portal. [Click here to view instructions on accessing the student portal.](#)

Course Change Request Considerations

- Requesting a course change may result in an entire timetable change which will not be reversible. Be prepared for this if you are requesting a course change.
- Students do not have the option to select specific teachers/periods/semesters/lunches.
- Changes will only be processed if the request meets specific criteria (as communicated by the guidance department and only if space permits)
- Course change request process is communicated via email by the guidance department.

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WHAT IS SCHOOL-DAY?

School-Day is an online cashless system for use by parents, teachers and office administrative staff. School-Day minimizes the handling of cash by students, teachers and office staff, to reduce paper, and to streamline office efficiencies.

Parents can:

- Complete online payments for trips or other activities
- Avoid the risks associated with sending money to school with your child
- Approve permission forms instantly online
- Reduce the environmental impact of photocopying permission forms and announcements

HOW TO GET STARTED WITH SCHOOL-DAY

1. Parent/Guardian creates a School-Day Account.
[Instructions to create parent/guardian account.](#)
2. Link your child(ren) using a secure match key to the parent/guardian account.
[Instructions to link student to parent/guardian account.](#)
****Secure match keys are sent via email in September****
3. View and pay for events such as field trips and products listed under the various tabs of the School-Day dashboard.



Cashless Payment Platform

<https://www.school-day.com/>

SCHOOL UNIFORM



SCHOOL UNIFORM - AVAILABLE AT [DGN KILTERS](https://www.dgn-kilters.com)

Approved items:

- DGN black pants with the embroidered school logo on the leg;
- White or green DGN polo shirt, long or short sleeve, with embroidered school logo;
- Green ¼ zip school sweater with embroidered logo (optional)
- **All black shoes** including top, sides, soles and laces. They may be dress or athletic shoes. NO boots, sandals, open back or open toed shoes.



UNIFORM CONSIDERATIONS

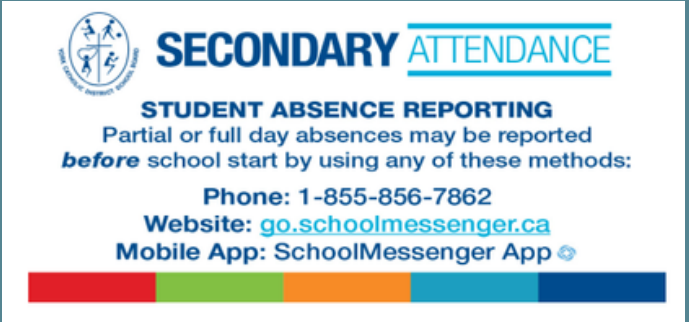
1. Students must wear the official uniform all day at school including lunch hour and spares. The complete uniform must be worn at any school-conducted function (including field trips), unless an exemption is granted by the administration. School uniforms are to be worn neatly (e.g. pants are to be worn at the waist; pant legs are not to be rolled up, frayed or cut-off;).
2. ALL Non-uniform items such as jackets, hats, and hoodies are not permitted as a replacement or addition to the uniform. Exceptions can be granted by a school administrator for religious or medical reasons. Non-uniform items should be kept in student lockers for the duration of the school day. School team athletic wear/spritwear are only permitted on days designated by administration. They are not part of the regular school uniform.
3. Students enrolled in Physical Education classes are required to wear the gym uniform provided by DGN kilters. Non-marking gym shoes, which may be purchased independently, are the only shoes allowed on the gym floor. The Physical Education apparel is only to be worn during physical education classes.
4. On CIVVIES days, students are expected to be dressed in comfortable and appropriate attire for an educational setting. Attire must be in keeping with our Catholic teachings and beliefs, and reflect the value of modesty and the principle of the dignity of the human person.
5. School administration reserves the right to discipline students who breach the approved Dress Code and the expectations outlined in the Student Dress and School Uniform – [Secondary policy 219B](#).

ATTENDANCE

Regular attendance at school is an important factor in overall student success and achievement. Research shows that not only do students do better academically, but they also achieve a greater sense of overall wellness. Students learn the necessary skills related to organization, responsibility and accountability - all beneficial to long-term success in school and life in general.

✓ ABSENCES - FULL/PARTIAL

Parents are required to report their child's absence before 8:30 through the SchoolMessenger App. Students who skip class will be subject to progressive discipline.



SECONDARY ATTENDANCE

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

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

✓ EARLY LEAVES

If a student is required to leave school early, parents/guardians must pre-arrange it through the SchoolMessenger App. Students should report to the Main Office before leaving for an Admit Slip.

✓ EXTENDED ABSENCES (VACATION)

An Extended Vacation Leave form, available through administration, must be submitted to the office two weeks in advance. Students will be responsible for all assignments, assessment, and evaluations missed during an extended absence. These absences are highly discouraged.

✓ LATES TO SCHOOL - 15 MIN RULE



1. Students who arrive between 8:30-8:45am are marked LATE.
2. Students not present by 8:45am are marked ABSENT.
3. Students who arrive after 8:45am must report to the Main Office to sign in, prior to going to their class.

✓ ATTENDANCE MONITORING

Regular attendance and its accurate monitoring is a shared responsibility of the school team, parents/guardians and students - see [Policy 228b - Attendance \(Secondary\)](#).

Lateness to School or Class is a breach of the Student Code of Conduct and progressive discipline will ensue.

Step 1: After 3 lates, the teacher contacts parents/guardians.

Step 2: teacher submits Conduct Report for every third late thereafter. Consequences may include **detention** and **suspension** from school.

Excessive Absenteeism - Where a student's absenteeism is approaching 5 consecutive days, the teacher will submit a Conduct Report to the Vice Principal. Attendance will be monitored in intervals of 5 days; when a student is approaching 15 days of consecutive absenteeism, the VP can refer to the student to an Attendance Counsellor, who will work with the student and family to determine the next appropriate steps.

STUDENT ACTIVITY FEE

The Student Activity Fee is the primary source of direct school-related fundraising and subsidizes events and initiatives that build school spirit. We greatly appreciate the support of parents and guardians. The SAF is collected annually during the course selection period in February of the preceeding school year.

Itemized Breakdown	Amount
Student Engagement Student Recognition, Guest speakers/student workshops and contests,	20
Wellness and Inclusivity Faith development, Physical and Mental Wellbeing initiatives, Peer	20
Total:	\$40.00

Catholic School Council Contribution	\$10.00
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These funds are directly reinvested back into our school community. Various groups within the school, including departments, clubs and councils, submit proposals on the use of these funds. In consultation with the Administration, the Catholic School Council supports these various initiatives and projects that are designed to be of direct benefit to the students.

Total Fee to be Collected	\$50.00
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Please note: Additional and separate fees will be charged for but are not limited to the following:

- School yearbook
- School Locks for lockers
- Athletic and team fees
- Annual retreats, field trips and excursions
- Course enhancement fees (vary from department to department)
- Physical and Health Education uniforms
- School spirit wear

School Bus Transportation

Families can check school bus eligibility on www.schoolbuscity.com. Please note that **ONLY** students who are eligible (determined by home address) may ride the school bus.

Parents are reminded to refer to the Late Bus Report on the Student Transportation Services website at www.schoolbuscity.com prior to leaving for the bus stop in the mornings and afternoons.



Morning Student Drop-Off

- Upon entry into the St. Robert parking lot, please note that the right entrance lane is reserved for school buses, YRT and staff cars **ONLY**. Families are asked to stay in the left entrance lane and to proceed to the kiss and ride area.
- 4 kiss and ride lanes are available for use.
- Do not enter any kiss and ride lane if a school bus is present in that lane.
- Families are asked **NOT** to use the lane closest to the school. This is reserved for emergency vehicles, YRT and school buses only.
- Families are asked to move forward as much as possible in the Kiss and Ride lanes before dropping students off. This will allow for a more efficient drop-off.



LESLIE STREET

EMERGENCY VEHICLES, YRT, SCHOOL BUSES ONLY

KISS AND RIDE LANE 4

KISS AND RIDE LANE 3

KISS AND RIDE LANE 2

KISS AND RIDE LANE 1

Afternoon Student Pick-Up

- Only the 2 most southerly kiss and ride lanes are available for use as school buses will be parked in the other lanes.
- The 3rd and 4th kiss and ride lane will only be available once **ALL** school busses have left.
- Families are asked **NOT** to use the lane closest to the school. This is reserved for emergency vehicles, YRT and school buses only.



**Patience is
Key to Safety!**

Right lane reserved for
Emergency vehicles,
YRT, School buses and
Staff Vehicles

CODE OF CONDUCT AND PROGRESSIVE DISCIPLINE

Our school should be a safe space where all students and staff are able to work to their full potential. We all accept collective responsibility in creating a safe, caring and inclusive school community. We show respect for everyone and everything. Incidents that go against the code of conduct such as bullying, cyberbullying, extortion, theft, use of discriminatory language are not tolerated.

Parent/guardians and students are expected to review the following YCDSB Policies and Ministry of Education Memorandums.

- [Policy 202- Safe Schools - Student Discipline](#)
- [Policy 223 - Bullying Prevention and Intervention](#)
- [Policy 617 - Code of Conduct](#)
- [PPM 128 - Provincial Code and School Board Code of Conduct](#)

Consequences for inappropriate behaviour will include:

- progressive discipline
- suspension and/or expulsion from school, depending on the circumstances and the nature of the infraction

IN A NUTSHELL

If what you are doing:

Interferes with your learning or that of others...

Hurts someone, degrades, causes harm or damage...

Prevents you from being the best version of yourself...

STOP IT!

YOU SHOULDN'T BE DOING IT!

NOTICE TO ALL STUDENTS!

No Excuses!

Own your mistakes and learn from them.

IF YOU DIDN'T DO YOUR WORK, OWN IT!
THEN WORK WITH ME TO GET IT DONE.

If you don't get it, ask for help!

If you don't succeed at first, you're learning!
Work with me to improve next time.

**Breaking the rules is a choice.
Accepting the consequences isn't.**

Set high standards for yourself
I believe in you. You should too!

**ONLY YOU CAN BE RESPONSIBLE
FOR YOUR OWN LEARNING!**



ST. ROBERT CATHOLIC HIGH SCHOOL

PYRAMID OF STUDENT INTERVENTIONS

Punctuality

Students are to be admitted to class and marked late by the classroom teacher. Teachers take attendance within the first 15 minutes of class and update with any late arrivals.

At 5 lates, teacher conference with student and teacher to call home to express concern.
All subsequent lates referral to Alpha VP.

Absenteeism

Teacher to contact parent/guardian and Alpha VP informed if:

- A student misses 3 classes and the absence is noted as "ABSENT" in Edsebli with no reason,
- A student has 5 absences in total regardless of the reason.

Subsequent Occurrences: Referral to alpha VP

Skiping Classes

First Occurrence: Teacher conference with student and parent/guardian contacted

Second Occurrence: Referral to alpha VP

Third Occurrence: Referral to VP. Possible outcomes: VP to follow up with student & parents, detention/suspension

Disobedience/ Lack of Cooperation/Class Disruption

First Occurrence: Teacher conference with student

Second Occurrence: Teacher conference with student and Parent/guardian contact

Third Occurrence: Conference with student, referral to alpha VP
Possible outcomes: VP to follow up with students & parents, detention/suspension

Subsequent Occurrences: VP to follow up with student & parents, detention/suspension

Uniforms

Students are expected to be in full uniform from 8:30 am- 2:28 pm.

***Note: Students who have the uniform item will be asked to get into the proper uniform.**

For any uniform infractions, students will be referred to the appropriate alpha VP to follow up with the student & parents.

First Occurrence: Warning documented

Second Occurrence: Warning documented, Parent contacted

Subsequent Occurrences: VP to follow up with student & parents, detention/suspension

DIGITAL DISCIPLESHIP

Students must be extremely aware of their digital footprint. The implications of content generated online can have far-reaching consequences, including future educational and employment opportunities. Remember:

- 1. Under no circumstances should any photos or videos be taken in classrooms or common areas without the expressed permission of staff or students.**
- 2. Do not post photos or videos of any staff or students on any digital or social media platform without consent.**
- 3. Do not be in possession of, create, distribute or request any sexually explicit images or video.**
- 4. Any perceived bullying that occurs on social media platforms, where students or staff are degraded in any way, is subject to at least school-based consequences. Refer to [Policy 311 - Digital Discipleship](#).**
- 5. If needed, York Regional Police will be contacted to address potential illegal activity.**

PERSONAL DEVICES



- Students are strongly encouraged to bring their own laptops, Chromebooks and any other tablet for educational purposes. Students accept full responsibility for any personal belongings they bring to school. Chromebooks are available for loan from the Library Learning Commons.**
- Students may use their personal electronic devices to access the school WIFI but all activities are subject to [Policy 617 - Code of Conduct](#) and [Policy 311 - Digital Discipleship](#).**
- Effective September 2024, the Ministry of Education has announced a [formal cell phone ban](#) during instructional time.**

- Students Grade 7 and above may not use cellphones or other mobiles devices during class time without the EXPLICIT permission of their teacher.**
- Mobile devices can be used during learning time only when:**
- a teacher says to use it as part of learning, for example, doing research or visiting a specific website**
- it's needed for a health or medical reason**
- it supports special education needs**



School Policies/Expectations/Procedures

ADDRESS OR SOCIAL INFORMATION CHANGES

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

ASSEMBLIES/LITURGICAL CELEBRATIONS

Assemblies and liturgical celebrations are an integral part of St. Robert CHS. These events are part of the school day and all students are expected to be in attendance. Students are expected to be in full uniform and enter and leave the assembly in an orderly fashion. Students are expected to sit in the assigned area with their class and teacher.

ASSESSMENT, EVALUATION & REPORTING

In order to inform the parent(s)/guardian(s) of student achievement, the school will issue formal Mid-Term and Final Reports electronically via the Parent/Student Portals. Formal reports identify the percentage grade a student has attained in his/her courses, lates and absences in each course, as well as learning skills and teacher comments. If parents have any questions about the nature and scope of their child's work, they should consult with the classroom teacher first. If further clarification is required, then the parent should contact the child's vice-principal. See [p. 8](#) for Parent/Student Portal Login Instructions

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

ATHLETICS

The Athletics Department at St. Robert encourages all students to participate in the athletics program in order to enhance their physical, social, spiritual, mental growth and development. As members of our sports teams, student athletes are reminded that they are representing both themselves and St. Robert CHS. To this end, they must be committed to the goals of the STR athletic program and abide by the [STR Athletic Code of Conduct](#). In order to ensure full participation availability, student athletes may represent St. Robert CHS on only one major sport and one minor sport during any one playing season.

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

ATTENDANCE

Parents/guardians and students have a shared responsibility for regular attendance and punctuality. Parents/guardians are also responsible for reporting any absence and providing the reason for absence (such as illness, appointment, etc.). See [p. 11](#) for details

ACADEMIC DISHONESTY

Cheating and plagiarism are forms of academic dishonesty. Students found engaging in cheating or plagiarising will receive a mark of zero and will be subjected to progressive discipline. Using the work of another individual, website or an Artificial Intelligence is considered plagiarism if you do not cite the source. Please see the [YCDSB - AI Guidelines](#) for more information on the guidelines and appropriate use of Artificial Intelligence.

CAFETERIA USE

Students may bring lunch from home or purchase a lunch from the cafeteria (Just Catering). No service is available during examinations in January and June. Students purchasing lunch must line up and wait in the designated area in an orderly fashion.

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

Everyone has the right to eat in a clean, pleasant, and safe environment. Students are expected to pick up after themselves and to remind others to dispose of their own litter.

CELL PHONE BAN

Effective September 2024, the [Ministry of Education](#) has announced a formal cell phone ban during instructional time. Full cooperation and compliance with school procedures is expected. See [p. 14](#) for details.

CIVVIES DAYS

Civvies days are scheduled once a month (contingent upon approval from administration). Modest attire that is appropriate for a learning environment is expected. Clothing that displays offensive language and/or imagery is not acceptable. Students who are inappropriately dressed for school will be sent home.

CO-CURRICULAR ACTIVITIES

STR believes in the benefits of a rich co-curricular program, thus students are highly encouraged to participate. Students who participate are required to keep up with their studies and represent STR in a dignified and respectful manner both at home and offsite. Should a student experience academic difficulty, or poor attendance, the student may be withdrawn from the program until there is significant improvement. [Visit our website](#) to see what activities are available to students.

CODE OF CONDUCT

Our school should be a safe space where all students and staff are able to work to their full potential. We all accept collective responsibility in creating a safe, caring and inclusive school community. We show respect for everyone and everything. See [p.13](#) for details.

COMMUNITY SERVICE HOURS

In our Catholic schools we see the opportunity for students to grow in their faith life. Christian Community Service offered in our Catholic schools meets the provincial mandate requiring every student to complete 40 hours of Community Service in order to be granted the Ontario Secondary School Diploma. Click here for more information on [Community Service Hours](#).

How to Submit Community Service Hours at St. Robert CHS

1. Download and complete a [Record of Community Service Hours](#) form.
2. Use the [St. Robert Community Service Hours Google Form](#) to upload the completed Record of Community Service Hours form.

CONCUSSIONS

Parents/guardians and students are responsible for reporting any student concussions as the health and safety of students is essential for student learning and wellbeing. Please be advised that your child will be asked to seek medical attention, if signs and symptoms of concussion arise. If no concussion is determined, then a Medical Clearance Form is completed and provided to the school. If a concussion is diagnosed, a Return to Learn/ Return to Play process should be followed, with appropriate medical documentation. See [Policy 212 - Concussions](#)

DIGITAL DISCIPLESHIP - ELECTRONIC COMMUNICATION/SOCIAL MEDIA

Students must all be extremely aware of their digital footprint. The implications of content that is generated online can have far-reaching consequences, including future educational and employment opportunities. See [p.14](#) for details.

ELECTRONIC COMMUNICATION/SOCIAL MEDIA

Students shall adhere to the appropriate and respectful use of electronic communications and social media as reflected in the Ontario Catholic Graduate Expectation; “an effective communicator who speaks, writes, and listens honestly and sensitively, responding critically in light of Gospel values”. Social media accounts shall not be used to speak on behalf of the school, unless they have been approved and registered by the Administration. Appropriate use of electronic communication or social mediasuch as, derogatory or vexatious comments towards students or staff will besubject to progressive disciplinary action. See [p.14](#) for details.

EMERGENCY PROCEDURES

A full colour “Emergency Codes and Responses” chart is posted in every classroom. Directions to respond to fire alarms, hold and secure, lockdown, etc. are outlined. In the event of a school emergency, students must follow the direction of the school personnel. Those who cause false alarms may be prosecuted.

EXAMINATIONS

Examinations are written at the end of each semester, January and June. Students are expected to arrive on time and in full and proper uniform when writing their examinations. Any student who misses an examination for any non-legitimate reason will receive “0” for the exam portion of the final mark. A legitimate absence is only permitted for death in the immediate family or student illness on the day of the examination, verified by an appropriate medical note. Students will write an examination at a later date, to be determined by Administration. If the student does not write on the arranged date, the student will receive a mark of zero for the examination portion of their final mark. Family vacations and weddings during an examination period are not legitimate absences.

FIELD TRIPS/EXCURSIONS

Field trips and excursions are a valuable learning experience and an important part of the school program. Students are responsible for all assignments and tests missed while they are away on the trip. Parental consent forms are necessary for each trip or excursion. School rules apply as does the uniform dress code while participating on the field trip.

HONOUR ROLL

Honour roll is calculated as an average of 79.5% of all courses taken during the school year, including those taken in the previous summer, and including all courses delivered by YCDSB and taught by YCDSB teachers through regular day school, summer school, night school, Saturday school, e-learning, or international programmes. **A minimum of 6 courses are required in order to qualify for Honour Roll.

INCLEMENT WEATHER

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

LOCKERS/LOCKS

Students are assigned individual lockers; they should keep personal belongings in their lockers, which must be locked at all times. **Only school-issued locks are allowed.** Locks are available for purchase (\$12 NEW, \$6 replacement). Students must not share or switch lockers. Although lockers are assigned to students for their personal use, they remain school property. As such, the administration has the authority to open lockers, whenever it is deemed necessary.

PARKING

Students interested in parking on school property must obtain a parking permit issued by the main office. Students must comply with all posted speed limits and exercise extreme caution when driving on school property. Failure to comply will result in immediate revocation of this privilege. Parking tags must be clearly displayed. and must not be altered in any way.

PREVALENT MEDICAL CONDITIONS

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

If a student must take medication during the school day, parents must inform the school in writing (Form S16) and the medication must be stored in the Main Office. Students who become ill during the school day must report to the Main Office. An Administrator will contact a parent/guardian. [Policy 206 - Supporting Students with Prevalent Medical Conditions](#)

RETREATS

It is expected that each student attending a Catholic High School in the YCDSB participate in a grade level retreat once a year. Regardless of religious affiliation, all students can benefit from the retreat as the experience and information offers much to the spiritual and social growth of the individual.

SCHOOL BUSES

School transportation is provided for STR students, if they meet the criteria outlined in [Policy 203 - School Transportation](#). Students must reside within the school boundary AND live more than 4.8 km away from the school. Eligibility can be checked at www.schoolbuscity.com. Only students who have been issued bus privileges will be allowed to use these services on a daily basis. All students are expected to conduct themselves in a responsible manner. Inappropriate behaviour may result in the suspension of bus privileges and other school discipline. Students will be assigned to a bus route and must remain on their bus for the entire school year.

STUDENT ACTIVITY FEE

The Student Activity Fee is the primary source of direct school-related fundraising and subsidizes events and initiatives that build school spirit. We greatly appreciate the support of parents and guardians. The SAF is collected annually during the course selection period in February of the preceeding school year. See [p.12](#) for details.

SPIRITWEAR

Spiritwear days are scheduled once a month (contingent upon approval by administration. Approved spiritwear tops may be worn with uniform pants and uniform shoes. Spiritwear can be purchased online. Spiritwear sales are communicated via email.

STUDENT SUPPORT SERVICES

- [Chaplaincy](#)
 - Faith-based counselling, bereavement support; access to Chapel daily
- [Library Learning Commons](#)
- [Guidance](#)
 - Counsellors by alpha
 - Be sure to bookmark the grade-level Google Classroom that applies!
- [Special Education](#)
 - Students with exceptional learning needs are supported on a roster system by a Special Education teacher.
- [Student Mental Health and Wellbeing](#)

Additional support services available by referral from the Student Success team:

1. Mental Health Worker (voluntary)
2. Behaviour Resource Worker (voluntary)
3. Attendance Counselling (requirement based on degree of absenteeism)

STUDENTS OVER 18 YEARS OF AGE

Students who are over 18 years of age may obtain a Signing Authority Form from the Attendance Secretary. This will entitle them to leave school under their own authority. Parental permission is required on the form. If this privilege is abused, school disciplinary consequences will be imposed.

Note: Students may not sign themselves out during a period they have a test, major project, presentation, or lesson.

STUDY HALL (SPARE)/ELEARN

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

TEXTBOOKS AND COURSE MATERIALS

Students are responsible for their school-assigned texts and materials and, therefore, are expected to take care of texts so that future students can use them. If students lose textbooks or allow their condition to deteriorate to the extent that they are no longer useable, the student will be responsible for the full replacement cost of the textbook.

UNIFORM

STR takes pride in its uniform and regard it as a means of creating a distinct school identity and contributes to student and school safety. Students are expected to be in full uniform at all points during the school day. Please see details on [p.10](#).

VAPING, SMOKING, CANNABIS AND SUBSTANCE USE

In accordance with [Policy 610 CANNABIS, ELECTRONIC CIGARETTES, TOBACCO – A SMOKE-FREE ENVIRONMENT](#):

- There is no smoking (cigarettes, e-cigarettes, vapes) on or within school property.
- The use, sharing and/or possession or trafficking of cannabis, illegal drugs and related paraphernalia, or alcohol is strictly prohibited.

Consequences for non-compliance will include one or more of the following:

- Progressive discipline, suspension and/or expulsion from school
- Report to the Smoke Free Ontario Unit, along with related fines; for more information [click here](#).
- Report to York Regional Police, along with related charges if applicable.

VISITORS

All visitors are required to report to the Main Office to sign in, and receive a Visitor Pass. Visitors may be asked to present identification. Parents/guardians are asked to make an appointment when possible, with teachers or administration prior to arrival. The Trespass To Property Act of Ontario will be applied to individuals who do not comply. Non-compliance may result in a trespassing charge.

Students are not permitted to have student visitors from other schools.

YCDSB POLICIES

A complete listing of YCDSB policies can be accessed on the school board website:

<https://www.ycdsb.ca/trustees/policies-procedures/>



SCHOOL YEAR CALENDAR

At A Glance

SEPTEMBER 2026

S	M	T	W	T	F	S
		1	2 E/S	3 E/S	4	5
6	7 M	8 1st day of school	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12 M	13	14	15	16	17
18	19	20	21	22	23	24
25	26 E	27	28	29	30	31

NOVEMBER 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 E/S	21
22	23	24	25	26	27	28
29	30					

DECEMBER 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 2027

S	M	T	W	T	F	S
					1 B	2
3	4	5	6	7	8	9
10	11	12	13	14	15 E	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY 2027

S	M	T	W	T	F	S
	1 EX	2 S	3 R	4	5	6
7	8	9	10	11	12	13
14	15 M	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2027

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 B	16 B	17 B	18 B	19 B	20
21	22	23	24	25	26 M	27
28	29 M	30	31			

APRIL 2027

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2027

S	M	T	W	T	F	S
2	3 S	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 M	25	26	27	28	29
30	31					

JUNE 2027

S	M	T	W	T	F	S
		1	2	3	4 E	5
6	7	8	9	10	11	12
13	14	15	16	17	18 12 EX	19
20	21	22	23	24 9-11 EX	25 EX	26
27	28	29 S	30 E/S			

PROFESSIONAL ACTIVITY DAYS

E/S September 2 & 3, 2026
 E October 26, 2026
 E/S November 20, 2026
 E January 15, 2027
 S February 2, 2027
 S May 3, 2027
 E June 4, 2027
 S June 29, 2027
 E/S June 30, 2027

MANDATORY HOLIDAYS

Labour Day: September 7, 2026
 Thanksgiving: October 12, 2026
 Christmas Break: Dec. 21/26 to Jan 1/27
 Family Day: February 15, 2027
 March Break: March 15 to 19, 2027
 Good Friday: March 26, 2027
 Easter Monday: March 29, 2027
 Victoria Day: May 24, 2027

LEGEND

B	Board Approved Holiday	EX	Exam Day (Grades 9 to 12)
M	Mandatory Holiday	EX	Exam Day (Grades 9 to 11) - Semester 2
E/S	Elementary/Secondary PA Day	EX	Exam Day (Grade 12) - Semester 2
E	Elementary PA Day	R	Exam Review Day
S	Secondary PA Day		