

**HOLY CROSS
CATHOLIC ACADEMY**



**Student
Handbook**



2025-2026



HOME OF THE HAWKS!



HOLY CROSS CATHOLIC ACADEMY
SCHOOL PRAYER

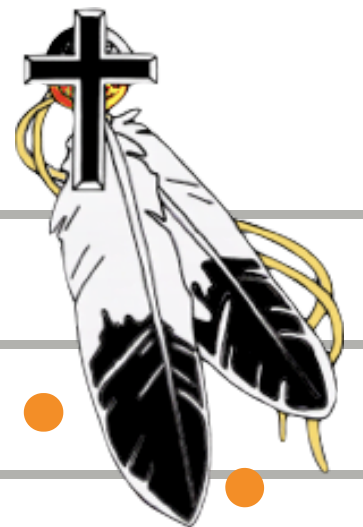


God of love, you sent us your son Jesus to teach us how to live so that we can deepen our relationship with others and ultimately you. Help us to have the wisdom to learn from your son's sacrifice. May the symbol of the cross inspire us to have the same love and compassion that allowed your Son to make the ultimate sacrifice for us. Give us the courage to carry our own crosses, to bear our own pain and sufferings with humility and strength. Help us to create a school community that is welcoming to all, committed to service, and ever faithful to your word.

Amen +



YORK CATHOLIC DISTRICT SCHOOL BOARD
LAND ACKNOWLEDGEMENT



We are gathered on the ancestral lands and waters of all Indigenous Peoples, who have left their footprints on Mother Earth before us. We respectfully acknowledge those who have walked on it, those who walk on it now, and future generations who have yet to walk upon it. We pray to the Creator for strength and wisdom that all may continue to serve as stewards of the Earth.





SCHOOL INFORMATION

7501 Martin Grove Rd.
Woodbridge L4L 9E4

Phone:

905-851-6699

Attendance: 905-851-6699 ext. 1

Guidance: 905-851-6699 ext. 2

Fax: 905-851-4207

Instagram: @hcca_hawksnews

SECONDARY ATTENDANCE STUDENT ABSENCE REPORTING

PHONE:

1-855-856-7862

WEBSITE: GO.SCHOOLMESSENGER.CA

MOBILE APP:

[APP STORE](#)

[GOOGLE PLAY](#)



PRINCIPAL

Ms. Sandra Abate

VICE PRINCIPALS

Mr. Daniel Castronovo

Grade 11 & Grade 12 DeVu

Mr. Dave Lamonica

Grade 9 & Grade 12 Man to Z

Ms. Nadia Pescador

Grade 10 & Grade 12 A to DeGuz

GUIDANCE DEPARTMENT

DEPARTMENT HEAD

Ms. Melissa Ritacca

Grade 10 & Grade 12 A to DeGuz (HPA)

DEPARTMENT

Ms. Mariateresa Dotto

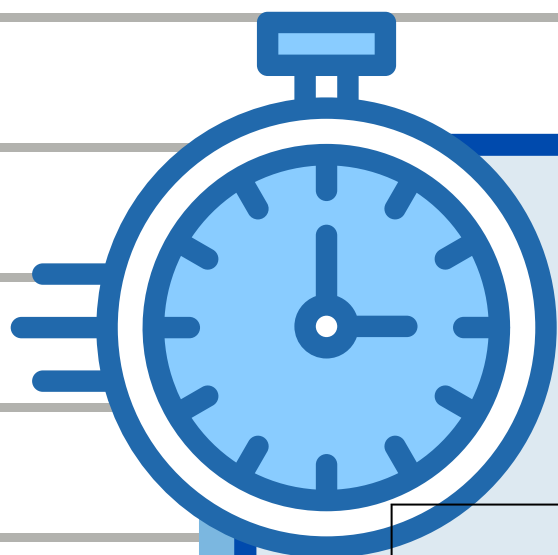
Grade 11 & Grade 12 DeVu (IB)

Ms. Tonia Sisto

Grade 9 & Grade 12 Man to Z (ASD/FLS)



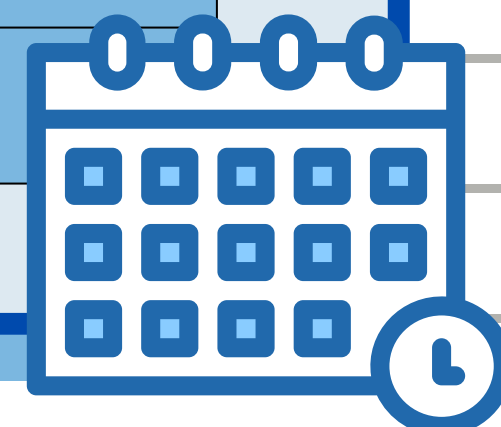
DAILY SCHEDULE



2025 -2026



BELL TIMES	
Start Time - 8:20 - 8:25	Motivation Music
8:25	Anthem// Prayer//Land Acknowledgement Announcements
8:25 - 9:39	PERIOD 1
9:39 - 9:45	TRAVEL TIME
9:45 - 10:58	PERIOD 2
10:58 - 11:04	TRAVEL TIME
11:04 - 1:04	PERIOD 3
11:04 - 11:44	LUNCH 3A
11:44 - 12:24	LUNCH 3B
12:24 - 1:04	LUNCH 3C
1:04 - 1:10	TRAVEL TIME
1:10 - 2:23	PERIOD 4
2:23	Prayer/Dismissal





HOLY CROSS CATHOLIC ACADEMY
CODE OF CONDUCT AND
PROGRESSIVE DISCIPLINE



The mandate of Holy Cross Catholic Academy is to develop a Catholic learning community that will help our students become successful and productive members of the community and good Catholic citizens.

Our students are expected to respect themselves and the dignity of others be it peers or adults. Also, our students must demonstrate a positive appreciation of the learning environment and the learning tools given to them.



With Jesus as our inspiration, students are to look to the Gospel to understand ethics, morality, and what is right.

Adherence to this philosophy and the expectations found in Policy 202 (Safe Schools - Student Discipline) will help ensure students are successful in high school and in their future.

CONSEQUENCES FOR
INAPPROPRIATE BEHAVIOUR
WILL INCLUDE:

PROGRESSIVE DISCIPLINE
SUSPENSION AND/OR EXPULSION,
from school depending on the circumstances
and the nature of the infraction.

YCDSB CODE OF CONDUCT

Building a positive and inclusive school climate requires a focused effort on developing healthy and respectful relationships throughout the whole school and surrounding community, among and between students and adults. This involves a sustained long-term commitment to put this into practice and change school culture.



H O L Y C R O S S C A T H O L I C A C A D E M Y

A T T E N D A N C E



ATTENDANCE MATTERS

EVERY STUDENT, ON TIME, EVERY DAY

Attendance issues (absence, illness, etc.) must be reported to the school by 8:10 a.m. by a **parent/guardian only.**

Phone: 1-855-856-7862

or

Website: go.schoolmessenger.ca

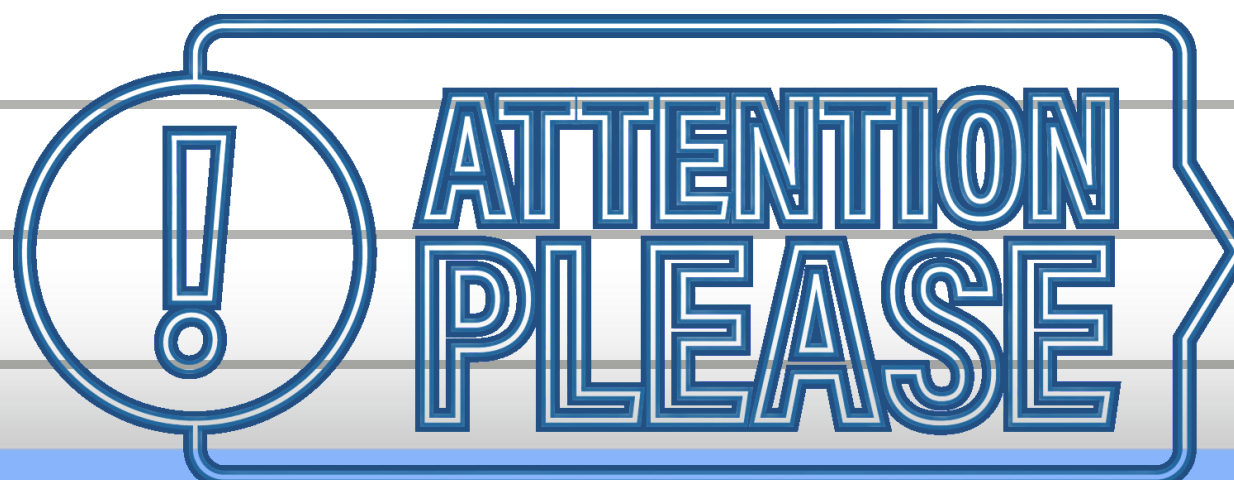
Mobile App:  [App Store](#)  [Google Play](#)

**Arrivals after 8:40 a.m.
sign in at the Attendance Office**



If a phone call was not made, a letter excusing the absence must be submitted to the attendance secretary with a telephone number where parent/guardian can be reached to verify the contents of the note.

Any non-programed absence will require an **admit slip** from the attendance office in order to enter class upon reutrn



Vacation:

An Extended Absence Form must be submitted to the office two weeks in advance for approval. The student is responsible for all missed work and must consult with their classroom teacher. **These absences are highly discouraged.**

HPA students should connect with our HPA coordinators for more info.

Vactions are not permitted during the formal exam period and will result in a zero on all missed exam(s)/final evaluations.



EARLY LEAVES

- Early leaves are issued before 8:10 a.m. to students with a valid note signed by parents/guardians. A telephone number is required on the note to verify its contents with Parents/Guardians.
- Student is responsible for all missed work during any early leave





H O L Y C R O S S C A T H O L I C A C A D E M Y

B E A G O O D N E I G H B O U R !



Students are permitted to leave the school during their lunch and have the privilege of accessing a number of local businesses. Students are expected to return to school on time for their next class.



While in the community, students are not only subject to Holy Cross School Code of Conduct, but to local by-laws and provincial legislation.

They are expected to behave in full compliance. Failure to do so will not only result in school-level consequences but can also result in local sanctions.

Students are reminded to:

- be courteous and respectful to business owners and staff
- place all garbage in the city-provided receptacles
- Comply with any business-specific policies and requirements

Uber Eats, Skip the Dishes other food delivery services are not allowed on school property. Food will be confiscated and Administration will follow up with student. Do NOT order any food to the school.



FRAGRANCE SCENT-SAFE BUILDING

YCDSB and Holy Cross Catholic Academy are FRAGRANCE/SCENT-SAFE. Fragrances and scents are found in a wide range of products including perfume, aftershave, deodorant, and soap. Exposure to fragrances and other scented products may trigger adverse health reactions (e.g., asthma attack, anaphylactic reaction, and shortness of breath).

Your cooperation is expected regarding the following:

- ☒ Avoid using fragrances or scented products such as perfume, cologne, or scented hand sanitizer while at school.



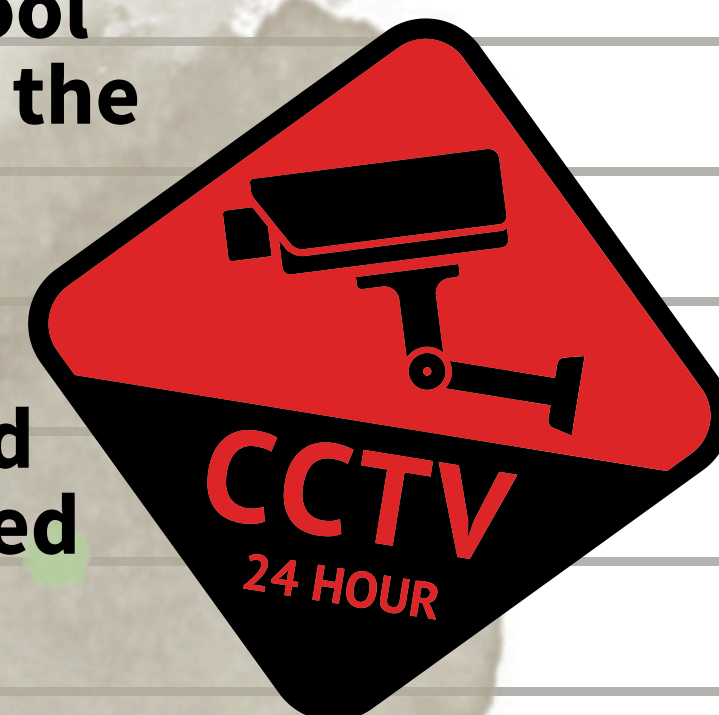
With the exception of guest speakers and school board personnel, visitors to the school during the day are not permitted.

Students from other schools are not permitted on school grounds unless they are accompanied by their teacher for a school related event or athletic tournament. All instances where students are found to be on school property will be treated as TRESPASSING and subject to related consequences. Holy Cross CA students are not permitted at any other school.

All approved visitors, including parents/guardians must report to the Main Office immediately upon entering the building and sign the visitor log and wear a visitors pass.

All visitors must sign in and wear identification badges.

If a parent or guardian is dropping an item off for their child(ren), it must be left in the Main Office. Student(s) will be called down at an appropriate time to retrieve the item.

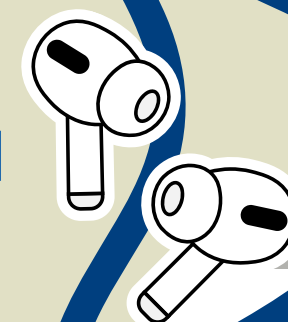
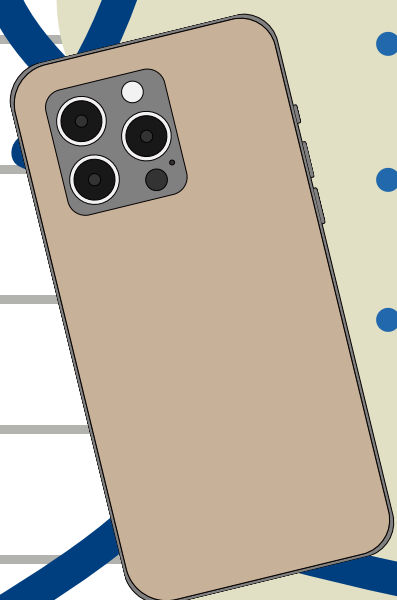




PROTECT YOUR VALUABLES

The School/Board does **not** insure personal possessions of the student, nor is it liable for any loss, theft, or vandalism. Each student has a responsibility for the security of their possessions.

- Report any suspicious occurrences or persons in or around the school. Immediately alert your classmates if they neglect the security of their possessions.
- Do not bring valuables or excessive amounts of money to school.
- Any electronic items should be left at home.
- Do not share your locker combination with anyone.
- Store your personal items in your locker.
- All personal electronic devices, including smartphones and smart watches are not permitted during instructional hours in accordance to PPM 128.



VANDALISM

Vandalism, including defacing or destroying property, is a serious and possibly criminal offence. All school property, including items that are on loan to students (lockers, textbooks, etc.) must not be damaged. Vandals may be prosecuted and will be required to pay restitution for damages and replacement.



In alignment with the recently introduced Ministry of Education policy memorandum, The Provincial Code of Conduct has been updated to address the use of cell phones and other personal mobile devices as outlined in [PPM 128](#).

These revisions are designed to restrict the use of all personal mobile devices during instructional time in both elementary and secondary classrooms in order to prevent distractions and maximize learning time.

Please be advised that we have an appropriate cell phone use policy at Holy Cross Catholic Academy. If your children bring their cell phone to school, they are not to be used during instructional time.

The following rules will apply to cell phone use at school:

- Cell phones are to be off and invisible. They are not to be taken out or left to ring/vibrate in pockets or in desks.
- If a staff member sees a cell phone out or being used during instructional time, the educator will instruct the student to put the device away.
- Repeated occurrences will result in parent or guardian being informed
- If this continues, the device will be stored in the office, the parent/guardian will be contacted by the Principal/Vice Principal, and the device will remain in the office for the remainder of the day. The device will only be returned to the parent or guardian.
- Progressive discipline will be applied at the discretion of the Principal/Vice Principal for ongoing repeated occurrences.

Personal mobile devices can be used during instructional time under the following circumstances:

1. For educational purposes as directed by the educator in the classroom;
2. For health and medical purposes (students with medical conditions are not required to obtain a physician's note to be eligible for this exception; a note from a parent or guardian is sufficient.);
3. To support special educational needs.

If parents need to speak with their child(ren) during the school day, or vice versa, kindly contact the main office (905-851-6699).





As members of a Catholic learning community and as followers of Jesus Christ, we are expected to uphold the dignity of all people and treat one another with utmost respect at all times. We believe:

1. All forms of bullying - physical, verbal, emotional, digital - are insidious forms of violence.



2. All staff and students have the right to a working and learning environment free from bullying, harassment, discrimination, threats or violence.

3. Each of us has a part to play in putting an end to all forms of bullying.

All members of the Holy Cross Catholic Academy community are urged to report all instances of bullying to an Administrator. Any non-emergency reports can also be filed using REPORT IT.

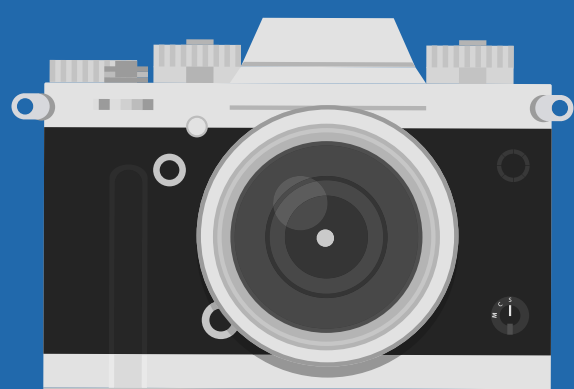




In today's world, being mindful of our digital footprint is more important than ever. The content we create online can have lasting effects, influencing our future educational and career prospects.

Remember:

- Under no circumstances should any photos or videos be taken in classrooms.
- Do not post photos or videos of any staff or students on any digital or social media platform without consent.
- Do not be in possession of, create, distribute or request any inappropriate images or video.
- Any perceived bullying that occurs on social media platforms, where students or staff are degraded in any way, is subject to school-based consequences.



REFER TO POLICY 311 - DIGITAL DISCIPLESHIP.



HOLY CROSS CATHOLIC ACADEMY

SCHOOL UNIFORM AND SPIRIT DAYS



The school uniform is supported by our parent community and staff of Holy Cross Catholic Academy. Students who enroll at Holy Cross do so with a full awareness of the uniform requirements. Therefore, when a student chooses Holy Cross Catholic Academy, he or she agrees to abide by the established dress code. Both staff and parents regard the school uniform as a means of creating a distinct school identity. Students who do not respect the dress code are in effect undermining this goal.

IT IS MANDATORY FOR STUDENTS TO WEAR THE HOLY CROSS CATHOLIC ACADEMY UNIFORM.

The student uniform consists of the following:

- HC crested short sleeved or long-sleeved golf shirt
- HC crested full zip fleece *NEW* (available soon) with golf shirt underneath or ¼ zip top with white/black/grey top underneath (no hoodies)
- DGN Kilters HC crested navy dress pants (located on the pant leg)
- Holy Cross rugby style shirt
- Fully Black shoes will only be permitted. Open shoes, slides, Crocs, Uggs, and Rubber Shoes are not accepted

Please note:

- Golf shirt must be worn under full zip
- Uniform to be worn on all field trips unless otherwise specified
- Short sleeved t-shirt worn under the golf shirt must be white, black or grey
- No leggings, yoga or track/jogging pants
- Uniforms must be fastened and worn properly
- Uniform is to be worn from bell to bell (this includes lunch and spare)
- Baseball caps or headgear are not permitted
- Hoodies are not permitted
- Spirit wear is not uniform and may only be worn on designated Spirit wear days
- Jacket/coat over top uniform is only permitted before school and at the end of the school day



**** Uniform infraction consists of a student NOT adhering to the expectations outlined above.**

Procedures

Infraction 1: Student will be instructed to get into proper uniform. The infraction will be recorded and student will be cautioned. If the student does not have the uniform item, the parent/guardian will be contacted to bring the uniform item to the school when possible. Student will not be permitted to enter class out of uniform.

Infraction 2: Student will be instructed to get into uniform. The infraction will be recorded. If the student does not have the uniform item, the parent/guardian will be notified to bring the uniform items to the school when possible. Parent/guardian will be contacted for uniform infraction. Student will not be permitted to enter class out of uniform.

Infraction 3: Student will be instructed to get into uniform. The infraction will be recorded. The parent/guardian will be notified to bring the uniform items to the school when possible. Student will be issued a detention and/or may not be permitted to return to class. Parent will be contacted to advise of next steps and progressive discipline.

Infraction 4: The infraction will be recorded. Student may be given a 1 day suspension.

Uniform Provider

DGN Kilters

1500 Bonhill Road Mississauga, Ontario

Toll free phone ordering 1-800-437-5872

Online ordering <http://dgn-kilters.com>

The DGN Kilters uniform tuck truck is on school premises on scheduled dates. The dates are posted on the Holy Cross website and calendar as they become available.

****Please note that the school does not provide uniform pieces to borrow****



Smoking, Vaping, Cannabis and other Substances In accordance with Policy 610:

- 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 the LINK.
- Report to York Regional Police, along with related charges if applicable.

YCDSB CODE OF CONDUCT





ACADEMIC DISHONESTY

Academic dishonesty includes plagiarism and the use of Artificial intelligence (AI). Dishonest practices include fabrication of data, cheating, or uttering by a student of false statements relating to academic work. Any form of academic dishonesty will merit a mark of zero. Plagiarism is defined as presenting someone else's words or ideas as one's own:



- **Submitting an assignment that was completed by another and claiming it as one's own.**
- **Incorporating large segments of someone else's work and only using connecting sentences without reference to the source.**
- **Copying sections from the Internet without referencing the source.**
- **Direct copying of another person's re-write of an assignment as in the case of a parent/guardian, tutor or ghostwriter.**
- **Any form of academic dishonesty will merit a mark of zero on the entire body of work. This covers any type of assessment given to students. Parents/Guardians will to be advised of the infraction and its consequences.**



ASSESSMENT AND EVALUATION

For all courses

- 70% term work;
- 30% final evaluation
 - (exam performance, essay, CPT or method suitable to the course)

Consistency of expectations/projects should be apparent in all sections of the same course.

Every attempt will be made to avoid overloading students with assignments, projects, essays or CPT's:

CO-OPERATIVE EDUCATION CLASS ATTENDANCE

- Students must attend their in-school and job site sessions during the regularly scheduled school year.
- Students are not permitted to extend vacations that interfere with the schedule.
- Failure to abide by this procedure may result in the forfeiture of the co-operative education credits.
- While attending the in-school component of the program or any in-school function, students are required to be in full and proper uniform.

EVALUATION POLICY FOR TESTS

- Illegitimate absences will be considered as skipping.
- When a student is illegitimately absent for an evaluation the student will receive a "zero" on the missed evaluation and will not have an opportunity to make up the evaluation.
- When a student is legitimately absent for an evaluation the option for a re-write, make-up or alternative evaluation will be left to the discretion of the teacher. However, a mandatory entry of "zero" will be made by the teacher until alternative arrangements are made.
- We recommend students make every effort to be present when an evaluation is given.





Education Quality and
Accountability Office



ONTARIO SECONDARY SCHOOL LITERACY TEST

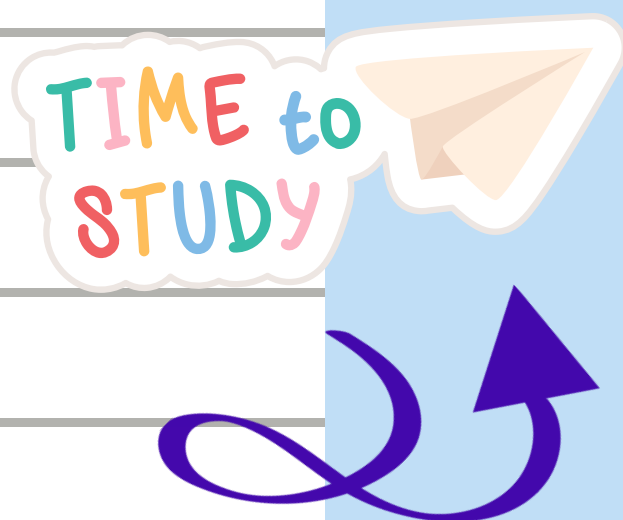
Grade 12 students who have not successfully passed the OSSLT Literacy Test must ensure that they are enrolled in the OSSLT Course, OLC 401. Students must pass this course in order to qualify for a Graduation Diploma.



STUDY HALL - SPARE PERIOD

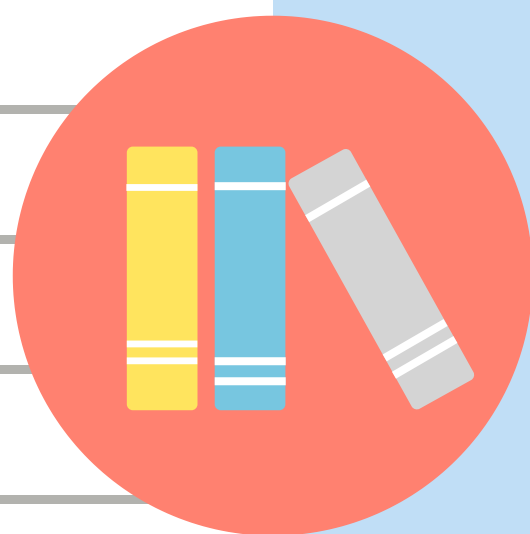
Grade 12 students are eligible for study hall if they have successfully completed 24 credits by the beginning of the school year and/or 27 credits by the beginning of the second semester.

- Students are required to carry no fewer than 3 courses per semester if a study hall is granted.
- All students with free periods are urged to use this time for study and remain in the Library or Cafeteria.
- No student in Grades 9, 10 and 11 may have a spare.
- Period 4 spares are to leave school property



TEXTBOOKS/LIBRARY RESOURCE BOOK POLICY

- Students are responsible for returning school textbooks/Library Resource books at the end of each semester in the condition in which they were distributed.
- The loss or damage of a textbook/Library Resource books will require full financial reimbursement.





ATHLETIC POLICY FOR SCHOOL TEAMS

All members of an athletic team are **STUDENTS ABOVE ALL ELSE AND ATHLETES SECONDLY**. It is expected, that all athletes are working to their potential academically. In order to represent Holy Cross Catholic Academy on a school team, students who have failed one course in a reporting period will have their eligibility reviewed. Students who skip class the day of a game or practice will not be permitted to participate that day.

The privilege of playing for a school team will be reconsidered.

Decisions about whether a student can play on a school team will rest at the discretion of Administration.

If coaches receive complaints from a staff member regarding an athlete, or perceive a problem, please make all attempts to resolve the situation immediately.

Early dismissal (ex. games) or absence from classes (ex. tournaments) does NOT in any way exempt them from homework, assignments, tests, etc. in the classes missed.

It is the **RESPONSIBILITY OF THE ATHLETE** to make personal arrangements with their teachers **PRIOR** to the missed classes to make up, any material, assignments, tests, etc.

Consequences

- A student who was not in full attendance at school on a game day will not be allowed to play in that game.
- A student who fails repeatedly to make up missed assignments or evaluations will be suspended from the school team; their status will be reviewed and can only be re-instated with the approval of Administration.
- The Student/Athlete Contract must be completed and signed by every student prior to the start of the season.

Suspended and Expelled Students

- Students who receive a suspension of 6 or more days and/or expulsion notice will have their status as a team member reviewed by Administration. The status of any player rests with the discretion of Administration.
- Students who are suspended on either a game day or practice will not participate nor can be present at sporting event



ATHLETIC POLICY FOR SCHOOL TEAMS

At Holy Cross Catholic Academy, we believe that being a student comes first. Athletics are a privilege, not a right—and that privilege is built on a foundation of responsibility, respect, and academic effort.

As a student-athlete, you are expected to:

- **Prioritize your academics.** You are a student before an athlete. Work consistently to reach your academic potential. If you fail a course during a reporting period, your eligibility to play will be reviewed and discussed.
- **Be present and engaged in all classes.** If you miss class on the day of a game or practice without a valid reason, you will not be allowed to participate that day.
- **Take ownership of your learning.** When you miss class due to games or tournaments, it is your responsibility to connect with your teachers beforehand to plan how you will complete any missed work, including assignments, tests, and lessons.
- **Demonstrate leadership and accountability.** If any concerns are raised about your behavior—by staff or coaches—you are expected to work collaboratively to address and resolve them.

Consequences and Expectations:

- **Missing school (unexcused) on game day = no participation in that game.**
- **Failing to follow through with academic responsibilities (e.g., not making up missed assignments or tests) can result in suspension from the team.**
- **Continued participation will be reviewed if issues persist. Reinstatement will only be considered with administrative approval.**

Suspensions & Expulsions:

- **If you are suspended for 6 days or more, or receive an expulsion notice, your status on the team will be reviewed.**
- **Students suspended on a game or practice day may not play or attend that event.**

Before the Season Starts:

All student-athletes must read, understand, and sign the Student-Athlete Commitment Contract before joining any team.

Home of the



Hawks!