



SACRED HEART HIGH SCHOOL

Student Handbook and Agenda

2008-2009

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Principal

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Mr. Darcy Todos

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Mrs. Kim Wyatt

School Counsellor

Mrs. Kerrie Shearer

Secretaries

Mrs. Muriel Fedorowich

Mrs. Jane Labash

Librarians

Mrs. Jeann Spilak

Mrs. Jane Labash

Pastors

Fr. Basil Chomos

St. Gerard's Parish

Fr. Peter Pidskalny

St. Mary's Parish

Support Staff

Mrs. Donna Burnard

Mrs. Evelyn Dingle

Mrs. Bernadette Kormos

Mrs. Susan Lohnes

Mrs. Aileen Lubiniecki

Mr. Scott Musqua

Mrs. Leanne Sauser

Mrs. Linda Seitz

Mrs. Tammy Vaughn

Mrs. Cynthia Wolkowski

Caretaker

Mr. Jaret Zelionka

Housekeepers

Mrs. Shirley Hlushka

Mrs. Ksenija Ivan

Mrs. Jadwiga Klimek

PRINCIPAL'S MESSAGE

Welcome to Sacred Heart High School!

Welcome to a new school year. By coming to Sacred Heart, you and your parents have chosen a Catholic school that is built on the tradition of Christian values and morals taught to us by the “Master Teacher”, Jesus Christ. I am confident that the school year ahead will be a very successful one for all of our students working in partnership with parents / guardians and our highly dedicated and professional staff. It will require, however, your full participation in school activities and a commitment to your own personal academic, spiritual, social, and physical growth and success. This can best be obtained in a learning environment that is safe and in which students, parents, and staff have a clear understanding of the expectations and day-to-day policies and procedures.

Our school has many rich and unique traditions. Sacred Heart has a proud tradition of providing a warm, caring, disciplined environment in which academic excellence is stressed. I am very excited about the potential for our school, and the new initiatives being undertaken this year. Of course, many challenges will present themselves during the months ahead. However, through mutual respect and co-operation and with faith in the teachings of Jesus Christ we will be able to overcome anything which detracts from our growth as members of a Catholic community. Based on all of our past experiences, we know that this time will be one of great anticipation, excitement, achievement, and success!

The contents of this agenda are meant to provide students and parents alike with a guide to the expectations and policies which govern our actions on a daily basis. They are meant to be shared so that our school community continues to be one which is safe, caring, and true to the traditions of Catholic education.

We are pleased that you joined our Christian Community of Saints.

FAITH EDUCATION

As a Catholic school, we try to see the student in his/her total wholeness. God has revealed to us, through Jesus Christ, His son, how we are to live and how we are to love one another. It is our hope that teachers and students strive to relate Christian values to all school subjects and apply these values to everyday life.

When you register at Sacred Heart High School, you are accepting certain obligations:

Each student must strive to create a Christian Community within the school.

All students are required to complete a Christian Ethics course for each year of attendance at Sacred Heart.

Students are required to attend and participate in all liturgical celebrations and retreats.

SCHOOL HISTORY

Sacred Heart High School was founded by the Sisters Servants of Mary Immaculate. In 1916 the Sisters arrived in Yorkton on the invitation of Bishop Budka and Father A. Delaere to set up a school for Ukrainian immigrants. On January 11, 1917, the school opened and established as the Sacred Heart Institute, under the leadership of Sister Ambrosia Lenkewich, the Canadian Provincial Superior at the time. The school opened with an enrolment of 25 elementary students and the next year the enrolment increased to 75 students of which 22 were students whose parents were lost to the influenza epidemic.

In 1945, the name changed to Sacred Heart Academy and it became a boarding school for girls from grades nine to twelve for girls from across Canada. The first volleyball team was established in 1959, and the first Musical was held in 1961. In 1967, the first male teachers were hired. From 1967 to 1973, boys and girls from Sacred Heart Academy and St. Joe's, the boys' school, exchanged classes.

In 1973, boys were allowed to enrol at Sacred Heart Academy, making it co-ed for the first time. The name was then changed to Sacred Heart High School. Grade eight was added to the school in 1989. In the fall of 1998 the grade eight classes remained at the four elementary schools and Sacred Heart once again became a grade nine to twelve school.

In April of 1998 the Sister Servants of Mary Immaculate handed the full responsibility for the operation of the school over to the Yorkton Catholic School Division. The work of the SSMI will be carried on by the staff and students.

In February 2003, construction of the new Sacred Heart High School was completed. Students and staff made the transition to the new facility, and began classes in the new school on February 24. While this transition marked a new era in Catholic education at the High School level in Yorkton, every effort was made to retain the unique traditions established by the Sisters Servants of Mary Immaculate.

The School Crest

The Sacred Heart Crest is a symbol of the spirit and goals of Sacred Heart High School. Sacred Heart is a community united in **faith**, searching for **knowledge**, and striving for wholeness in **unity** and love. The three colours which make up the crest are significant in what they represent. **Green** is the symbol of faith. We need faith to endure the ups and downs of school life; faith to grow so that we can give the world our truth, forgiveness, and love, as Jesus did. **Gold** is the symbol of knowledge. We are here to develop our talents through study and participation in various school organizations and activities. **White** symbolizes unity. Faith, knowledge, and unity merge into one to portray the aim and spirit of Sacred Heart High School.

Christian Ethics

The responsibility of making Sacred Heart a Catholic school falls on the shoulders of the entire school community. Every staff member attempts to provide leadership and example in expressing our faith.

Our faith is encouraged and nourished in a variety of spiritual exercises. They include daily prayer at the start of the day, prayer to start Christian Ethics courses, service projects, social justice work, Liturgical Celebrations, celebration of Reconciliation and school retreats.

The study of our Faith is nurtured at each grade level under the direction of the Religion Co-ordinators and Christian Ethics teachers. The grade nine course focuses on the Beatitudes and how we can practice our Christian Faith. Grade ten studies the life and teachings of Jesus. Grade eleven explores the area of Christian morality and grade

twelve studies what it means to live a Christian lifestyle.

Students of all religious faiths are welcome to join the Sacred Heart Family provided they accept the fact that we are concerned with Christian formation. Our students must view the Christian Ethics courses, Liturgical Celebrations, and retreat experiences as an integral part of their program and pursue them with the same diligence as any other course.

Chapel

One way to grow in faith is to pray. The chapel is a haven of silence and peace. Students and staff are welcome to use the chapel to pray in the presence of the Lord.

Parish Involvement

Students at Sacred Heart are encouraged to take an active role in their home parishes. This includes regular attendance at weekend liturgies and participating in the variety of ministry opportunities offered through the parish.

St. Mary' Ukrainian Catholic Church - 240 Wellington
Saturday 7:00 PM (English)
Sunday 9:00 AM (Ukrainian) & 11:00 AM (English)

St. Gerard's Roman Catholic Church - 125 3rd Avenue North
Saturday 7:00 PM
Sunday 9:00 AM & 11:00 AM

ACADEMIC PROGRAM

Course Load Expectations

At Sacred Heart we expect our students to set high personal standards for themselves and to achieve to the best of their ability in their courses. We encourage and would prefer if all students would take a full load of classes. The Sacred Heart minimum class load is as follows: grade 9 & 10 - full load and grade 11 & 12 - 10 credits. In special circumstances these minimum class loads may not be applicable for all students. The final course load will be approved by the principal.

Students must be aware that the minimum Grade 12 graduation requirements do not necessarily meet university entrance requirements

nor the entrance requirements of many other post-secondary educational institutions. By graduating with as many secondary credits as possible, our students will develop a broader knowledge base, further develop their skills, and maximize their post secondary opportunities. All students are asked, therefore, to select their courses wisely and complete as many Math and Science credits as possible.

Students transferring to Sacred Heart who **have not taken** Christian Ethics will be enrolled in the Christian Ethics course at their grade level. They will not be required to take a Christian Ethics class at a lower grade level.

Post-graduate and Adult Students

Some students may return to Sacred Heart High School after graduation to upgrade marks to meet Post-Secondary entrance requirements, or return to school as an adult to complete diploma requirements. There are no minimum course load restrictions on these students. Post-graduate and adult students are still expected to maintain standards of behavior expected of other students.

Advanced Placement and Pre-Advanced Placement Program

Advanced Placement (AP) is an internationally recognized enrichment program that offers acceleration and challenge to motivated students as it prepares them for the transition from high school to university. Successful completion of the AP exam permits students to obtain credit or advanced placement in first year university courses at over 3500 colleges and universities around the world.

To better prepare students for the AP exam, students have the option of entering the Pre-Advanced Placement program in English Language Arts and Mathematics. Students challenging the AP exam are expected to pay a \$50.00 fee, with the balance covered by the school division.

High Performance Athletic Training

This elective course encourages the student athlete to expand on their knowledge base in the areas of training principles, nutrition, performance enhancement, and mental preparation. This course will be delivered as a lunch hour option.

Course Requirements

| Grade 9 Requirements | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| English Program | French Immersion |
| Compulsory Courses: <input type="checkbox"/> Christian Ethics <input type="checkbox"/> English Language Arts <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> Physical Education <input type="checkbox"/> Health <input type="checkbox"/> Information Processing | Compulsory Courses: <input type="checkbox"/> Education Chretienne <input type="checkbox"/> Francais <input type="checkbox"/> Histoire <input type="checkbox"/> English Language Arts <input type="checkbox"/> Math <input type="checkbox"/> Science <input type="checkbox"/> Physical Education <input type="checkbox"/> Health <input type="checkbox"/> Traitment de l'information |

Grade 9 Electives: Choose 3

Art French Drama Home Economics Industrial Arts and Music.

| Secondary English Program Requirements | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Grade 10 (8 credits required) | Grade 11 (16 credits required) | Grade 12 (24 credits required) |
| Compulsory Courses <input type="checkbox"/> Christian Ethics <input type="checkbox"/> English A 10 or 11 <input type="checkbox"/> English B 10 or 11 <input type="checkbox"/> Math 10 or 11 <input type="checkbox"/> Science 10 or 11 <input type="checkbox"/> History 10 or <input type="checkbox"/> Native Studies 10 | Compulsory Courses <input type="checkbox"/> Christian Ethics 20 <input type="checkbox"/> English 20 or 21 <input type="checkbox"/> Math 20 or 21 | Compulsory Courses <input type="checkbox"/> Christian Ethics <input type="checkbox"/> English A 30 <input type="checkbox"/> English B 30 <input type="checkbox"/> Canadian Studies 30 |
| One of the following courses is required from each block to complete grade 12: | | |
| History 20, Law 30, Native Studies 20, or Psychology 30 | | |
| Biology 20, Chemistry 20, Computer Science 20, Physics 20, Science 21, Biology 30, or Physics 30 | | |
| Wellness 10 or Physical Education 20 or 30 | | |

| Secondary French Immersion Program Requirements | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Grade 10 (8 credits required) | Grade 11 (16 credits required) | Grade 12 (24 credits required) |
| Compulsory Courses <input type="checkbox"/> Education chretienne 10 <input type="checkbox"/> Francais 10 <input type="checkbox"/> Traitement de l'information 10 <input type="checkbox"/> Histoire 10 <input type="checkbox"/> English A 10 or B10 <input type="checkbox"/> Math 10 or 11 <input type="checkbox"/> Science 10 | Compulsory Courses <input type="checkbox"/> Education chretienne 20 <input type="checkbox"/> Francais 20 <input type="checkbox"/> Histoire 20 <input type="checkbox"/> Francais integre A 20 <input type="checkbox"/> English 20 <input type="checkbox"/> Math 20 or 21 | Compulsory Courses <input type="checkbox"/> Education chretienne 10 <input type="checkbox"/> Francais A 30 <input type="checkbox"/> Francais B 30 <input type="checkbox"/> Sciences sociales 30 <input type="checkbox"/> English A 30 or English B 30 |
| One of the following courses is required from each block to complete grade 12: | | |
| Biology 20, Chemistry 20, Computer Science 20, Physics 20, Science 21, Biology 30 or Physics 30 | | |
| Wellness 10 or Physical Education 20 or 30 | | |

Secondary Electives

Accounting 10/20/30, Animation 10/20/30, Band 10/20/30, Biology 20/30, Calculus 30, Career Explorations 30, Chemistry 20/30, Commercial Cooking 10/20/30, Communications Production Technology 10/20/30, Computer Assisted Drafting 10/20/30, Computer Science 20/30, Construction 10/20/30, Cosmetology 10/20/30, Creative Writing 20, Design Studies 10/20, Digital Publishing 20/30, Drama 10/20/30, Entrepreneurship 30, French 10/20/30, High Performance Physical Education, History 20, Law 30, Math A30/B30/C30, Music Performing Arts, Native Studies 10/20, Physical Education 20/30, Physics 20/30, Practical and Applied Arts Survey 10A, Psychology 30, Visual Art 10/20/30, Welding 10/20/30, Wellness 10, and Work Experience 10/20/30

Correspondence School Courses

Students who have a timetable conflict or who wish to study a course which is not offered at Sacred Heart High School may register for courses offered through the Correspondence School. Forms may be obtained from the Guidance Department.

A fee of \$60.00 is required prior to registration in the course - \$25 for registration and \$35 for print materials. Cheques are to be made payable to Christ the Teacher School Division. The \$60 is to be payable to the school division and will be re-imbursed if the student writes the final exam. The mailing of lessons will be co-ordinated through the Guidance Office.

Textbooks will be provided by the school.

Bell Schedule

Students are expected to be in class before the starting bell rings. Students not in class when the starting bell rings are considered late.

Day 1

| | |
|---------------|----------------------------------------|
| 8:55 – 9:00 | Opening Prayer & O Canada |
| 9:00 – 9:55 | Period 1 (55 min.) |
| 9:55 – 10:00 | Transition (5 min.) |
| 10:00 – 10:50 | Period 2 (50 min.) |
| 10:50 – 10:55 | Transition (5 min.) |
| 10:55 – 11:45 | Period 3 (50 min.) |
| 11:45 – 11:50 | Announcements & Prayer |
| 11:50 – 12:40 | Lunch (50 min.) |
| 12:45 | Warning bell |
| 12:45 – 1:35 | Period 4 (50 min.) – Year long class |
| 1:35 – 1:39 | Transition (4 min.) |
| 1:39 – 2:29 | Period 5 (50 min.) |
| 2:29 – 2:33 | Transition (4 min.) |
| 2:33 – 3:23 | Period 6 (50 min.) |
| 3:23 – 3:25 | Closing Prayer |
| 3:25 | Dismissal |

Day 2

| | |
|---------------|---------------------------|
| 8:55 – 9:00 | Opening Prayer & O Canada |
| 9:00 – 9:58 | Period 1 (58 min.) |
| 9:58 – 10:02 | Transition (4 min.) |
| 10:02 – 11:00 | Period 2 (58 min.) |

| | |
|---------------|-----------------------|
| 11:00 – 11:04 | Transition (4 min.) |
| 11:04 – 12:02 | Period 3 (58 min) |
| 12:02 – 1:00 | Lunch (58 min.) |
| 1:05 – 2:05 | Period 5 (60 min.) |
| 2:05 – 2:10 | Transition (5 min.) |
| 2:10 – 3:10 | Period 6 (60 min.) |
| 3:10 – 3:12 | Closing Prayer |
| 3:12 | Dismissal |

Evaluation

Courses at Sacred Heart High School are based on continuous evaluation. Most courses at Sacred Heart High School determine final grades based on a weighting of 70% for term work and 30% for Final Exam. Consult course outlines for exceptions.

Student promotion from Grade 9 to 10 requires the successful completion of Math 9 and English Language Arts 9 as a minimum. Students who do not successfully complete these courses may be required to pass them at Summer School, or be retained in Grade 9.

Report Cards

Report Cards are issued four times a year, at mid-semester and at the end of the semester. Parent/Teacher interviews are held after the Mid-Term Report Card each semester. Parents are welcome to contact the school at any time for any update on their son's or daughter's performance. This school year, we intend to implement an Internet-based grade reporting system for students and parents to access progress and attendance at their convenience.

Subject Recommendations

1. To be **eligible for a recommend** a student must have:
 - a) been recommended by their subject teacher;
 - b) achieved a minimum class mark of 80%;
 - c) accumulated less than ten total absences (refer to the attendance guidelines) in the class (Under extenuating circumstances the school administration and subject teacher may permit a recommend if attendance exceeds the allowed limits.);
 - d) no unexplained absences in the class and
 - e) have no more than one skipped class in the course.
 - f) have completed all assignments / completed all course requirements.

2.Extra Effort Exceptions - Each subject teacher will indicate if they wish to recommend a student for the “extra effort exception”. Students may earn extra effort exception recommends at the same rate as per the grade scale.

3.A student that earns a recommend for attaining a mark of 80% or higher may choose to write a recommended subject and take an extra effort exception recommendation.

4. Grade 9-11 Recommend Regulations

a) Students in grade 9 **must write a minimum of 2 exams per semester.**

b) The semester one grade 9 math exam is a midterm exam and is not eligible for a recommend.

c) The semester one grade 9 English/Francais exam is eligible for a recommendation.

d) It is expected that students enrolled in Pre-AP classes write the Final Exam in these courses.

e) Grade 10 students **must write a minimum of 3 exams per semester.**

f) Grade 11 students **must write a minimum of 4 exams per semester.**

5. Grade 12 Recommend Regulations

Students in grade 12 **must write a minimum of 4 exams per semester.**

Students may take only 1 Math recommend per school year.

Correspondence course examinations are in addition to this policy.

Recommended students have the option of writing any final examination if they so choose.

Removal of a Recommendation:

A teacher may not recommend a student if the student has exhibited poor work habits and/or displayed inappropriate classroom behavior. It is expected that the following documented steps would occur before a recommendation would be withdrawn:

Step 1 - The teacher will inform their students during the first week of classes that appropriate work habits, classroom behavior and attendance are required to receive a recommend.

Step 2 - The teacher will discuss the unacceptable work habits, behavior and/or attendance with the student as it becomes a concern.

Step 3 - If the situation is not corrected, the teacher will arrange an interview with the student and parents. The principal would be informed of the interview and receive documentation of the steps and discussion followed to date.

Step 4 - If the situation is not corrected, the teacher will discuss the situation with the principal. The teacher and principal will then meet with the student to discuss the withdrawal of the recommendation. If warranted, the student and parent would be informed of the withdrawal of the recommend.

Recommend Notification

Students will be made aware of the subjects they have been recommended in a maximum of two school days prior to the beginning of final examinations.

Timetables and Timetable Changes

Timetables will be issued to every student at the beginning of each semester. A student's timetable will be determined by the course for which he/she has registered in the spring. The spring registrations are used to determine staffing and the number of forms in all subjects. Requests for course changes may not be able to be accommodated after the student and teacher timetables have been completed. Timetable changes are to be made in consultation with the Principal. Students may add a class within the first three days of the beginning of a semester.

Dropping of Classes

Students are expected to study the courses chosen and subsequently scheduled. Students wishing to drop a class must obtain a ***Timetable Change Request Form*** from the Principal's office. The change request process includes discussions and signature approval by the subject teacher, career counsellor, parent(s) and principal. Students who choose not to attend will be marked absent until the formal process is complete.

Only grade eleven or twelve students may drop subjects; however, all students must maintain a minimum credit load as per registration requirements. A student who drops a class after **December 20th** or **May 20th** will receive a final grade in the course.

Eligibility for Graduation

To be eligible to fully participate in graduation exercises, grade twelve students must:

1. satisfy the Department of Education requirements for a grade twelve standing;
2. successfully complete a Christian Ethics credit for each grade attended at Sacred Heart; and
3. be registered in a schedule of classes in semester two that are required to attain a grade twelve standing.
4. must have paid all outstanding fees or have made alternative arrangements with the office.
5. students who do not meet the above criteria are not able to wear the cap and gown or take part in the processions at the Liturgy or Commencement Exercises, as participation in these signifies Graduation Achievement. A student who has not qualified to graduate but has been a part of a class may wish to attend the Liturgy, Commencement Exercises, Banquet, and Dance as an undergraduate and may invite guests if he or she chooses.

STUDENT RESPONSIBILITIES

School Code

Sacred Heart is a Catholic community, which seeks to provide opportunities for students to develop their God-given talents. We expect that all members of the Sacred Heart family will contribute to a positive educational environment. Sacred Heart students are expected to make good judgements, to act in a responsible manner to achieve high standards of performance. Through frequent reminders from staff, we hope to develop in each individual the self-discipline, which is necessary in later life.

Duties of Students

The following duties of a student are outlined in the Education Act of the Government of Saskatchewan:

Every pupil shall:

- a) attend school regularly and punctually;
- b) provide themselves with supplies and materials not furnished by the Board of Education as may be considered necessary to their courses of

study by the Principal;

c)observe standards approved by the Board of Education with respect to cleanliness and tidiness of person, general deportment, obedience, courtesy and respect of the rights of others;

d)be diligent in their studies;

e)conform to the rules of the school approved by the Board of Education and submit to such discipline as would be exercised by a kind, firm, and judicious parent.

6. Every pupil shall be accountable:

a)to the teacher for his conduct on the school premises during school hours and during such hours as the teacher is in charge of the pupil in class or while engaged in authorized school activities conducted out of school hours.

b)to the Principal for his general deportment at any time that he is under the supervision of the school and members of the teaching staff, including the time spent in travelling between the school and his place of residence.

c)subject to the stated policies of the Board of Education, to the driver of a school bus and to any other person appointed by the Board for the purposes of supervision during the hours when pupils are in the personal charge of such employee of the Board, and those employees shall be responsible to and report to the Principal in accordance with the procedures approved by the Board.

Expectations of Students

Students at Sacred Heart are expected to:

- treat all students, staff and visitors with courtesy and respect (Students in Sacred Heart High School should aspire to follow the example of Jesus Christ in their treatment of all people.);
- help to maintain the building, grounds, equipment and materials in good condition (Students will be expected to replace or pay for any school or personal property that is broken or damaged as a result of their actions.); and
- consume food and beverages in the school commons.

Attendance

If a student is going to be absent, it is the student's responsibility to have a parent or guardian notify the Office before 9:00 A.M. by phone or letter. A message can be left on the school message manager at any time of day.

If the Office has not been notified of an absence, the student will appear on attendance records as an unauthorized absence. A student

with an unauthorized absence will not be permitted to return to class until a PERMISSION TO RE-ENTER form has been obtained from the Office. A PERMISSION TO RE-ENTER form will be dispensed only after a reason for the absence has been confirmed by a parent or guardian.

Students are expected to be in class when the starting bell rings. Students not in class at this time are considered late. A student who is habitually late may be refused entrance to the class and marked absent until a detention has been completed. Students who arrive late to school in Period 1 must check in at the Office.

The Office does not need notification of absence because of school-sponsored activities such as team trips. The teacher, coach, or supervisor will be responsible for notifying the Office of such absences.

Attendance Monitoring and Reviews

The following procedures are used to monitor and improve student attendance:

5-7 Absences - if an attendance review indicates that a student has an attendance problem his/her parent will be sent a letter indicating the concerns.

10 Absences - At 10 absences the student's attendance will be reviewed. Admission to class will not be permitted by the subject teachers until the review has been completed. The student will meet with the school administration and school counsellor to review the attendance. An attendance contract will be completed. A student may lose eligibility to earn a recommendation after 10 absences and/or may be withdrawn from the class.

Additional Attendance Information

a) **Temporary Re-Entry Forms** - The use of temporary re-entry forms will be limited by the school administration. Sacred Heart students are expected to report absences prior to an absence or prior to 8:30 A.M. on the next school day.

b) **Slept in Excuse** - This is an excuse that is used too frequently by some students. Sacred Heart will allow one slept in excuse per semester. Additional classes missed due to sleep ins will be recorded as skipped classes.

c)**Skips** - 2 skips in a class will result in a loss of eligibility for a recommend for the class. 3 skips in a class will result in a loss of the class.

d)**Lates** - After 5 lates in any class a teacher may seek assistance from the school administration to correct the situation.

e)**Make Up Time** - will only be allowed for medical reasons.

Early Leaves

All students are asked to check out at the Main Office when they have to leave for medical appointments, work at home, driver training, etc. This is simply an act of courtesy so that the Office knows the student's whereabouts in the case of fire or other emergencies. Students are to fill out a purple PERMISSION TO LEAVE form and have it initialled by the Office prior to leaving.

Dress Code

Dressing in good taste has specific meaning for office work, factory work, sporting events and formal occasions. Similarly, there is a mode of dress suited to the classroom. Good taste and propriety for a good learning environment within a Catholic high school is the basic guideline for determining what is appropriate clothing. As a place of work, the members of the Sacred Heart family must dress modestly and reasonably in order to avoid distractions from learning. A healthy Christian modesty is expressed by St. Paul as follows:

Think of God's mercy, my brothers and sisters, and worship Him in a way that is worthy of thinking beings by offering your living bodies as a holy sacrifice, pleasing to God.
(Romans 12:1)

The following guidelines reflect the school's desire to remain faithful to the Gospels in all aspects of life:

1.Dress Up Day has been a tradition at Sacred Heart High School and will continue to be in effect the last day of each school week and on any day on which a Mass is being celebrated. The suggested Dress Up Day clothing for boys is slacks; shirt and tie; or shirt with a collar; or sweater; or blazer. Suggested dress for girls is a dress; a skirt or dress pants and blouse / dress shirt or sweater; or a pant suit. **Items such as t-shirts, jeans, bunny hugs, sweat pants, wind suits, and athletic jerseys are not permitted on Dress Up Day.**

2.For the rest of the week (Monday to Thursday, no Mass), clothing must be kept clean and neat and follow the guidelines below:

a)All clothing should be neat and clean. Slashed or cut clothing is not

acceptable.

b)Clothing should convey a positive lifestyle. Hence slogans/designs that advocate substance or alcohol use, vulgar, prejudicial, or sexist mottos or satanic messages have no place in a Catholic School.

c)Shirts and tops must cover from shoulders to waist and be modest in design and cut (not revealing or overly tight). Modest sundresses with shoulder straps are permitted. The length and fit of skirts and dresses is also expected to be modest (use the "hand rule").

d)Walking shorts and dress shorts are permitted if they are modest and appropriate. Shorts are not permitted on Dress Up Day.

e)For hygienic reasons, students are not to walk bare foot in classes and hallways.

f)As a sign of courtesy and respect, hats are to be removed upon entering the school.

g)Students who do not comply with the Dress Code may be required to cover up unacceptable clothing, turn clothing inside out, or go home to change. Continued non-compliance with the Dress Code will lead to more serious consequences.

Drugs and Alcohol

Being under the influence of or in the possession of illegal drugs or of alcoholic beverages is forbidden on the premises or grounds of Sacred Heart High School or at any school-sponsored activity. Any student found in the possession of or under the influence of drugs or alcohol will receive a minimum of a three-day suspension from school.

Smoking

The Sacred Heart High School facility is a designated non-smoking facility, including the school proper, parking lots, and grounds. Students smoking on school property, including in vehicles in the parking lot, will be suspended.

STUDENT INFORMATION

Emergency Evacuation

When the fire alarm rings, all students and staff must evacuate the school immediately. During class time, students are to walk briskly to the designated exits by the routes indicated on the signs near the classroom doors. Students are not to take their books or go to their lockers. The last student to exit the classroom should switch off the lights and close the door. Students must move well away from the exits and the building. Once clear of the school, students are to proceed to the roadway on the south side of the school and line up in rows with their current class. Students are to remain quiet so attendance can be quickly taken. Students cannot re-enter the school until instructed to do

so by their classroom teacher. The class bell will ring to indicate "all clear."

Guests

Students of Sacred Heart High School who have guests visiting the school must personally sign in their guests at the office. The guests are not to sign in themselves. The student who signs in a guest must stay with the guest for the entire visit. Students and their guests are to visit in the school commons or outside.

Jackets/Bookbags

If jackets and book bags are inhibiting classroom movement, they may be prohibited from the classroom.

Main Office Area

During office hours the general office is reserved for administrative purposes only. This is not a common's area for students or guests to visit. When students require administrative assistance they are to approach the Main Office.

Parking

Students may use the parking lot near the Main Entrance. Students are reminded that the use of the parking lot is a privilege, which may be revoked if the parking lot is abused. Students are to make sure that all garbage is put into available barrels. Students are to drive at a safe speed in the parking lot. Students are not to park in stalls designated for Staff (indicated by electrical outlets), visitors, handicapped zones, or Driver's Ed.

Student Safety

For safety reasons students must be supervised by staff in the following instructional areas: gymnasium, home economics lab, industrial arts lab, science labs, computer labs, weight room and storage areas.

Sunflower Seeds

Sunflower seeds create a mess for the cleaning staff and are therefore not permitted on the school premises.

Telephones

A student phone, located in the Student Commons, has been provided by the Student Council for students to make local calls. Members of the Student Council may request staff permission to use the Office phones to conduct Student Council business.

Cell Phones / MP3 players / etc.

Because they can distract from active learning, these items are not allowed in classrooms or in the library. Student cell phones and pagers must be turned off while they are inside of the school. These items may be confiscated by Staff, to be returned at the end of the day from the Office.

Textbooks

Students will be financially responsible for loss of or damage to textbooks and Library materials beyond what is considered normal wear and tear. Textbooks will be assigned from the Resource Centre.

Student Fees

Fees for the 2007-08 school year are as follows:

Activity Fee \$20.00

Yearbook \$30.00 (optional)

SRC Events \$12.00

Newspaper \$4.00

Handbook \$8.00

Lock and Rental \$5.00

Subtotal \$50.00 (\$80.00 with yearbook)

Subject Fees:

Band 9/20 - \$70.00

CPT 10/20 - \$10.00

Design Studies 20 - \$30.00

Industrial Arts/Construction 9 - \$30.00

Industrial Arts/Construction 10 - \$50.00

Industrial Arts/Construction 11 - \$70.00

Industrial Arts/Construction - \$95.00

PAAS 10A - \$30.00

Welding 10 - \$40.00*

Welding 20 - \$60.00*

Welding 30 - \$60.00

* Students in Welding 10/20/30 are responsible for long sleeve coveralls, welding gloves, and safety glasses.

Physical Education 20/30 - \$15.00

Extra Curricular Program - \$20.00 per activity

SCHOOL SERVICES

Religious Education Coordinators

Mr. Scott Hoffer provides leadership in the faith development of the students at Sacred Heart. Faith development is strengthened through student participation in daily prayer, Christian Ethics courses, liturgical celebrations, grade level retreats and individual faith counselling.

Library Resource Centre

Mrs. Jeann Spilak, Mrs. Jane Labash, and Mrs. Darlene Jordens assist teachers in supplementing the instructional programs of the school by: assisting students with research work, familiarizing the students with the organization and use of the centre, providing access to computer technology via the internet or networked software, encouraging reading, and providing a quiet learning environment.

Library books are on loan for a three week period. They may be renewed for another three weeks if necessary. Students are responsible for returning all books and reference materials signed out by them during the school year. Students will be charged for any lost or damaged books and materials.

Food, drinks, and chewing gum are not allowed in the Library.

Career Counsellor

Mrs. Cathy Brischuk assists students in the following areas: career explorations based on personal interests, academic counselling related to high school and post-secondary credit requirements, arranging career and post-secondary presentations and tours, and completing post-secondary and scholarship/bursary applications,

Personal Counsellor

Mrs. Kerrie Shearer provides personal and social counselling for the students at Sacred Heart. Where necessary she will coordinate referrals to an outside agency.

Aboriginal Liason Worker

Mr. Scott Musqua serves as the Aboriginal Liason Worker for Sacred Heart High School, providing academic support, attendance monitoring, and family and community communications.

Guided Study Room

The Guided Study Room offers the opportunity for one-to-one instruction to supplement classroom learning. Students may drop in for one time visits for assistance with a particular Language Arts or Mathematics assignment, or students may be referred to the HELP room for one or more periods a day for continued assistance in Language Arts and Mathematics. Individual computer-based programs (PLATO) are available through the Guided Study Room.

Cafeteria and Canteen

The commercial cooking class provides hot lunches twice a week at a reasonable cost to the students. As well the school canteen is open daily to provide the students with a variety of snack food.

STUDENT ACTIVITIES

Choir

The Sacred Heart High School Choir presents an opportunity for music lovers to perform vocally.

Dances

Sacred Heart High School holds several dances during the school year. Dances may include a Welcome Dance in the fall, a Halloween Dance, a Christmas Dance, a Valentines' Dance, a Spring Dance and an End of the Year Dance.

School dances are a privilege and staff supervision is on a voluntary basis. Any misuse of this privilege may result in cancellation of dances for the year.

For most dances, students are permitted a limited number of invitations which they may use to invite friends not attending Sacred Heart High School.

Alcohol and drugs are not permitted at school dances. Students under the influence of drugs or alcohol will be refused entrance to the dance, and their parents will be contacted to come to the school and pick them up. Further consequences will follow upon the student's return to school Monday. Students are responsible for the behaviour of their invitations. If problems arise, the student is given the opportunity to reason with the invite. An invite may be asked to leave by supervising staff, and may be refused entrance to future school dances.

Doors open at 7:30 p.m. and close at 8:30 p.m. Dances end at 11:30. Students are not admitted after 8:30 p.m., unless a late pass has been purchased. If a student leaves the dance, he/she will not be readmitted.

When students leave the school after a dance, they are no longer the responsibility of the school.

Parents and former graduates who wish to attend dances are most welcome.

Students who have unauthorized absences or who engage in inappropriate behaviour at school or school sponsored activities may be

refused entrance to dances.

Drama

The Sacred Heart High School Drama Club produces a play to enter in Regional and Provincial Festival competitions. In 1999, Sacred Heart were the provincial winners for their production of “The New Canadian Kid”. Since 2002, SHHS has placed first and second respectively at the Region IV Drama Festival. In 2004, “The Wild Flowering of Chastity” won the Provincial Drama Festival crown.

Intramurals

Intramurals at Sacred Heart High School play an important part in the lives of students. Intramurals provide students with friendly competition, an opportunity to meet new friends, and a cheerful environment to have fun and keep fit. Sacred Heart High School intramurals are organized by students and teachers who choose activities that encourage fun and participation. Upon entering Sacred Heart High School, students are placed on one of four intramural houses. A wide range of intramural activities are offered daily at noon hour in the gymnasium, with houses competing for the much coveted Athletic Shield and Aggregate Shield.

Musical

Sacred Heart High School regularly stages a Broadway musical. Participating students have the opportunity to explore talents in singing, acting, stage design, make-up, music, and more. Over fifty students participate each year. Past musicals have included: *West Side Story* (1997), *Annie* (1998), *Anything Goes* (1999), *The Sound of Music* (2002), *Once Upon a Mattress*, *Little Shop of Horrors* (2004) . Auditions are held in September. Performances are in late November or early December.

Outdoor Education

In 2002, Sacred Heart High School began an Outdoor Education program. Students from Grades 9 –12 may apply to participate in the program. Students are required to participate in regular training and testing sessions through the school year. The program culminates in a week-long outdoor education excursion. The participation fee for the Outdoor Education Club is \$150.00 for 2007-08.

SADD

At Sacred Heart, the Students Against Drunk Driving (SADD) group has a number of school based activities which promote responsible

attitudes toward drinking. Anyone may be a member of SADD and may join at any time.

School Newspaper

The Sacred Heart Beat newspaper provides a forum for an exchange of ideas, as well as a creative outlet for literary and artistic students and an opportunity to develop organizational and public relations skills. Students gain experience in the practical application of computers and photography. *The Beat* is published several times during the school year. From 1999 through 2006, *The Beat* received an award of merit for the *Best Overall High School Newspaper in Saskatchewan*.

Sports

Sacred Heart High School fields teams in golf, cross country running, soccer, football, volleyball, basketball, indoor track & field, curling, badminton, and outdoor track and field.

Cheer / Stunt Team

The Cheer / Stunt team provides students an opportunity to learn individual and team skills to be performed at school events and in competition.

Student Representative Council

The SRC is comprised of student representatives from grades nine to twelve who are elected by their class or by a total student body election. Elections are held in June each year with the newly elected Executive being announced at the year end dance.

The purpose of the SRC is:

To help foster a Christian atmosphere among the students and encourage apostolic activities.

To create a feeling of unity among all students and assist the students and staff in promoting school spirit and pride.

To maintain harmonious relations with all school personnel.

To act as a liaison between staff and students.

To work with the staff in the organization of student activities.

To provide opportunities for each individual member to develop and display their leadership abilities.

To be responsible for all activities organized by the SRC.

To see that matters of concern to any student or to the student body as a whole may be resolved by discussion and communication.

2008 – 2009 SRC EXECUTIVE

Presidents:
Vice-President:
Secretary:
Junior Treasurer:
Social Director:
School Clothing:

Weight Training Club

The weight room is open for supervised weight training and conditioning for school teams. Individualized training programs are available from the weight room supervisor.

Yearbook

The Sacred Heart Yearbook Committee annually publishes a memory book from eighty to one hundred pages. Students gain experience in leadership, photography, printing, layout, design, and word processing. Other learning experiences include working co-operatively with other students and meeting deadline

AWARDS

Academic Awards

1. **Subject Awards** - Awarded to the student who has achieved the highest academic standing in a specific subject. The Proficiency winner is excluded from subject awards. No student may win two subject awards at the same grade level in one year unless no other student has achieved a mark of 80% or higher. To receive a subject award a student must have received a mark of at least 80%.

2. **Honor Roll** - Students who obtain an average of 80% or higher during the school year will receive an honor roll certificate. Students with averages 90% or higher qualify for Honor Roll with Distinction Awards. Students must be registered in a minimum of 4 classes per semester to qualify. Student averages in Grades 9, 10, & 11 are a cumulative average of classes enrolled in during that school year. In Grade 12, the average calculated includes marks from Christian Ethics 30, English 30A, English 30B, History 30, the highest Math 30 and Science 30 mark, and the 2 highest 30 level electives.

3.Proficiency Awards - Awarded to the student who has achieved the highest overall academic average in his/her grade. Average criteria are the same as for the honor roll calculations. The winner will receive a small plaque.

Athletic Awards

Greatest Contribution to Sports Award - Awarded to one male and one female student in each grade who has given of his/her time and talent to school athletics. These awards will be determined by an athlete's coach-ability, ability, effort, dedication, and sportsmanship. To be eligible an athlete must compete in at least two sports. The winner will receive a small trophy or plaque.

Interscholastic Award - This trophy will be presented to a team that has won a district or provincial championship. The members of the team will receive a framed team picture.

Student Organizational Awards - Awarded to ten students who have contributed and attained the highest total points in student organizational activities. To eligible a student must have participated in at least two school organizations. Staff advisors will award points for each student at the conclusion of an activity. Schedule of points:
SRC maximum points - 40
Yearbook maximum points - 40
Other activities maximum points - 40

Student Merit Awards - The student merit awards are awarded to three junior students in grades 9 or 10 and three senior students in grades 11 or 12 who have attained the highest number of points combining academic, athletic, and organizational points. Academic points will be determined by taking the student's average and dividing it by two. For example, a student with an average of 88% would receive 44 points. Each merit award winner will receive a keeper plaque.

Student of the Year - The student of the year award is presented to the student who has made the most significant contributions to the life of Sacred Heart. Criteria include: academic and athletic achievement, organizational contributions, parish involvement, and a vote by students and staff.

Intramural Awards

1.Spirit Awards - Awarded to the five junior and five senior students who have attained the most participation points in intramural activities.

2. Individual team winners will have their picture posted in the school to recognize their achievement.

3. A trophy may be presented to the team that wins an intramural event.

Saint of the Month Award - The Saint of the Month is awarded monthly to the student(s) who has shown or displayed several of the following qualities: school spirit; participation and involvement in classes or school activities, consideration for others; leadership, achievement, service to others; and caring Christian values.

The Saint of the Month is selected by a committee consisting of a student elected from each Home Room, two or three SRC members, the SRC staff advisor, and teacher representatives.

Scholarships - Each year, at the Graduation Exercises, Sacred Heart High School presents over \$15,000 worth of scholarships to graduating students. The scholarships are donated by numerous businesses, organizations, clubs, and individuals from Yorkton.

SCHOOL SPIRIT

School Pledge

We, the students of Sacred Heart, pledge our allegiance and devotion to our school.

We will do our utmost to uphold the spirit and contribute to the causes of Sacred Heart High School.

As the students, we are the schools' citizens; its faults -- our faults; its victories -- our victories.

Therefore, we proudly accept the scrolls that officially make us students of Sacred Heart High School.

May God help us find the courage to be faithful to this pledge, and grant us happiness in our days spent here.

School Song ***Sursum Corda***

Sursum Corda, we lift our hearts and sing.
Sursum Corda, O let our voices ring,
For Sacred Heart High School, our Alma Mater dear,
We sing a song of praises and ring out a hearty cheer.
Sacred Heart, to the green and gold and white,
We give our loyal love to Thee and pledge devotion right.

Sursum Corda, we lift our hearts in prayer,
Sursum Corda, O Heart of Jesus fair,
We pray Thee grant Thy bounteous gifts
Thy benediction too,
That we of Sacred Heart to Thee and her be ever true.
Sacred Heart, our Alma Mater dear,
May God give glory, honour, fame to Thee eternally.

School Yell

One, two, three, four,
Everybody roar!
We're from Sacred Heart
Loyal to the Core!
Ravity! Ravity! Ziz! Boom! Bah!
Sacred Heart! Sacred Heart! Rah! Rah! Rah!

Student Handbook Calendar of Events

August

25 Staff Liturgy & Religion Inservice – school closed
26 Professional Learning Inservice – school closed
27 Professional Learning Inservice – school closed
28 Staff meetings – school closed
28 Sr. football @ Canora
29 School Improvement Inservice – school closed

September

01 Labour Day – school closed
02 Classes begin
05 Candle Light Service
05 Sr. football @ Swan River
05-06 Sr. Girls volleyball @ Melville
05-06 Jr. Boys (10) volleyball @ YRHS
09 Opening School Divine Liturgy
11 Early dismissal – 2:15
11 Sr. football vs. Fort Qu'Appelle
12-13 Girls soccer @ Moose Jaw
19 Sr. football @ Melville
19-20 Jr. Boys (10) volleyball home tournament
19-20 Sr. Boys volleyball @ Lanigan
19-20 Sr. Girls volleyball @ U of Regina
25 Sr. football vs. Esterhazy
26-27 Girls soccer home tournament

October

02 Sr. football vs. Canora
03-04 Sr. Boys volleyball @ Swift Current
03-04 Girls soccer @ Prince Albert

03-04 Boys soccer home tournament
 03-04 Jr. Boys volleyball (9) home tournament
 07 School pictures
 08 Grade 11 Retreat – St. Gerard’s
 09 Early dismissal – 2:15
 10 Thanksgiving Mass
 13 Thanksgiving – school closed
 17-18 Sr. Boys volleyball @ Estevan
 17-18 Sr. Girls volleyball home tournament
 24 Presentation for Gr. 9 students
 24-25 Sr. Boys volleyball home tournament
 25 Sr. Girls volleyball @ Kamsack
 31-01 Sr. Boys volleyball @ YRHS
November
 06 Picture re-takes
 07 Remembrance Day Service
 07-08 Sr. Boys volleyball Regional playoffs
 07-08 Sr. Girls volleyball Regional playoffs
 10 Professional Learning Inservice – school closed
 11 Remembrance Day – school closed
 13 Early dismissal – 2:15
 14 Semester 1 Mid-term Report Cards
 27-30 SHHS Musical
 28 Parent-Teacher Interviews
December
 10 Grade 10 Retreat
 11 Early dismissal – 2:15
 19 Last day of classes prior to Christmas break
 25 Christmas Day
January
 05 Classes resume
 08 Christmas Divine Liturgy
 08 Epiphany Water Blessing
 08 Early dismissal – 2:15
 20 Recommends meetings
 21 Exam blessing
 22-27 Final Exams
 28 Semester break – school closed
 29 School Improvement Inservice – school closed
 30 Religious Inservice – school closed

February

- 02 Semester 2 classes begin
- 12 Early dismissal – 2:15
- 16 Family Day – school closed
- 17-20 February Break – school closed
- 25 Ash Wednesday Service

March

- 12 Early dismissal – 2:15
- 17-19 Gr. 9 Retreat (mornings in groups)
- 20 School Improvement Inservice – school closed
- 31 Dessert Theatre

April

- 02-04 Saskatchewan Drama Association Region IV Drama Festival
- 08 School Community Council guest presentation
- 09 Holy Thursday
- 09 Early dismissal – 2:15
- 09 Semester 2 Mid-Term Report Cards
- 10 Good Friday – school closed
- 13-17 Easter Break – school closed
- 23 Easter Divine Liturgy
- 24 Parent-Teacher Interviews

May

- 06 Advanced Placement exam – Calculus AB (am)
- 07 Advanced Placement exam – English Literature (am)
- 07-09 SDA Provincial Drama Festival
- 14 Early dismissal – 2:15
- 18 Victoria Day – school closed
- 19 Religious Inservice – school closed
- 21 World Catholic Education Day

June

- 11 Early dismissal – school closed
- 17 Year-end Mass
- 19 Recommends Meetings
- 23-26 Semester 2 Final Exams
- 29 Administration Day – school closed
- 30 Report Cards distributed