

STUDENT COMMITMENT

All staff and students are to be treated with respect and dignity. Respect for self and others is to be demonstrated through appropriate behaviour. Respect and responsibility are demonstrated when a student:

- Comes to school prepared, on time, ready to learn and in uniform
- Shows respect for self, others, and those in authority
- Refrains from bringing anything to school that may compromise the safety of others
- Follows the established rules and *Code of Conduct* and takes responsibility for his or her own actions

PARENT/GUARDIAN COMMITMENT

Parents/guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful environment for all students. Parents/guardians fulfill this responsibility when they:

- Take an active interest in their child’s school work and progress
- Communicate regularly with the school
- Help their child be prepared for school, including dressed in uniform
- Ensure that their child attends school regularly and on time
- Promptly report to the school their child’s absence or late arrival
- Become familiar with the *Code of Conduct* and school rules
- Encourage and assist their child in demonstrating appropriate behaviour
- Assist school staff in dealing with disciplinary issues

STUDENT HANDBOOK EXPECTATIONS

Students are required to bring their handbook to all classes. It is used for attendance procedures and to record homework, assignments and due dates. A calendar of events and important dates will also be found in the handbook. Students who lose, damage or deface the handbook will be required to purchase a replacement. Handbooks are only to be used by the owner. Students are not to loan or borrow another student’s handbook.

We have read the above and accept the commitments and expectations set out in the handbook.

(Student)

(Date)

(Parent/Guardian)

(Date)

***RETURN TO PERIOD 1 TEACHER BY SEPTEMBER 25, 2017**

**NIAGARA CATHOLIC DISTRICT SCHOOL BOARD
MISSION STATEMENT**

**“The Niagara Catholic District School Board,
through the charisms of faith, social justice,
support and leadership, nurtures an enriching
Catholic learning community for all to reach
their full potential and become living
witnesses of Christ.”**



**NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD**

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BISHOP'S MESSAGE



OFFICE OF THE BISHOP

My dear friends,

As you begin a new school year, I ask you to stay close to Jesus who loves you so much and is your best friend. Stay close to Him, talk to Him, and act like Him, so that you will be able to do great things at your home, parish and school. Your Catholic school community will help you to do this each day. May God bless you and please pray for me as I will pray for each one of you.

Yours sincerely in Christ,

A handwritten signature in black ink that reads '+ Gerard Bergie'. The signature is written in a cursive style.

**Most Reverend Gerard Bergie, D.D.
Bishop of St. Catharines**

CATHOLIC GRADUATE EXPECTATIONS

Niagara Catholic schools provide educational programs and services for students with a variety of learning strengths, needs and abilities. The Ontario Catholic School Graduate Expectations provide a comprehensive vision of the learner in the context of our Catholic faith to promote success for all students.

THE NIAGARA CATHOLIC GRADUATE IS EXPECTED TO BE:

- A discerning believer formed in the Catholic Faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.
- An effective communicator who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values.
- A reflective, creative and holistic thinker who solves problems and makes responsible decisions with an informed moral conscience for the common good.
- A self-directed, responsible, lifelong learner who develops and demonstrates their God-given potential.
- A collaborative contributor who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
- A caring family member who attends to family, school, parish and the wider community.
- A responsible citizen who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

CODE OF CONDUCT

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, current legislation and the provincial Code of Conduct, schools within the Niagara Catholic District School Board, in consultation with their Catholic School Councils, staff, students and parents, shall have in place local Codes of Conduct. These locally developed Codes shall be in compliance with the Government of Ontario legislation and Board's Code of Conduct Policy.

The Standards of Behaviour incorporated in the Code of Conduct which promotes respect, responsibility and safety, along with justice, integrity and accountability are consistent with the Gospel values embodied in our schools. Respect for oneself, others and the traditions of our Catholic faith is central to the vision of a Catholic Education.

The Niagara Catholic District School Board shall endeavour to ensure that all members of the school community have a safe, caring, accepting and positive school environment that maximizes their full potential and become living witnesses of Christ.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

CODE OF CONDUCT

All members of the Niagara Catholic District School Board, students, parents, guardians, staff, trustees, volunteers, visitors and especially persons in positions of authority are to be treated with respect and dignity whether they are on Board property, on school buses, at Board or school-authorized events or any other activities that could have an impact on the school climate.

For the Niagara Catholic District School Board's Code of Conduct Policy (302.6.2): <https://docushare.ncdsb.com/dsweb/Get/Document-1409662/302.6.2%20-%20Code%20of%20Conduct%20Policy.pdf>

To view the Provincial Code of Conduct, scan the QR Code below:



GUIDING PRINCIPLES & PURPOSES OF THE CODE OF CONDUCT POLICY #302.6.2

All members of the school community are:

- To be treated with respect and dignity, especially persons in positions of authority
To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community
- To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility
- To encourage the use of non-violent means to resolve conflict
- To promote the safety of people in the schools
- To discourage the use of alcohol, illegal drugs and/or controlled substances without a valid prescription.
- To strive to prevent bullying in schools

STUDENTS

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

- Comes to school prepared, on time and ready to learn;
- Shows respect for themselves, for others and for those in authority;
- Refrains from bringing anything to school that may compromise the safety of others;
- Follows the established rules and takes responsibility for his or her own action.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

CODE OF CONDUCT

PARENTS

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

- Show an active interest in their child's school work and progress;
- Communicate regularly with the school;
- Help their child be neat, appropriately dressed and prepared for school;
- Ensure that their child attends school regularly and on time;
- Promptly report to the school their child's absence or late arrival;
- Show that they are familiar with the provincial Code of Conduct, the board's code of conduct, and school rules;
- Encourage and assist their child in following the rules of behaviour;
- Assist school staff in dealing with disciplinary issues involving their child.

COMMUNITY PARTNERS AND THE POLICE

The police and community partners play an essential role in making our schools and communities safer. Police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

STANDARDS OF BEHAVIOUR

Respect, Civility & Responsible Citizenship

All members of the school community must:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas and opinions;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- Respect the rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Respect all members of the school community, especially persons in positions of authority;
- Respect the need of others to work in an environment that is conducive to learning and teaching;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Not swear at a teacher or at another person in a position of authority.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD

CODE OF CONDUCT

SAFETY

All members of the school community must not:

- Be in possession of any weapon, including firearms;
- Cause injury to any person with an object;
- Use any object to threaten or intimidate another person; not be in possession of, or under the influence of, or provide others with, alcohol, illegal drugs, and/or controlled substances without a valid prescription;
- Inflict or encourage others to inflict bodily harm on another person;
- Engage in bullying behaviours;
- Commit sexual assault;
- Traffic weapons, illegal drugs and/or controlled substances;
- Give alcohol to a minor;
- Commit robbery;
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school;
- Use profane language.

EQUITY AND INCLUSIVE EDUCATION POLICY #100.1

Niagara Catholic District School Board recognizes that all people are created equal, in the image of God, each with inimitable characteristics deserving of dignity (Genesis: 1:27). In accordance with the Church's teachings, Niagara Catholic provides in all its operations an educational environment which supports and enables diversity within its Catholic community.

The Board recognizes that any form of social or cultural discrimination is incompatible with Catholic moral principles and is in violation of the Ontario Human Rights Code. The Board recognizes that the school system gives pre-eminence to the tenets of the Catholic faith, congruent with the protection afforded in the Ontario Human Rights Code, the Constitution Act, 1982 and confirmed in the Canadian Charter of Rights and Freedoms.

The Board and its staff are committed to the elimination of discrimination as outlined in Ontario's Equity and Inclusive Education Strategy and the Ontario Ministry of Education (the "Ministry") Policy/Program Memorandum No. 119, in a manner which is consistent with the exercise of the Board's denominational rights under section 93 of the Constitution Act, 1982 and as recognized at section 19 of the Ontario Human Rights Code.

POSITIVE SCHOOL CLIMATE AND BULLYING

A positive school climate exists when all members of the school community feel safe, comfortable, and accepted. To help achieve a positive school environment in their schools, the Niagara Catholic District School Board and its schools will actively promote and support positive behaviours that reflect their Catholic Gospel Values. They should also endeavour to ensure that parents and members of the broader community are involved in the school community.

SAFE SCHOOL POLICY #302.6

Niagara Catholic District School Board will strive to maintain safe and secure learning environments for all students, staff, and community members involved in Board and school programs, events and activities.

In compliance with current legislation and the Mission of the Board, the Niagara Catholic District School Board will establish policies and administrative procedures which foster increased respect, responsibility and civility.

The Niagara Catholic Safe School Policy and Administrative Procedures will:

- Create schools that are safe, inclusive and accepting of all pupils.
- Encourage a positive school climate and prevent inappropriate behaviour, including but not limited to, bullying, sexual assault, gender-based violence and incidents based on homophobia.
- Address inappropriate pupil behaviour and promote early intervention.
- Provide support to pupils who are impacted by inappropriate behaviour of other pupils.
- Establish disciplinary approaches that promote positive behaviour and use measures that include appropriate consequences and supports for pupils to address inappropriate behaviour.
- Provide pupils with a safe learning environment.

BULLYING PREVENTION AND INTERVENTION POLICY #302.6.8

The Niagara Catholic District School Board shall endeavour to provide a safe, inclusive and accepting climate of respect, dignity and trust, consistent with the Gospel Values. "Blessed are the peacemakers, for they will be called children of God" (Matthew 5:9).

All members of the school community deserve a positive school climate that is inclusive, safe and accepting, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, family status, marital status, socioeconomic status or disability.

DEFINITION OF BULLYING

In accordance with subsection 1(1) of the Education Act; "Bullying" means aggressive and typically repeated behaviour by a pupil where the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of (a) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or creating a negative environment at a school for another individual and (b) the behaviour occurs in a context where there is a real or perceived power and imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin,

POSITIVE SCHOOL CLIMATE AND BULLYING

sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.

BULLYING (1.0.0.1) Behaviour includes the use of any physical, verbal, electronic, written or other means.

CYBER-BULLYING (1.0.0.1) Bullying includes bullying by electronic means including: (a) creating a webpage or a blog in which the creator assumes the identity of another person; (b) impersonating another person as the author of content or messages posted on the internet; and (c) communicating material electronically to more than one (1) individual or posting material on a website that may be accessed by one (1) or more individuals.

BULLYING MAY INCLUDE BUT IS NOT LIMITED TO:

Verbal	Physical
Name-Calling/Put Downs	Hitting
Insults	Kicking
Racist Comments	Spitting
Harassment	Pushing
Sexist Comments	Inappropriate Gestures
Teasing/Taunting	Tripping
Threatening /Extortion	Stealing
Social/Emotional	Technological
Relational Bullying	Cyber Bullying
Manipulating Friendships	Internet Misuse
Gossip	Text Messages
Exclusion	Digital Photos
Intimidation	Twitter
Written Notes	Websites
Making False Statements	Social Media, like Facebook

In recognition of the importance of addressing bullying, which can have a significant impact on student safety, learning, and the school climate, bullying has been added to the list of infractions for which suspension must be considered.

For more information about issues of bullying, visit the Promoting Relationships and Eliminating Violence Network (PREVNet) at www.prevnet.ca.

POSITIVE SCHOOL CLIMATE AND BULLYING

WHAT SHOULD I DO IF I AM BULLIED?

- Talk to an adult you trust.
- Stay close to other students or adults who will stick up for you.
- Stay in areas where you feel safe.
- Walk away.
- Use your words to ask someone who is bullying to “STOP”.

I KNOW THAT A FRIEND IS BEING BULLIED. WHAT SHOULD I DO?

Report it to an adult at school who can help. Reporting is standing up for your rights and the rights of others to feel safe.

WHAT WILL HAPPEN WHEN BULLYING IS REPORTED?

The benefit of reporting bullying issues is that the student who is bullying is no longer in control. When teachers and other school staff are aware of bullying, they can find ways to help the student who is bullying to change his/her behaviour.

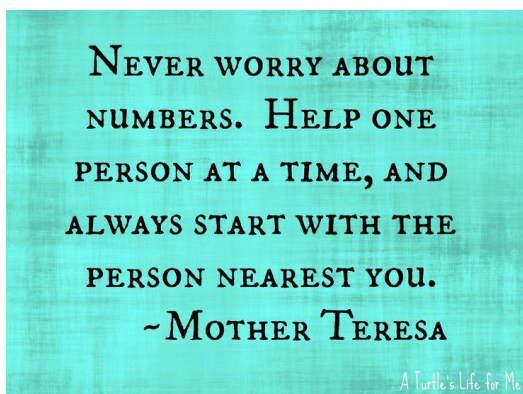
Every situation will be dealt with on an individual basis. Some strategies that may be used to stop bullying will be restorative practices, counseling, and communication with parents/guardians, peer mediation, detentions, removal of privileges, suspension or police contact.

HOW SERIOUSLY ARE THREATS TAKEN?

All threats and attempts to intimidate others will be taken seriously and investigated. Appropriate steps will be taken to ensure that the behaviour stops and students feel safe.

SURVEILLANCE CAMERAS

For the protection of students and staff, Niagara Catholic District School Board Secondary Schools have surveillance cameras that monitor the main school building and sections of the school grounds on a 24 hour basis.



WHAT DO I DO IF

I AM ABSENT FROM SCHOOL?

Have a parent/guardian report your absence by calling 1-844-287-6287 or online at nc.schoolconnects.com

I AM LATE FOR SCHOOL?

If you arrive before 8:30 am, report directly to your period 1 class. If you arrive after 8:30 am or at any other point during the day, sign in at the Attendance Office to get a late slip and proceed directly to class.

I HAVE TO LEAVE DURING THE DAY?

Bring a note from your parents/guardians to the Attendance Office before 7:55 a.m. to obtain a dismissal slip then when you leave the school sign out at the attendance office. Parents/guardians can also go online at nc.schoolconnects.com to dismiss their child early from school. If you return the same day, sign in upon your return.

I HAVE A PERSONAL PROBLEM THAT I NEED TO TALK ABOUT?

See a Teacher, the Principal, Vice-Principal, a Guidance Counselor, a Child and Youth Worker, the Chaplaincy Leader or any adult member on staff.

I NEED TO USE THE PHONE?

Use the phone located in the Main Office or in Attendance.

I WANT TO CHANGE MY TIMETABLE?

Consult a Guidance Counselor in Student Services.

I FEEL TOO ILL TO STAY IN CLASS?

Ask for permission to go to the office. Arrangements will be made to have your parents/guardians pick you up.

I LOSE SOMETHING OF VALUE?

Check the Lost and Found in the Main Office. Put your name in all your books and valuables. Do not share your lock combination with anyone. Never bring valuables to school or the change room and always keep your money on your person. Schools will not be responsible for any lost or stolen items. Students who find personal articles or textbooks on school property are asked to bring these to the Main Office.

I LOSE MY LOCK?

Purchase a new lock in the Attendance Office for a nominal fee.

I SUSPECT THEFT / VANDALISM / HARASSMENT / BULLYING / ETC ...?

Report the incident to the Principal or Vice-Principal immediately.

I RECEIVE AN OFFICE DETENTION?

Detentions take precedence over any co-curricular activity. Students who miss a detention will receive two detentions. If they miss any further detentions, a suspension will occur for persistent opposition to authority.

WHAT DO I DO IF

I FIND A COURSE (OR COURSES) TOO DIFFICULT/ EASY?

First talk to your subject teacher and your parents. Then make an appointment to see a Guidance Counselor in Student Services. You must have 24 credits before you may have a Study Period.

I NEED HOMEWORK BECAUSE I WILL BE AWAY FROM SCHOOL?

Homework requests may be made at the main or attendance office for student absences greater than three days. Students are responsible for getting any missed work from another student or teacher when the absence will be three days or less.

MY PARENTS/GUARDIANS HAVE A CONCERN?

Parents/guardians will address classroom concerns directly with the classroom teacher prior to contacting administration.

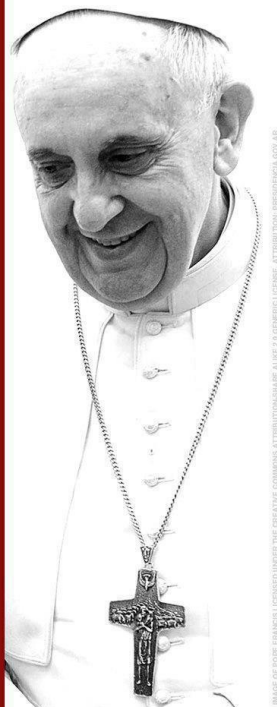
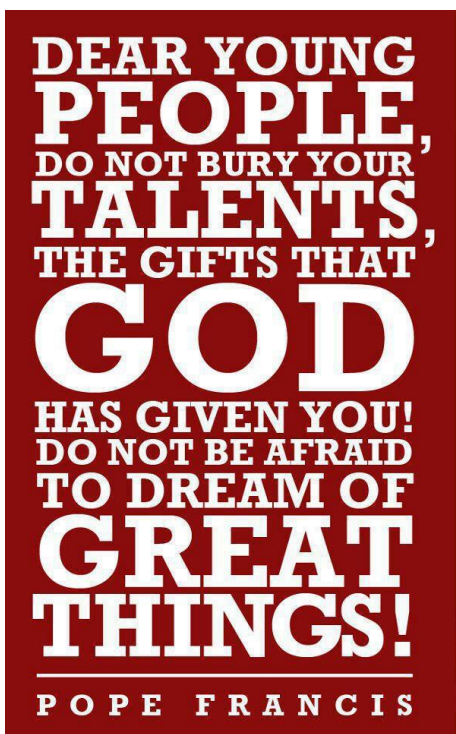


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RELIGION AND CHRISTIAN COMMUNITY SERVICE

CHAPLAINCY

The Chaplaincy Leader is available to support and guide all members of the school community on their faith journey. In order to do this the Chaplaincy Leader provides the following services:

- Leader of Chaplaincy Team
- Opportunities for Prayer, Sacraments and Celebrations of the Eucharist
- Pastoral Care, Grief and Bereavement
- Conflict Mediation
- Resource for Student Projects, Prayer Services and Class Discussion and Retreats

By calling forth the talents and gifts of students and staff, the Chaplaincy Leader encourages a strong sense of Christian community in the school. Fostering both a sense of caring and of social justice, the Chaplaincy Leader shares in what makes the school a special experience for all who are a part of the Catholic High School. Students are welcome to drop by the Chaplaincy Leader's office at any time.

Students who would like to develop their Christian Leadership skills and share their faith within the school community should contact their Chaplaincy Leader to discuss possible opportunities. Under the leadership of the Chaplaincy Leader, the goal is to enhance the spiritual and faith life of the school through such activities as Liturgies, Prayer Services, Social Justice, Retreats, peer support and special projects.

CHRISTIAN COMMUNITY SERVICE POLICY #400.3

Christian Community Service is a service one gives to the community. It is service spent on community projects, which could be of a cultural, humanitarian, athletic or fund-raising nature. Students will be expected to select an activity that meets the criteria outlined here. Community involvement activity hours, mandated by the Ministry of Education as part of the requirements for an Ontario Secondary School Diploma (OSSD), may not necessarily follow the Guiding Principles of Christian Community Service. Although valid and important experiences, these activities will not be recognized for Christian Community Service within the Religious Education class, although the hours still may count toward the 40 volunteer hours needed for graduation.

The Christian Community Service Activities Form must be submitted to the school by the required date as communicated by the school Religious Education Department staff, in conjunction with the Student Services Department. Religious Education Department staff will verify that the identified service activity meets the criteria of Christian Community Service, approve the Completion of Christian Community Services Activities Form, and forward the forms to Student Services to input the completed hours into the student's Maplewood profile.

If a student enrolled in a Niagara Catholic secondary school is interested in completing his/her Christian Community Service over the summer, or in a semester in which he/she does not take a Religious Education course, the student must complete a Notification of Planned Christian Community Service Activities form and submit it to the Program Chair of Religious Education prior to the beginning of the summer holidays or the semester the student is enrolled in the Religious Education course for pre-approval.

RELIGION AND CHRISTIAN COMMUNITY SERVICE

APPROPRIATE CHRISTIAN COMMUNITY SERVICE PLACEMENTS

In keeping with the mission, vision and values of the Niagara Catholic District School Board, the following service placements constitute Christian Community Service:

- Catholic/Christian social service agencies or social justice groups
- Coaching minor sports
- Fundraising for nonprofit organizations
- Hospitals and hospices
- Journey Retreat Leaders (before and after school hours)
- Parish ministries, local food banks, homeless shelters, community care, elder residences, refugee centres or nursing homes
- Pilgrimage or any school activities designated toward raising money for developing countries
- Service clubs or unpaid academic tutoring
- Volunteering at the Humane Society

Any activities that do not fall within the scope of the examples listed above must be approved by the Principal.

NIAGARA CATHOLIC DISTRICT SCHOOL BOARD INELIGIBLE ACTIVITIES:

- Any activity that takes place during school (note: lunch and spares are excluded from this provision)
- Activities completed for reward (i.e. bonus marks)
- Work normally done for a wage or any form of payment
- Work required for a course in which the student is enrolled
- Baby-sitting, shovelling snow, raking leaves for family or friend
- Any activity that provides direct financial benefit or other gain (political, social, etc.) to the student or to the student's family/relatives
- Any association with an organization or an activity that conflicts with the ethical standards and teachings of the Catholic Church
- Scorekeeping/managing school teams during the school instructional day
- Alternative placement hours in lieu of suspension and/or detention as initiated/coordinated by school administration.

It is the primary responsibility of the student, with help from parents/guardians, to seek out and complete eligible Christian community service. However, the Guidance Department and Chaplaincy Leader will regularly make announcements and maintain bulletin boards around the school providing students with possible volunteer opportunities. There are opportunities within the school (pilgrimage, parent nights, social service activities) and the broader community (i.e. Project Share, Parish, Service Clubs) are often seeking students to assist with fundraisers and special events throughout the year.

Students may pick up Community Service forms on which to record their hours from the main office or their Religion teacher. Graduates must have their hours completed no later than the end of May.

RELIGION AND CHRISTIAN COMMUNITY SERVICE

RELIGIOUS EDUCATION, MASSES, AND RETREATS

All students are required to select and successfully complete a religious education credit course for each year of enrolment and participate in liturgical celebrations and activities in order to participate in school graduation ceremonies and receive the Catholic High School Diploma.. Students must attend all assemblies, school masses and liturgies. Students who skip mass and/or liturgies may be suspended from school.

Ten hours of Christian Community Service and a reflection assignment are part of each Religious Education course. The Christian Community Service hours will satisfy the Ministry's graduation expectation for community service requirement. Students must successfully complete their Christian Community Service and assignment in each year of study in order to participate in the school's graduation ceremony and prom.

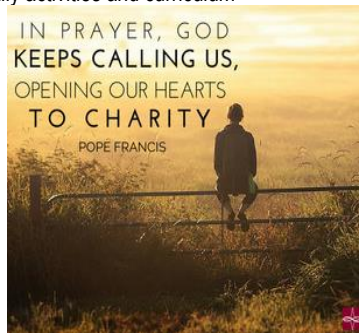
Students of each grade level are required to participate on a retreat with his/her class. For specific conflicts, the Chaplaincy Leader may allow the student to attend a retreat with another class. Only the Principal can excuse a student from attending a retreat.

RELIGIOUS ACCOMMODATION POLICY #100.10.1

The Niagara Catholic District School Board is committed to the values of freedom of religion and freedom from discriminatory or harassing behaviours based on religion and will take all reasonable steps to provide religious accommodations within the legal rights afforded to the Catholic school system. Such accommodations will be provided to staff, students and their families. All accommodation requests will be taken seriously. No person will be penalized for making an accommodation request.

For many students and staff of the Board, there are a number of areas where the practice of their religion will result in a request for accommodation on the part of the school and/or the Board. These areas include, but are not limited to the following:

- School opening and closing exercises
- Leave of Absence for Religious Holy Days
- Prayer
- Dietary requirements
- Fasting
- Religious dress
- Modesty requirements in physical education
- Participation in daily activities and curriculum



ASSESSMENT, EVALUATION, AND ACADEMIC INTEGRITY

ACADEMIC ACHIEVEMENT

Students in grades 9, 10, and 11 will take 8 credits, 4 credits per semester. Students in grade 12 will take a minimum of 6 credits. A student will have earned 24 credits before a study period becomes part of his/her timetable.

ASSESSMENT, EVALUATION, REPORTING, AND HOMEWORK POLICY #301.10

The Niagara Catholic District School Board acknowledges that the primary purpose of assessment, evaluation, and reporting is to improve student learning and achievement for all students. The Board promotes a family-friendly approach to homework to support the learning, achievement and well-being of all students.

Assessment is the process of gathering information, from observations, conversations and student products to demonstrate how well a student is achieving the curriculum expectations and to improve student learning.

CHEATING AND PLAGIARISM

Cheating is broadly understood to mean offences against the academic integrity of the learning environment. This would include, but is not limited, to the following:

- Copying from another student or making information available to another student for the purpose of copying during a test/examination/quiz or for individual/group assignments;
- Failing to follow instructions of the presiding teacher during an examination;
- Submitting any written work (electronic or hard copy) in whole or in part which has been written by someone else;
- Using direct quotations or paraphrased material in any assignment without giving the proper acknowledgement.

Plagiarism is usually defined as presenting someone's words and ideas as one's own. It can take many forms, including the following:

- Submitting an essay/assignment written by someone else e.g., buying an essay online, downloading an essay from a free website, having someone else complete one's assignment or copying or using work done by another student (including homework);
- Piecing together material from one or several sources and adding only linking sentences;
- Quoting or paraphrasing material without citing the source of the material, including books, magazines or print from all electronic sources (videos, podcasts, etc.);
- Not providing quotation marks for direct quotations – even if sources have been cited.

It is the responsibility of students to practice academic integrity in all aspects of their school work so that the marks they receive are a true reflection of their own achievement. Students must understand that assessments completed and assignments submitted for evaluation must be their own work and that cheating and plagiarism will have consequences.

ASSESSMENT, EVALUATION, AND ACADEMIC INTEGRITY

All confirmed incidents of cheating and/or plagiarism must be reported to the Principal/Vice-Principals, and parents/guardians by the classroom/subject teacher.

For students in grades 9 to 12, if a student is found to have intentionally cheated and/or plagiarized on a mid-term examination, or final examination, or any other assignment that is part of the thirty (30) per cent of the grade for final evaluation, the student will receive a mark of "0" on the evaluation and an opportunity to rewrite will not be provided.

LATE AND MISSED ASSIGNMENTS

Students must understand that there will be consequences for incomplete assignments and/or for submitting late assignments.

When effective preventative strategies have been implemented by the teacher to prevent and/or address late and/or missed assignments, a teacher may, in consultation with the student, parents/guardians and, Principals/Vice-Principals deduct marks for late and/or missed assignments.

In Grades 9 to 10, late and/or missed assignments for evaluation will be noted on the report card as part of the evaluation of the student's development of the learning skills and work habits.

For Grades 9 and 10, mark deduction will be limited to two (2) per cent per day to a maximum of ten (10) per cent total deduction according to the professional judgement of the teacher.

For Grades 11 and 12, mark deduction will be limited to three (3) per cent per day to a maximum of fifteen (15) per cent according to the professional judgement of the teacher.

The expectation is that students will use their non-class time to complete late and missed assignments.

REPORTING STUDENT ACHIEVEMENT

For Grades 9 to 12, a final grade (percentage mark) will be recorded for every course.

The final grade will be determined as follows:

- seventy (70) per cent of the grade will be based on evaluation conducted throughout the course. This portion of the grade should reflect the student's most consistent level of achievement throughout the course, although special consideration should be given to more recent evidence of achievement;
- thirty (30) per cent of the grade will be based on a final evaluation administered at or toward the end of the course. The final evaluation allows the student an opportunity to demonstrate comprehensive achievement of the overall expectations for the course. This evaluation will be based on evidence from one or a combination of the following: an examination, a performance, an essay, and/or another method of evaluation suitable to the course content as determined by the teacher following the guidelines for the subject area.

ASSESSMENT, EVALUATION, AND ACADEMIC INTEGRITY

Teachers will assign a percentage mark on report cards to indicate achievement below fifty (50) per cent, ranging from thirty (30) to forty-five (45) per cent, in the professional judgement of the teacher.

For mid-term report cards a mark below thirty (30) per cent will not be recorded.

For final report cards the actual final mark earned by the student will be recorded. A mark between forty-six (46) and forty-nine (49) per cent will not be issued.

FAMILY-FRIENDLY HOMEWORK

The Niagara Catholic District School Board promotes a family-friendly approach to homework that supports the work that students do at home to practice skills, consolidate knowledge and skills, and/or prepare for the next class.

In keeping with this family-friendly homework approach, students will not be assigned homework for completion during statutory/Board holidays and Professional Activity Days as noted on the Board's school year calendar. Furthermore, students will not be expected to submit or participate in an assessment for evaluation within three (3) school days following a statutory/Board holiday or Professional Activity Day.

COMMUNICATION AND MAPLEWOOD MARKBOOK REPORTS

Communication of student progress to students and parents/guardians is essential in supporting academic success. Maplewood Markbook reports are provided to students throughout the semester to bring home to parents/guardians. Markbook reports will be sent home prior to midterm Parent-Teacher-Student Conferences held after six weeks of classes in each semester (see Important Dates page). Parents/guardians may also request Markbook reports at any time throughout the school year. Teachers may request that the reports be returned signed by a parent/guardian to ensure parents/guardians are aware of their child's progress

EXAMINATIONS

Examinations shall be 1.5 hours to 2 hours in length. In some courses, a final examination is not required and will be replaced by additional project(s), performance tasks, or a practical examination. Formal examinations will not be rescheduled to accommodate vacation or student work schedules. Cell phone use during examination periods will result in an automatic zero and will be confiscated and kept in the main office until a parent/guardian comes to retrieve the phone. A student who fails to appear at the assigned time without a medical certificate, or other reasons deemed acceptable by the Principal will be given a mark of zero.

REPORTING

Teachers will communicate with parents/guardians for a variety of academic and/or behavioural reasons. Parents/guardians are free to contact the teacher at any point during the semester. Secondary Progress Reports will be issued to students after the first three weeks of each semester to all Grade 9 students and also any Grade 10, 11 and 12 students who are at risk of failing a course.

ASSESSMENT, EVALUATION, AND ACADEMIC INTEGRITY

MID-TERM AND FINAL REPORT CARDS

Mid-Term and Final Report Cards will be issued or mailed to students during each semester. Please refer to the Important Dates page for distribution information.

EDUCATION QUALITY AND ACCOUNTABILITY OFFICE (EQAO)

GRADE 9 ASSESSMENT OF MATHEMATICS

The Grade 9 assessment of mathematics evaluates the math skills that students are expected to have learned by the end of Grade 9, according to the Ontario Curriculum. Different versions of the assessment are administered in the academic and applied math courses. The assessments will be administered near the end of each semester according to administration dates set by EQAO.

ONTARIO SECONDARY SCHOOL LITERACY TEST (OSSLT)

The OSSLT evaluates the literacy skills students are expected to have learned across all subjects up to the end of Grade 9, according to the Ontario Curriculum. All students working toward an Ontario Secondary School Diploma (OSSD) must take the OSSLT. The OSSLT is a minimum-competency test. Successful completion of the OSSLT is the primary way to satisfy the literacy requirement for the OSSD. Students who are unsuccessful on the OSSLT have not satisfied the literacy requirement for graduation. Students may write the OSSLT more than once, however. Students who are unsuccessful on the OSSLT at least once may be eligible to take the Ontario Secondary School Literacy Course (OSSLC) in order to satisfy the literacy graduation requirement.

For students who are unsuccessful on the OSSLT, it is particularly important for teachers and parents to discuss how to work together to close learning gaps before the end of high school. The OSSLT will be administered to students on **April 10, 2018**.



CATHOLIC STUDENT AWARD

AWARD ELIGIBILITY

At Niagara Catholic District School Board Secondary Schools, all curricular and co-curricular activities are infused with faith and a philosophy that all activities coexist in mind, body and spirit. To be considered as a candidate for co-curricular, athletic, grade level academic and graduate awards, a student must be in good standing as a representative of our school's mind, body, spirit mission statement in the context of the religious values and philosophy of the Niagara Catholic District School Board.

Eligibility for an award is contingent upon students meeting the Ontario Catholic School Graduate Expectations inclusive of participation in faith activities and religious celebrations and attainment of required community volunteer hours in conjunction with the policies of the Niagara Catholic District School Board.

ONTARIO SCHOLAR

A student may be designated an Ontario Scholar if they obtain an aggregate of 480 marks in grade 12 in any combination of six ministry approved courses and has been recommended by the Principal for the Ontario Secondary School Diploma.

PRINCIPAL'S HONOUR ROLL

To qualify to be placed on the Principal's Honour Roll, students must meet the following criteria: (i) an overall average for the school year must be 80.0 % or greater and (ii) students must complete the minimum credits as displayed below:

- grade 9 - minimum 8 credits
- grade 10 - minimum 8 credits
- grade 11 - minimum 8 credits
- grade 12 - minimum 6 credits

SELECTION OF THE VALEDICTORIAN

The Valedictorian is a student selected from the graduating class to deliver the valedictory address at the Catholic Faith-Based Graduation Ceremony. The position is both a great honour and a responsibility as the student selected is deemed to be the best representative of what it means to be a Catholic school graduate having exemplified the qualities of the Ontario Catholic School Graduate Expectations and demonstrated academic excellence. There are three considerations in the selection process including the following:

1. Academic achievement,
2. Graduation profile, and
3. Voting by the graduating class.

ACADEMIC ACHIEVEMENT

Candidates will be selected from among the five students who have the highest aggregate mark over 30 courses from their first attempt in the

- i. eighteen compulsory credits; and
- ii. Religion credits completed in each year of attendance; and
- iii. Eight (or the remainder comprised of) optional credits as approved by a Niagara Catholic high school. Marks used from the second semester of the graduating year will be from the Mid-Term Report Card.

CATHOLIC STUDENT AWARD

GRADUATION PROFILE

The five graduates with the highest academic achievement will be invited to complete a Graduation Profile, which will be posted outside of Student Services.

VOTING BY THE GRADUATING CLASS

The current graduating class will vote for candidates who submit a Graduation Profile. Students will rank their top three choices. Candidates will receive 3 for a first choice vote, 2 for a second place vote, and 1 for a third place vote. These results will be tabulated. The Valedictorian will be the student with the highest score.

The Valedictory Address is to be submitted for review and approval by the Principal two weeks prior to Graduation.

SALUTATORIAN

The student receiving the next highest score shall be the Salutatorian. The salutatorian will welcome guests to the Catholic Faith-Based Graduation Ceremony on behalf of the graduating class.

GRADUATION

Students who qualify for graduation will be invited by the Principal to participate in faith-based Catholic graduation ceremonies providing they meet all of the Ministry of Education, Board and school-based graduation expectations. The expectations include, but are not limited to, participation in religious education and faith life activities, being a student in good standing and fulfilling the Ontario Catholic School Graduate Expectations as endorsed by the Niagara Catholic District School Board.



Our ability to reach unity in diversity
will be the beauty and the test of
our civilization.

— *Mahatma Gandhi* —

CO-CURRICULAR ACTIVITIES AND CLUBS

CO-CURRICULAR ACTIVITIES

Niagara Catholic District School Board secondary schools recognize the benefit of co-curricular involvement and encourage all students to participate in at least one activity. The activity, however, must never be an excuse for unauthorized absences from class or from fulfilling academic requirements.

ACADEMIC STANDING

All students participating in athletics or any other co-curricular activity must meet the criteria for academic standing, attendance and behaviour. Students must take a minimum of three credit courses to be eligible for interschool athletics during a semester. All students participating in any activity must meet all ZONE, SOSSA and OFSAA regulations.

Students who have failed one or more credits in the last formal reporting period will be placed on immediate eligibility probation. Academic standing in the current semester will be reviewed at the Secondary Progress and Mid-Term reports. Academic reviews can also be initiated by a classroom teacher, coach or administrator at any time.

ATTENDANCE

Attendance is one of the keys to academic success. In order to practice or participate in a co-curricular activity, a student must attend and be punctual in all classes. If you are too ill to attend classes, you are too ill to participate. Students not in full attendance at classes will not be allowed to participate.

BEHAVIOUR

Definition: One who is an athlete/participant is considered under the circumstances that one is committed to athletics and or club activity. Each is expected to compete and participate to the best of his or her capability.

Representing Niagara Catholic District School Board secondary schools is an honour and a privilege. Students are expected to behave in a manner that follows the guidelines of our school's Code of Conduct.

All Code of Conduct rules are aligned with the following rules:

- FAIR PLAY is every participant's top priority on and off the field/area. Please see our Fair Play policy posted in the gymnasium. This policy will be followed at all home and away events.
- Play and participate for the love and enjoyment of the activity.
- Respect the efforts and accomplishments of both your teammates and opponents.
- Respect team officials, coaches, spectators and event organizers.
- Respect the facility in which you visit, play, perform and participate in.
- Respect the rules and objective of the game and/or activity.
- During a sporting tournament or other school-sanctioned event, drugs and alcohol will not be tolerated. All code of conduct rules will apply.
- Player or participant cannot miss class on the day of an event. Must report to all classes prior to dismissal for that day.
- Player or participant cannot miss practice on a regular basis if he/she wants to play.

CO-CURRICULAR ACTIVITIES AND CLUBS

In the event of a participant quitting the co-curricular program, they will be referred to their coach to discuss the reason(s).

Reasons are as follows:

1. Participant quits to play another sport (not acceptable – the Principal has the final say)
2. Participant quits for personal reasons
3. Participant quits because of lack of playing time
4. Academic failures (more than two)...may not be referred.

If a participant is removed from a team or duly consequence by a coach, that player will be removed from the team or club. A 24 hour cooling off period will be enforced until the panel has heard from all sides. Parents/guardians shall not contact the teacher/coach before this period. Participant may be banned indefinitely depending on the severity of the situation.

EXPECTATIONS OF PARENTS/GUARDIANS:

- Parents are to follow the Fair Play policy that is posted in all gyms. Any parent that does not obey these rules will be asked to leave.
- Parents of athletes are asked to support their child while they are participating.
- Parents should let the coaches coach their children; leave the coaching duties up to the teacher/coach/moderator.
- Parents should not encourage inappropriate behaviour or exclusion towards others who do not receive as much playing time.
- Parents are asked to take the 24 hour cooling off period before approaching a coach/moderator regarding any issue.

Please remember: the coach is a teacher first and a volunteer coach second.

CO-CURRICULAR INVOLVEMENT ACADEMIC ELIGIBILITY

All students participating in athletics or any other co-curricular activity must meet the following criteria for academic standing, attendance, and behaviour.

- A student must be a full-time student in order to participate in any co-curricular program.
- Full-time status is defined as a minimum of three courses per semester, unless a student has accumulated 28 credits. If a student has failed two or more credits in the last formal reporting period, the student's eligibility will be reviewed by the school administration.
- If a student has failed one credit, the student is eligible but should be placed on probation with the understanding that the coach/moderator and teacher will closely monitor him/her.
- A student must have an acceptable attendance record, be punctual for all classes, and work to their academic potential.

Students who are absent for part of, or an entire day, will not be allowed to take part in any co-curricular activities or events associated with the school unless satisfactory verification is received prior to the event or activity that day. A student may be asked to withdraw from a team or club if the above requirements are not met.

CO-CURRICULAR ACTIVITIES AND CLUBS

ATHLETICS

The students of Niagara Catholic District School Board Secondary Schools will have the opportunity to participate in a variety of interschool sports. Teams will be entered in the junior and senior divisions in most sports. Other activities may be organized as student interest evolves. Below are examples of sports played during each season.

FALL SPORTS

- Basketball – Girls
- Football
- Cross Country
- Golf
- Swimming
- Cheerleading
- Tennis
- Gymnastics
- Volleyball - Boys
- Rowing

WINTER SPORTS

- Badminton
- Ski Club
- Figure Skating
- Swimming
- Wrestling
- Basketball – Boys
- Volleyball - Girls
- Hockey
- Curling
- Rowing

SPRING SPORTS

- Soccer
- Softball - Girls
- Rugby
- Rowing
- Track and Field
- Baseball – Boys
- Lacrosse

OFSAA TRANSFER POLICY

Students who transfer from another secondary school need to apply for eligibility to compete in sports that they have participated in during the previous twelve months.

To be eligible to play for a school following a transfer, a student must satisfy one of the following criteria:

- There has been a change in legal residence to within the boundaries of the accepting school area by the student's parent/guardian
- The student did not participate in any sports at the interschool level in the previous twelve months
- The student has transferred from a non-semestered to a semestered school and is within one semester of graduation
- A programming need required a transfer
- An exceptional reason exists

Students who wish to participate in athletics at our school after having transferred from another school are asked to see the Program Chair of Physical Education as soon as possible.

CO-CURRICULAR ACTIVITIES AND CLUBS

Visit the Niagara Catholic Athletic Association website for more information at:
www.ncaa.ca.

CLUBS

Niagara Catholic District School Board Secondary Schools provide a variety of co-curricular programs to meet the diverse needs and interests of students and to motivate and nurture the involvement of all students in Catholic school life.

POSSIBLE CLUBS OFFERED AT THE SCHOOL

Adopt a Road	Amnesty International	Art Club
Athletic Club	Book Club	Chaplain's Crew
Dance Club	Debate Team	Drama Production
Drum Circle and Line	Anime	Eco Action Team
Film Club	F.U.E.L.	Languages Contest
Mathletes	Astronomy Club	Band and Choir
Model UN Debating	OSAID	Newspaper
Painting Club	Peer Acceptance Club	Peer Tutors
Photography Club	Pilgrimage Committee	Robotics
Auto Club	School Reach	Ski Club
Chess Club	Video Game Club	Newspaper Club
Starvation	Student Council	Tech Crew
Parades/Floats	Prefects	Social Justice

POSSIBLE SPECIAL EVENTS

Battle of the Bands	International Food Festival	Pilgrimage
Ski Trips	Stair Climb for Cancer	Terry Fox Run
Christmas Food Drive	Development & Peace	Clothing and Toy Drive
Christmas Parade	Share Lent	Tech. Skill Competition
Rankin Run	Thanksgiving Food Drive	Relay for Life
Mental Health Fair	Mayor's Prayer Breakfast	Backpacks for Hope

ATHLETIC COUNCIL

Catholic High Schools with an Athletic Council are responsible for recognizing our athletes during the fall and winter/spring assemblies. It is responsible for BBQ's, sporting events and other activities as part of its fundraising. At the end of the year, the Athletic Council also organizes an Athletic Banquet to celebrate student participation in athletics.

BUY-INS FOR CO-CURRICULAR EVENTS

If students do not purchase a ticket to attend a scheduled event during the school day, they must remain in class. Students may never buy out of class to leave the school property or to go home. Failure to comply to these rules will result in losing "buy-in" privileges for the remainder of the school year.

CO-CURRICULAR ACTIVITIES AND CLUBS

CRIMINAL BACKGROUND CHECK POLICY – SAFE SCHOOLS POLICY #302.6.7

The Niagara Catholic District School Board has the responsibility to provide a safe and secure working and learning environment for students and employees. The Board is in a position of trust and must strive to protect the well-being of students. Therefore the Board shall implement the requirements for the collection of personal information. The Board will adjudicate the possibility of risk to students and staff, where a potential employee has a criminal record and shall not employ persons or continue to employ persons with a criminal record which demonstrates a risk to students or staff.

EDUCATIONAL FIELD TRIPS, EXCHANGES & EXCURSIONS POLICY - 400.2

The Niagara Catholic District School Board recognizes the educational value for students and staff to participate in educationally based field trip experiences. The Board encourages educational field trips as part of an enriching Catholic educational program for all students, and supports the participation of students and staff in educational activities and programs off school premises. While on educational field trips students are expected to conduct and behave themselves as if they were in school. Educational field trips are an extension of the school day and consequences may be assigned if behaviour is deemed inappropriate.

GYMNASIUM/WEIGHT ROOM USE

For the safety of our students, our school gymnasium is available for supervised physical activities only. This means that students, although encouraged to be physically active, may only use the gymnasiums with teacher/adult supervision. Students are reminded that appropriate clothing and footwear are required to participate in these areas.



CATHOLIC UNIFORM AND DRESS CODE

DRESS CODE – SECONDARY UNIFORM POLICY # 302.6.6

In accordance with the dress code requirements of the Safe Schools Act, all Niagara Catholic secondary schools will implement a secondary uniform that recognizes the uniqueness and gifts of all students.

This Policy acknowledges a respect for self and others by supporting each student to actively and equitably participate fully in the Catholic learning environment through the creation of safe, inclusive and accepting school climates in alignment with the design and expectations Niagara Catholic Vision 2020 Strategic Plan.

The secondary uniform creates a unified sense of belonging for all students from Grades 9 to 12 and supports the commitment of our students to be visible role models of the teachings of the Gospel and the Roman Catholic Church within all our schools, communities and society.

It promotes Catholic school identity, instills pride and spirit by identifying with a particular school community. The secondary uniform is inclusionary by equalizing any peer pressure and is intended to be economical for all families.

UNIFORM GENERAL PRINCIPLES

Uniform policy is stated to assist students to meet expectations, and to inform parents/guardians. The Administration will interpret the application of the policy to any particular situation and the decision is final.

Uniform regulations take effect on the first day of school in September until the last day of classes in June. The uniform is traditional at each Catholic high school and creates a positive atmosphere for learning. Students are to be in proper school uniform upon arrival at school “all day, every day” until the end of the school day. “All day, every day” includes spare and lunch periods.

STANDARDIZED SECONDARY STUDENT UNIFORM COMPLIANCE

As determined by the Principal or Vice-Principal, students who do not comply with the secondary uniform expectations will be consequence according to school guidelines and will either:

- prohibit the school registration as a secondary student
- loss of privilege to wear an approved uniform item
- result in progressive disciplinary consequences

The following progressive disciplinary consequences will be followed, at a minimum, by all Niagara Catholic secondary schools. Any consequences beyond those listed below or out of the progressive discipline sequence will be at the discretion of the Principal following consultation with the appropriate Family of Schools' Superintendent. At a minimum and in addition to the following, if the secondary student is not in compliance with the secondary uniform, parents/guardians will be contacted to bring the required uniform item(s) to school.

CATHOLIC UNIFORM AND DRESS CODE

SECONDARY STUDENT UNIFORM ITEMS

Designated Board uniform suppliers will make available for purchase by parents/guardians the following minimum secondary uniform items required of every secondary school student.

At a minimum, every student is required to wear one (1) of the following items:

- **GREY PANTS** - Pants must be in good repair, buttoned at the waist and properly hemmed to the heel of the shoe just above the ground. Uniform pants that have been improperly altered may not be worn.
- **KILT/SKORT**- The kilt/skort must be properly hemmed and cannot be worn higher than 8 cm from the middle of the kneecap. Uniform knee socks or tights must be worn with the school kilt/skort.
- **WALKING SHORTS**- Walking shorts that have been improperly altered may not be worn.

UNIFORM SHIRTS

At a minimum, every student is required to wear one (1) of the following items:

- White Oxford shirt (short or long sleeve)
- Polo shirt (short or long sleeve)

Uniform shirts, either polo or white oxford with embroidered school logo, must be buttoned to the second button from the collar and the collar must be buttoned on both sides. Shirts designed to be tucked in are to be tucked in so that the belt loops are visible. Shirts with the school logo at the bottom may be worn untucked. Visible t-shirts worn under uniform tops must be plain white. In addition, approved sweaters and hoodies embroidered with the school logo are permitted to be worn as part of the secondary uniform.

SHOES

Only low cut, full back, closed toe, solid black dress shoes or oxfords are acceptable. Laces must be black and plain. Prior to purchasing, any clarification on the appropriate shoe type or style should be directed to the secondary school Principal/Vice-Principal. There is an option of a winter shoe/boot that is black, low cut and with a low heel during the months of November to March.

SOCKS

Socks must be neutral in colour, and must be worn with the uniform pants or shorts at all times.

PHYSICAL EDUCATION UNIFORM

As part of the secondary uniform, secondary students are required to wear specific Physical Education clothing items for all Physical Education courses as determined by the Principal.

CATHOLIC UNIFORM AND DRESS CODE

ACCESSORIES TO THE SECONDARY UNIFORM

Any accessory that does not align with the Mission, Vision and Values of the Niagara Catholic District School Board and the expectations of the secondary uniform as determined by the Principal or designate is not permitted and/or will be required to be removed.

The following items may not be worn with the uniform:

- Bandanas, distracting belt buckles, hats, hoods, jewellery with spikes and studs.
- Hair must be styled in a manner that is not offensive to an individual, group/culture
- Piercing and Tattoos: Visible facial piercing (excluding a small nose stud), excessive piercing, ear expanders and visible tattooing and branding which is inappropriate, excessive, is directed at an individual group/culture, which contains an offensive, inappropriate message, advertisement, slogan are prohibited.

TEAM/CLUB SHIRTS

It is customary to permit a variety of groups to wear non-uniform items on the designated spirit wear day.

DONATION OF THE UNIFORM

Donations of uniform items are accepted from students and families who no longer require the uniform due to graduation or the changing of schools. There are a number of students in financial need who cannot afford the uniform items, or who may have part of their uniform become unwearable during the day and require a change of clothes. Donations help these students are appreciated. Please drop the donations off to the school. All secondary schools with the voluntary assistance of the Catholic School Council will facilitate donations of gently used uniforms items and hold an annual or semi-annual "Uniform Trade Day".

ALTERNATE DRESS DAYS (OUT OF UNIFORM)

All secondary uniform expectations regarding student safety, hats, jewellery, body piercing, tattoos, and hair style apply on alternate dress days. On alternate dress days, shirts must modestly cover from shoulders to hips. Pant, skirt or dress length must be appropriate and modest. Only knee length shorts or capris are permitted. All clothing must be in good repair and not ripped, torn or have holes. Clothing must not display any sign, symbol or phrase which is directed at an individual, group/ culture or which contains an offensive or inappropriate message, advertisement or slogan.

DRESS CODE PROGRESSIVE DISCIPLINE GUIDELINES

- Students who have a medical problem affecting the wearing of their uniform must bring a signed note from a parent or doctor to a Vice Principal before 8:00 a.m. A medical note will be required for any situation requiring more than one day.
- Students on field trips are expected to wear their uniform.
- Students who travel to another school within the Board to take a course must comply with the uniform policy of the teaching school.
- Students will cooperate with the school's uniform policy at all times.
- The only shirts, sweaters, shorts, pants or kilts that students can wear are the official school uniform items supplied for the specific school.

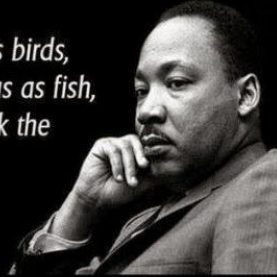
CATHOLIC UNIFORM AND DRESS CODE

- Students will be neat in appearance and will wear uniform items properly.
- Students will keep uniform items clean and in good repair.
- Students will wear clothing that is sized appropriately: neither too large nor immodestly tight. Students who have outgrown their uniform items are expected to replace them.
- Students who are not wearing the uniform properly will not attend class.
- Students are not allowed to alter their uniform in any way.

When we look at modern man, we have to face the fact that modern man suffers from a kind of poverty of the spirit, which stands in glaring contrast with a scientific and technological abundance.

*We've learned to fly the air as birds,
we've learned to swim the seas as fish,
yet we haven't learned to walk the
Earth as brothers and sisters.*

- Martin Luther King Jr



STUDENT DISCIPLINE

ALCOHOL AND DRUGS

Immediate suspension will be the minimum penalty faced by a student for possession of alcohol, illegal drugs, or providing others with alcohol or illegal drugs or under the influence of either. In these instances, police will be involved, as required, and conditions to return to school will be specified in accordance with school board policies.

Testing equipment is available and will be used at the discretion of the administration. If a student is trafficking in drugs or alcohol, police will be involved, as indicated by the police/school protocol, and the student will be immediately suspended and may proceed to an expulsion hearing.

CARE OF PROPERTY

Students must show care and respect for other people and their property. Wilful damage, theft or destruction of school property are major infractions of school policies. All costs incurred from such actions will be paid by the student and his/her parents/guardians. Any theft of student, staff or school property will be dealt with immediately and firmly. Students in possession of stolen goods will be suspended and will be subject to criminal prosecution.

Students are advised not to bring valuables, expensive electronic items or large sums of money to school. The school is not responsible for any property lost, missing or stolen. We strongly recommend that all personal property, including clothing apparel, be identified with the name of the owner.

DETENTIONS

Classroom detentions will be assigned at the discretion of the subject teacher. If a student repeatedly misses an assigned classroom detention, he/she will automatically be referred to the Vice-Principal for office detentions. It is the student's responsibility to attend all classroom detentions. If unable to attend a classroom detention for a valid reason, then it is the student's responsibility to make arrangements for rescheduling of detentions with the appropriate teacher. Office detentions are assigned by the Vice-Principal as a result of not following school and school board policies. These will be served either during lunch or after school. Assigned detentions take priority over any other activity. Failure to serve an assigned detention will result in further detentions being assigned. Repeated failure to serve detentions will result in a suspension for persistent opposition to authority.

STUDENT EXPULSION POLICY #302.6.5

The Niagara Catholic District School Board shall endeavour to provide a safe, inclusive and accepting school climate of respect, dignity and trust, consistent with Gospel Values in all schools. The conduct of students as members of the school community is expected to be modelled upon Christ, fostering and promoting a positive school learning environment for students and staff, so that all students can reach their full academic and spiritual potential.

STUDENT DISCIPLINE

The Niagara Catholic District School Board acknowledges that should a student act inappropriately or impedes the rights of others, the consequences may lead to expulsion from a school or all schools of the Board.

When inappropriate behaviour occurs a Principal may consider recommending to the Board that a student be expelled from a school or all schools of the Board for an infraction committed on school property, at a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate. If necessary, a Principal will contact the police consistent with the Protocol between Niagara Region Police Service and the Niagara Catholic District School Board.

The Board may expel a student who commits any of the following infractions while he or she is at school, at a school-related activity or event, and/or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Possessing a weapon, including possessing a firearm.
2. Using a weapon to cause or to threaten bodily harm to another person.
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
4. Committing sexual assault.
5. Trafficking in weapons, illegal drugs.
6. Committing robbery.
7. Giving alcohol to a minor.
8. Bullying, if,
 - i. The student has previously been suspended for engaging in bullying, and
 - ii. The student's' continuing presence in the school creates an unacceptable risk to the safety of another person.
9. Any activity listed in subsection 306 (1) of the Education Act that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.
10. Any other activity that, under a policy of the Board, is an activity for which a Principal must suspend a student and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the Board that the student be expelled.

VIOLENT INCIDENT

Where inappropriate student behaviour constitutes a violent incident, a Violent Incident Form should be completed, filed and retained in the student's Ontario Student Record and shall not be removed unless three (3) consecutive years have passed during which no further suspensions for serious violent incidents have taken place. If the student transfers to another school, the information in the OSR relating to the serious violent incident that led to suspension or expulsion, as well as to a report to the police, will remain in the OSR unless three (3) consecutive years have passed during which no further suspensions for serious violent incidents have taken place.

STUDENT DISCIPLINE

The following occurrences are considered as violent incidents:

1. possessing a weapon
2. threats of serious physical injury
3. physical assault causing bodily harm
4. sexual assault
5. robbery and extortion
6. hate and/or bias-motivated violence
7. vandalism causing extensive damage to Board property or property located on Board property

FIGHTING

Fighting is a serious issue and any student in a fight will be suspended from school for up to a maximum of 20 days. Incidents of fighting may require the involvement of police.

No weapon of any kind is allowed in the school. Therefore, school members must not be in possession of any weapon and must not use any object to threaten or intimidate another person. All school members must not inflict or encourage others to inflict bodily harm on another person. All school members must seek staff assistance, if necessary, to resolve conflicts peacefully.

FORGERY

Forging notes, altering school attendance and impersonating (identifying oneself as someone else by note or by telephone) are strictly prohibited and may result in suspension.

PROFANITY

Students must use appropriate language at all times. The Education Act specifies that “a student may be suspended for a fixed period of time because of the use of profane or improper language” (Section 23.1). This includes language in hallways, cafeteria, etc.

REPORTING TO THE OFFICE

A student who is sent out of class or called to the office must report immediately and remain in the office until interviewed by a Vice Principal. Failure to do so will result in disciplinary consequences.

SEARCH AND SEIZURE

The school holds the right and responsibility to search all school property including lockers, contents of lockers, bags, personal effects, vehicles and even individuals if the situation warrants it. The school may, at any time require the assistance of police, police dogs and any other means deemed necessary to maintain the safety of the school premises in order to provide a safe learning environment.

SMOKING (TOBACCO ENFORCEMENT)

Provincial law (Tobacco Control Act) prohibits smoking anywhere on school property and/or while participating in any school-sanctioned event. Our school promotes a healthy lifestyle and actively discourages smoking due to its negative effects on the health of the

STUDENT DISCIPLINE

smoker, and those that are exposed to second-hand smoke. Any student found smoking on school property may be suspended from school and the Tobacco Enforcement Officer from the Niagara Region Public Health may be contacted which may result in a minimum fine of \$305 for persons over the age of 16. Persons under the age of 16 must attend court with a parent or guardian. The selling, supplying or sharing of cigarettes with anyone under 19 can result in a fine up to \$365. This law applies to everyone (staff, students, parents, visitors) any time ("24 -7") and anywhere on school property (including the parking lot, cars in the parking lot, sports fields, driveway, etc.).

Any student under the age of 16 smoking, or any other student 16 or over smoking between or during classes may be suspended. If you have any questions, contact the Tobacco Hotline 1-888-505-6074 or 905-688-8248 ext. 7318. In addition, any cigarette facsimile, e cigarette or vaporizer, or chewing tobacco is prohibited.

SUSPENSION POLICY 302.6.4

When inappropriate behaviour occurs a Principal may consider suspending a student for no less than one (1) school day and no longer than twenty (20) school days for an infraction that a student has committed on school property, at a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate. If necessary, a Principal will contact the police consistent with the Protocol between Niagara Region Police Service and the Niagara Catholic District School Board. A student may not be suspended more than once for the same occurrence.

ACTIVITIES LEADING TO POSSIBLE SUSPENSION

A Principal shall consider whether to suspend a student if he or she believes that the student has engaged in any of the following activities while at school, at a school-related activity or event and/or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Uttering a threat to inflict serious bodily harm on another person.
2. Possessing alcohol or illegal drugs.
3. Being under the influence of alcohol.
4. Swearing at a teacher or at another person in a position of authority.
5. Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school.
6. Bullying.
7. Medical Immunization.
8. Any other activity that, under a policy of the Board, is an activity for which a Principal may suspend a student to be contrary to the Board or school Code of Conduct:
 - Habitual neglect of duty,
 - Use of profane vulgar, or improper language,
 - Conduct injurious to the moral tone of the school,
 - Persistent opposition to authority,
 - Conduct injurious to the physical or mental well-being of any member of the school community.

ACTIVITIES LEADING TO SUSPENSION

A Principal shall suspend a student if the Principal believes that the student has engaged in any of the following activities while at school, at a school-related activity or event

STUDENT DISCIPLINE

and/or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Possessing a weapon, including possessing a firearm.
2. Using a weapon to cause or to threaten bodily harm to another person.
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
4. Committing sexual assault.
5. Trafficking in weapons, illegal drugs.
6. Committing robbery.
7. Giving alcohol to a minor.
8. Bullying, if,
 - i. the student has previously been suspended for engaging in bullying, and
 - ii. the student's continuing presence in the school creates an unacceptable risk to the safety of another person
9. Any activity listed in subsection 306 (1) of the Education Act that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.
10. Any other activity that, under a policy of the Board, is an activity for which a Principal must suspend a student and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the Board that the student be expelled.

Following a suspension of six (6) or more school days, a re-entry meeting will be held with appropriate staff, the student's parent/guardian, and student or adult student to provide positive and constructive redirection for the student.

SCHOOL WORK

A student who is subject to a suspension of five (5) or fewer school days must be provided with school work to complete at home while serving the suspension. The school work must be available to the student's parent/guardian and student or adult student:

1. the day the student is suspended, if the student is suspended for one (1) school day.
2. the day the student is suspended or the following school day, if the student has been suspended for two (2) or more school days.

NIAGARA CATHOLIC ALTERNATIVE LEARNING FRESH START PROGRAM

Where a Principal suspends a student for six (6) or more school days, the Principal will inform the student's parent/guardian and student or adult student about the Niagara Catholic Alternative Learning Fresh Start Program for suspended students. Students who have been suspended for six (6) or more school days are strongly encouraged to participate in the Niagara Catholic Alternative Learning Fresh Start Program.

STUDENT DISCIPLINE

This alternative program will strive to:

- address the academic, behavioural and community supports of the student;
- develop positive relationships among parents/guardians, the community and schools to support and sustain safe schools and learning;
- provide programs containing strategies for building positive attitudes, for developing positive behaviours, for providing continuous learning and for successful reintegration into the school setting; and
- reduce future suspensions and expulsions.

TEXTBOOKS & LOANED MATERIALS

Students are financially responsible for lost or damaged textbooks assigned to them. Students who owe replacement fees are required to pay the fee at the end of each semester. This policy holds for team uniforms and equipment as well.

TRUANCY

What are the consequences of skipping classes, lateness, or not adhering to attendance policies?

Students will be assigned detentions or community service for violating attendance requirements. On subsequent truanies, parents will be notified that the student may be suspended for “persistent opposition to authority.” In accordance with Ministry policy, a student will be withdrawn from school and/or class if the student is absent without a legitimate reason for 15 or more consecutive days.

Lateness, sleeping in or missing the bus are not acceptable reasons for missing school and will be subject to consequences.

Other forms of truancy are:

- failure to report to the office immediately if sent out of class
- failure to report to the office immediately to “sign in” after arriving late at school or failure to “sign out” when leaving
- failure to report to class within five minutes after signing in at the office

Occurrences of truancy will be dealt with in the same manner as an unjustified absence.

VANDALISM

Vandalism and theft are serious criminal offences detrimental to the moral tone of the school. The cost of maintaining our school building and replacing textbooks and supplies is assumed by the taxpayers who should not be burdened by senseless acts of vandalism.

All acts of vandalism will result in one or more of the following consequences:

Disciplinary action and/or parental contact by classroom teacher and/or Vice-Principal, if appropriate,

- payment for repair or replacement
- detention or suspension
- referral to police, when appropriate

TECHNOLOGY AND SOCIAL MEDIA

ELECTRONIC COMMUNICATIONS SYSTEMS POLICY (STUDENTS) #301.5

Students are accountable for the appropriate use of the Board's communication systems in an ethical and appropriate educational manner, which must be in compliance with all relevant federal and provincial legislation the Education Statutes and Regulations of Ontario; Ontario Charter of Rights and Freedom; Ontario Code of Conduct; Ontario Human Rights Code and the Municipal Freedom of Information and Protection of Privacy Act and all relevant policies of the Niagara Catholic District School Board.

The Niagara Catholic District School Board recognizes that students may have in their possession personal electronic devices, such as cell phones, while at school or at school related activities.

Students are permitted to bring in personal electronic devices to be used in wireless enabled common areas throughout the school as approved by the administration and in classrooms where approved by the classroom teacher.

This policy governs the acceptable use of personal electronic systems by while at school. The use of these devices are prohibited where they are deemed to interfere with student learning. Academic and administrative staff at the school and/or at the Board level shall determine what, if any, use is interfering with learning.

The Ontario Code of Conduct, Niagara Catholic District School Board Code of Conduct Policy and school Code of Conduct provide disciplinary consequences for students who violate this Policy.

CELL PHONES

Students may use cell phones in the classroom with the teacher's permission for educational purposes. If a staff member observes misuse or abuse of the cell phone privilege, the phone may be given to the Vice Principal, who will arrange for the return of the phone and may receive a consequence. If a student repeatedly abuses the cell phone privilege, the student may be suspended for opposition to authority.

COMPUTER USE

Every member of the Niagara Catholic District School Board has two basic rights regarding computer use - privacy and a fair share of resources. It is unethical for any person to violate these rights with the exception of personnel authorized by the school or school board who may, on occasion, have due cause to examine files (e.g. for system maintenance, or to investigate improper use).

Interfering with the privacy of others, using an unfair share of computer resources, using computer resources in an illegal act, or using computer resources to harass or threaten another will result in disciplinary action which may include loss of computer privileges, withdrawal from class, loss of credit, suspension, police involvement and/or criminal charges.

TECHNOLOGY AND SOCIAL MEDIA

WIFI ACCESS

Secondary students will include the first two initials of their school followed their edu\username.

Examples: Blessed Trinity = btedu\username, Saint Paul = spedu\username, Saint Michael = smedu\username.

SOCIAL MEDIA

Social media can be a powerful tool in encouraging dialogue and in supporting learning. However, it is important to remember that electronic messages are not anonymous.

These can be tracked, misdirected, manipulated and live forever on the Internet. Social media sites create and archive copies of every piece of content posted, even when deleted from online profiles. Once information is digitized, the author surrenders all control. The use of social media is not appropriate to address conflict.



When using social media, THINK Digital Discipleship:

T is for **Technology** as a Tool

Technology is more than a network of wires. Technology has provided us with the gift of social media, allowing us to communicate with networks of people.

H is for our **Human Family**

As humans interacting in the digital world, we need to consider how, when and what we communicate to others, including when to be silent and listen. We need to remember that we are all part of the human family and need to treat each other with dignity and respect online.

I is for **Information**

The digital world contains a growing amount of information that challenges us to be reflective and evaluative of what we are reading, viewing and sharing as Catholic people.

N is for **Neighbourliness**

Pope Francis describes the power of communication as "neighbourliness" - communication is about realizing we are all children of God and we should treat each other as neighbours, one family in Christ.

K is for **Knowledge**

As digital disciples, we know that how we interact online is a reflection of who we are as followers of Jesus Christ. We know that our interactions leave a digital footprint and therefore must promote unity and harmony for all those we encounter in the digital environment.

ACCESS TO SCHOOL PREMISES

ACCESS TO SCHOOL PREMISES POLICY #302.6.3

Persons authorized to be on Board premises are not entitled to have access to all areas of the premises. Access shall be restricted to areas authorized by an administrator, supervisor or by permit approved by the Facilities Services Department. The following persons are permitted to be on Board premises:

- A person enrolled as a student in the school.
- A parent/guardian of a student enrolled in the school.
- A person employed or retained by the Board.
- A person who is otherwise on the premises for lawful purposes (i.e. mail, deliveries, voting, Community Use Permit).
- A person invited to attend an event, class or meeting.
- A person invited by the Administrator/Supervisor or another person authorized by Board policy to be on the Board premises for a specific purpose (i.e. Catholic School Council, NCPIC, SEAC)

GUESTS/VISITORS

The Administrator/Supervisor will authorize access within the school site as a visitor to:

- A parent/guardian of a child attending a Roman Catholic school and a member of the Board that operates the school may visit the school.
- A member of the Assembly may visit a Roman Catholic school in the member's constituency.
- A member of clergy of the Roman Catholic Church may visit a Roman Catholic school in the area where the member has pastoral charge.
- Any other person invited by the Administrator/Supervisor to attend an event, class or meeting.

ACCESS BY VISITORS

All non-school based employees and visitors are to comply with the following procedures during operational hours:

1. Upon arrival, report to the main office/front desk:
 - Sign the Visitor's Book, stating name, time and reason for the visit.
 - Wear a Visitor's Identification name tag or Board Photo Identification card for the duration of the visit.
 - Sign the Visitor's Book upon departure.
2. All visitors, excluding permit holders and those attending a Board authorized event beyond normal operational hours, must be accompanied by Board authorized person to gain access to Board premises.

STUDENT ATTENDANCE

AGE OF MAJORITY

Before students can attain age of majority status, they, along with their parent/guardian, may be asked to complete an **Age of Majority Application** and submit it to their Vice-Principal. Once approved, students 18 years of age or older are permitted to sign notes explaining their absences, lates and dismissals. All absences from school, like non-age of majority students, must be in accordance with acceptable reasons for missing school.

ATTENDANCE

Except in cases of emergency, students should only be absent from class when they are too ill to attend: "a child is excused from attendance at school if the child is unable to attend school by reason of sickness or other unavoidable cause." (Education Act, Section 21).

When a parent requests that the child be excused from school, the Principal will make the final decision to excuse the student: "A pupil may be excused by the Principal from attendance at school temporarily at any time at the written request of a parent of the pupil or the pupil where the pupil is an adult." (Reg. 298.23.(3)). Medical notes will be required if absences become excessive. The Attendance Policy will be initiated at 15 consecutive absences or patterns of absences or lates.

IF A PARENT/GUARDIAN KEEPS THE STUDENT HOME BECAUSE OF ILLNESS OR MEDICAL APPOINTMENT

Parents/guardians must contact the Safe Arrival system if your child is going to be absent from school for any reason. The absence must be reported by calling 1-844-287-6287 or visiting nc.schoolconnects.com.

IF A STUDENT HAS TO LEAVE SCHOOL DURING THEIR SCHEDULED CLASSES

The student must "sign out" at the Attendance Office. The student must have parental permission in the form of a note or a phone call received at the Attendance Office or through the Safe Arrival System before the student leaves the premises. Reasons for signing out must be deemed legitimate by administration. Age of majority students receive approval from administration prior to signing out. Students are asked to schedule appointments after 2:30 p.m. when possible.

WHEN A STUDENT RETURNS TO SCHOOL AFTER MISSING CLASS TIME

Students must always "sign in" at the Attendance Office to be admitted to classes. Reasons for "signing in" must be deemed legitimate by the Principal or Vice Principal.

PERIOD 1

Students arriving before 8:30 a.m. should proceed directly to class and be dealt with by the classroom teacher. Students arriving to school any time after 8:30 a.m. should come to the attendance office for an admit slip to present to their teacher upon arrival.

AFTER PERIOD 1 AND BEYOND

Students, who attended an earlier period within the day, who arrive within the first 30 minutes should proceed directly to class and be dealt with by the classroom teacher. Students arriving later than 30 minutes should arrive with an admit slip.

STUDENT ATTENDANCE

Students are considered to be late if they arrive to period one after the opening exercises have begun or arrive at any other scheduled class after the second bell for that class period. Students must report directly to their class; **NOT** to the Attendance Office.

- On the **first and second late** to class, the teacher assigns a consequence for the student (e.g. detention, assignment).
- On the **third late** to class, the teacher assigns a consequence for the student and parental contact is made.
- On the **fourth and subsequent lates** to class the teacher refers the student to the Vice Principal. Lunch and/or after-school detentions will be assigned. If the problem becomes persistent the student may be suspended or alternative consequences applied.

EXTENDED ABSENCE

If a parent/guardian wishes to request that a student be absent from school for an extended period of time, for example for holiday travel, the parent must make this request in writing to the Principal well in advance of the departure date.

The student must pick up a "Vacation/Extended Absence" form from the Attendance Office or Vice Principal and return the form signed by the parents and each of his or her teachers. If a "Vacation/Extended Absence" form is not used at the school, then any vacation or extended absence must be cleared with Administration.

The Principal may, under the powers of the Education Act, deny a request for extended absence. Extended absence will not be approved if it interferes with the student's presence for scheduled final examinations.

LOCKERS

Lockers and school-approved locks are assigned to each student, and remain the property of the school and school board. Students are **NOT permitted to change locker assignments without the approval of the administration**. Students are requested to protect their property by keeping the locker locked when not in use. Students are cautioned not to give the combination of their lock to another student. Students are not to post lewd or offensive materials inside their lockers and are not to deface or write on or in their lockers. Administration may open a locker for inspection with or without the permission of the student at any time. A student using an unassigned locker or lock other than a school assigned lock will have the lock cut off, the contents removed and will be called to the office. Any requests for another lock or lost lock will require the student to pay for a replacement.

SPARE PERIODS

Students on spare periods must be in full uniform and are expected to be in either the cafeteria, the Information Centre, or may leave school grounds. Students are not to wander about the halls, stairwells. Only senior students who have earned 24 credits are allowed to have a spare period on their timetables. Only students on spare are permitted to purchase items from the cafeteria staff during the spare period. Students are expected to use their spare period to advance their academic program.

STUDENT ATTENDANCE

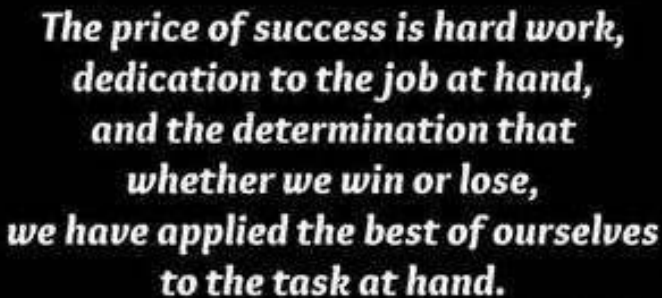
WITHDRAWAL FROM SCHOOL

Withdrawing from school involves the following steps:

- Interview with Program Chair of Student Services
- Interview with the Principal/Vice-Principal
- Completion of "Student Withdrawal Form" with the following signatures: parent/guardian, subject teacher(s), guidance counselor, library technician, Principal/Vice-Principal
- Return of all textbooks, equipment and/or payment of debts incurred throughout their time at Niagara Catholic District School Board Secondary Schools



“Find new ways to spread the word
of God to every corner of the world.”
~Pope Francis



***The price of success is hard work,
dedication to the job at hand,
and the determination that
whether we win or lose,
we have applied the best of ourselves
to the task at hand.***

~ Vince Lombardi

GENERAL INFORMATION

ADVERTISING

Activities held off the school premises in hotels or rented halls DO NOT have the approval or sanction of the school or the Niagara Catholic District School Board. It is illegal to advertise such activities on school property. Students found placing advertisements on school property may be subject to disciplinary circumstances. Any student who wants to post an advertisement/flyer must have prior permission from the Principal or Vice-Principal.

ANNOUNCEMENTS

During announcements, students are expected to stop, be quiet and attentive. All activities within the school (classrooms, hallways, etc.) are to cease until the end of the announcements.

BACKPACKS/GYM BAGS

Students are not to bring backpacks or any bags into the classroom, cafeteria or library. Students are to store their "bags" in their lockers upon arrival at school, and leave these in their lockers until the end of the school day. Students will be permitted to carry a small pencil-case sized carrier for personal hygiene or medical needs.

BOTTLED WATER POLICY #701.5

Effective September 1, 2013, the sale or distribution of single use bottled water, and or commercially bottled single use plastic water containers was eliminated at all Board. Schools have hydrations stations. Students may drink water with approved water bottles. All types of "**Energy Drinks**" are prohibited such as but not limited to Monster, Red Bull, Red Rain, etc.

BUSES

The school bus is an extension of the school and classroom. Bus transportation is available to students who live more than 2.5 km from the school. Every student who qualifies for transportation by contracted buses is required to respect the same regulations and policies that apply within the school building. This applies to bus transportation to and from school, on school trips or to and from sporting events.

All misbehaviour will be reported to the Vice-Principal.

Late bus transportation is provided at varying departure times throughout the year only for students who are involved in some form of co-curricular activities, get extra help after school (P3) or have served a detention. All other students should take their bus home at the regular time. Students may not be added to a bus or switch buses for social or recreational reasons or for personal appointments.

CAFETERIA/LUNCH

Food and drink must remain in the cafeteria. Students are not to take food to other areas of the school to eat during their lunch period or bring food into classrooms. Backpacks or large bags are not permitted in the cafeteria or servery. Students are not to be loitering in the hallways during lunch hours as classes are in progress. Students must clear their tables and follow the instructions of the cafeteria supervisors. Coats and jackets are NOT

GENERAL INFORMATION

to be worn in the cafeteria and correct foot wear is to be worn at all times. Students are prohibited from being in hallways during their lunch times but will be allowed to return to their lockers five minutes before the end of the period.

DANCES

The Provincial Code of Conduct applies fully at all school activities, including dances. All consequences described in the policy apply as well as the possibility of losing the privilege of attending school dances. Admission is open to all students in good standing, who were in attendance at school on the day of the dance.

The following policies also apply to dances:

- The Principal, Vice-Principal and the supervising teachers may refuse admission to any person
- Students will be screened on entry and any student not cooperating with this safety measure will be refused admission
- The Principal or Vice-Principal may remove any person from the dance and contact parents/guardians to pick up their child from school property
- Food or drink of any kind is not to be taken into the dance
- Anyone whose actions and/or language clearly indicates that he/she is under the influence of any drug or intoxicant will be refused admission or removed from the dance No drinking/consumption of alcohol, of any amount or smoking on school property is permissible
- Once a student has exited the dance they will not be allowed back in
- All outside coats and jackets must be checked since students will not have access to their lockers
- Students are expected to dance in a respectable manner. Dancing that is inappropriate, being overtly provocative in nature, or creates unsafe conditions is not allowed. School officials reserve the right to make decisions about appropriate dancing.
- The school "out of uniform" dress code policy is in effect at all school dances. Administration reserves the right to make decisions on student dress based on appropriateness.

D. E. A. R.

The D. E. A. R. program asks everyone in the school to "drop everything and read". In doing so the school is sending a clear message that time spent reading recreationally and academically can improve opportunities for success. Students should bring appropriate reading materials such as novels, magazines, newspapers, and research books.

ELEVATOR

An elevator is available for students who are physically unable to use the stairs, either for a short-term situation (e.g. leg injury) or on a regular basis. A student who needs to use the elevator on a regular basis will be issued a card by the Vice-Principal. For those students who need use of the elevator on a temporary basis, arrangements are to be made with a secretary in the main office.

GENERAL INFORMATION

HALLWAY CONDUCT

Students must practice common courtesy while moving in the hallways and stairways. Loitering by lockers, washrooms and doorways must be avoided at all times. Proper language and a normal conversational level of voice are to be used at all times. Everyone is responsible for maintaining the cleanliness of the hallways.

Students engaging in physical signs of affection will be reminded that this type of public behaviour is inappropriate and unacceptable.

LIBRARY INFORMATION CENTRE

The Library Information Centre offers access to a variety of print and electronic resources such as periodicals, magazines, journals, reference texts, and the internet. Use of the internet is to be dedicated to educational research and is to be used responsibly. Also, a variety of software programs are available for use on network computers. Photocopy and printing services are available for a nominal fee. Overdue materials are subjected to a fine per day. Students will be responsible for the replacement cost of lost or damaged items. It is expected that student conduct in the Library Information Centre will be conducive to an atmosphere of study. The Library Information Centre exists as a resource for the benefit of the entire school and any behaviour deemed detrimental to such a goal can result in the suspension of student privileges.

MESSAGES

Messages from parents/guardians will be relayed to students at the end of the school day or at lunch, not during class. Emergencies, however, will always be dealt with promptly. We ask that parents/guardians refrain from contacting students on cell phones during class time.

STUDENT DROP-OFF / PICK-UP

We understand that not every student is bussed or walks to school and at intervals during the school year a student may need to be picked-up or dropped-off at school. Parents are asked to respect the traffic route established by entering our appropriate area for student drop-off/pick-up. This may be a one-way traffic route. At no time are vehicles to be parked in this zone as this represents a potential safety, emergency access, and congestion issue.

STUDENT PARKING

The school supplies bussing for student transportation and cannot provide sufficient parking for students who decide to drive to school. Unauthorized parking may result in the vehicle being towed away at the student's expense. Drivers are asked to keep their vehicles locked. We cannot assume responsibility for losses or damages. Students are not to sit in their vehicles during the school day or play music from their car radios. No smoking is permitted in vehicles at any time. Drivers should abide strictly by all traffic regulations. The speed limit in the parking lot is 10 km per hour. Parking privileges can be revoked at any time. Students who violate these guidelines will be prohibited from driving to school. The school reserves the right to search student vehicles, parked on school property, if needed. Some schools may require that the vehicle is registered with the Main Office

STUDENT SERVICES

ACTIVITY FEES

Registration fees are collected from students to cover the cost of yearbooks, student handbooks, lock replacement, student card some student activities, clubs, teams, and special events.

COMMUNITY AGENCIES/SERVICES

There are a variety of times when you, or someone close to you, may need help. During these times, in addition to parents/guardians and staff at the school, help is available from a variety of sources. In dealing with the issues, it is important that you are honest with the person you seek help from and inform them of all the facts. If someone you know is struggling, you have a moral responsibility to try to help them. If you are unable to provide help, inform someone who may be able to. Please refer to the Niagara Mental Health Programs and Services Directory section to obtain further information.

GUIDANCE

The guidance program is a vital and integral part of the total school curriculum. It is a composite of the school's instructional, counselling, consulting, coordinating and liaison activities that are designed and implemented to assist student orientation, program choices and preparation for the next level of education or entry into the world of work.

Students are counselled individually to review course selections, progress, educational and career plans. Group presentations may also take place throughout the school year regarding careers, post-secondary school planning, course selections and educational needs assessment. Individual counselling regarding personal and social concerns is provided when a need arises.

P3 PATHWAYS PREPARATION PROGRAM

Niagara Catholic District School Board secondary school's offers P3 as an after-school program to address the curricular needs of students in Grades 9-12. P3 allows students the opportunity to practice their literacy and numeracy skills, develop test-taking strategies, upgrade study skills, and receive direction on potential pathways from a teacher-mentor. The program also provides support to students wishing to improve their current academic standing.

PEER TUTORING PROGRAM

Peer tutoring is a school run program that pairs academically struggling students with a student of expertise in a particular subject area. The peer tutoring assistance is generally conducted out of the P3 program.

SPECIAL EDUCATION

Special education programs at Niagara Catholic District School Board Secondary Schools are designed to ensure universal access and accommodations of individual differences to the greatest extent possible. The needs of each individual exceptional pupil, whether behavioural, communicational, intellectual (including gifted), or physical, as defined by an Identification, Placement and Review Committee (IPRC) of the Board will be met.

Communication involving parents, resource persons, community agencies or others may occur in order to best determine student needs for programming. The program will be regularly assessed and evaluated with the results being communicated to parent

EMERGENCY AND MEDICAL INFORMATION

ACCIDENTS

A student who is injured should be brought to the Main Office, if possible. In all cases, the Main Office must be notified and proper action taken. Under no circumstances should a student who has injured his/her back or neck be moved.

ADMINISTRATION OF ORAL MEDICATION TO STUDENTS UNDER THE AGE OF 18 POLICY #302.2

In accordance with the Ministry of Education Policy/Program Memorandum No. 81 Provision of Health Support Services in School Settings, all school boards will be responsible for the administration of oral medication where such medication has been prescribed during school hours.

- That such procedures be applied only to those services, requested by the parent and prescribed by a physician or other health care professional, which must be provided during school hours.
- That a request for the service and the authorization to provide such service be made in writing by the parent and the physician, specifying the medication, the dosage, the frequency and method of administration, the dates for which the authorization applies, and the possible side effects, if any.
- That the storage and safekeeping requirements for any labeled medication be stated.
- That a record of administration be maintained which includes the pupil's name, date, time of provision, dosage given, name of person administering, etc.
- That the telephone numbers of the parent and physician be readily accessible in the school.
- That the medication be administered in a manner which allows for sensitivity and privacy and which encourages the pupil to take an appropriate level of responsibility for his or her medication.

ANAPHYLAXIS POLICY #302.1

Anaphylaxis is a severe life threatening form of allergic reaction to peanuts, other nuts, milk, wheat, latex products, and medications, as well as insect stings from bees and wasps. The principal of the school should be informed in writing by a parent that a child suffers from anaphylaxis, the expected symptoms and the requested intervention by school staff. An EpiPen is to be provided to the school to be kept in the office in case of an emergency.

ASTHMA POLICY #302.9

Employees of the Board may be pre authorized to administer medication or supervise a student while the student takes medication in response to an asthma exacerbation with the consent of the parent/guardian or student. If an employee of the Board has reason to believe that a student is experiencing an asthma exacerbation, the employee may administer asthma medication even if there is no authorization.

CONCUSSION POLICY #800.1

The Niagara Catholic District School Board recognizes concussions as a serious injury which requires appropriate follow-up measures to reduce risk of potential additional injury. Concussion awareness, prevention, identification and management are a priority for the Board. The implementation of the Board's Concussion Policy and Administrative

EMERGENCY AND MEDICAL INFORMATION

Guidelines is another important step in creating healthier schools in the Niagara Catholic District School Board. Immediate action must be taken by the individual (e.g. principal, teacher, coach) responsible for the student if the student receives a blow to the head, face or neck, or a blow to the body that transmits a force to the head. If in doubt, sit the student out and proceed with protocol.

DIABETES MANAGEMENT POLICY - 302.8

The Niagara Catholic District School Board is committed to the safety and well-being of all students and supports schools in establishing an environment that provides an appropriate management of and response to the needs of students identified with diabetes. The ultimate responsibility for diabetes management rests with the parent(s)/guardian(s), the student and the medical practitioner. The policy outlines the procedures in developing a student diabetes management plan, including roles and responsibilities of school staff, parent(s)/guardian(s) and students and supporting documentation.

EMERGENCY PROCEDURES

LOCK DOWN

At various times throughout the school year Niagara Catholic District School Board Secondary Schools will test emergency procedures by conducting Lock Down Drills. A school call out or letter will inform parents when these drills will occur. A lockdown is a drill simulating a threat inside the building.

HOLD AND SECURE

Niagara Catholic District School Board Secondary Schools will also run random Hold and Secure drills. This drill is performed when a threat exists outside of the school and all members of our school community are kept indoors.

FIRE

It is critical that everyone treats all fire alarms seriously and moves as quickly and orderly as possible to vacate the building immediately when an alarm sounds. Fire drills will be held regularly during the school year. Wilful false alarms are a criminal offence, and are punishable by a fine, a jail term or both. The Fire Department will prosecute offenders to the full extent of the law.

IF YOU HEAR THE FIRE ALARM

- Leave the building using the closest exit, or the exit route specified for the classroom and close doors
- If you encounter smoke in an exit, use an alternate exit
- Follow the directions of staff members
- Report to your teacher in the designated area and remain in that area until instructed to return to the building

NIAGARA MENTAL HEALTH PROGRAMS & SERVICES DIRECTORY

COMMUNITY BASED SERVICES	
Canadian Mental Health Association – counseling service rehabilitative programs, housing program and support groups in St. Catharines, Fort Erie, Port Colborne, Welland and Niagara Falls.	15 Wellington St., St. Catharines 905-641-5222
	6760 Morrison Street Unit 2, Niagara Falls 905-641-5222
	20 Jarvis Street, Fort Erie 905-641-5222
Contact Niagara – identify local resources for children who experience emotional/behaviour difficulties.	23 Hanover Drive #8, St. Catharines 905-684-3407 or 1-800-933-3617 www.contactniagara.org
Bridges Community Health Centre – mental health assessments, supportive counseling, and community referrals.	1485 Garrison Road, Fort Erie 905-871-7621 177 King St, Port Colborne 289-479-5017
Quest Community Health Centre – Rainbow Youth Niagara – individual, group support and social activities for sexually and gender diverse youth.	145 Queenston St., St. Catharines 905-688-2558 ext. 222
Family Counselling Centre Niagara – counseling to individuals, couples, and families with problems contributing to marital or family difficulties.	82 Hannover Dr., St. Catharines 905-937-7731 ext. 3345
	5017 Victoria Ave., Niagara Falls 1-888-937-7731 ext. 3345
West Niagara Mental Health Program – consultation services, treatment and case management for first episode psychosis (EPI)	167 Main St. E., Grimsby 905-309-3336 Hours: Monday to Friday - 8:30 a.m. – 4:30 p.m.
Niagara Region Public Health – Community Mental Health Program – provides assessment, case management and counseling for persons 16 years and older experiencing mental health problems.	Thorold 905-688-2854 ext. 7262
	Fort Erie 905-871-6513
	Niagara Falls 905-356-1538
	Welland 905-735-5697
Bereavement Resource Council – provides information about support groups/services for those dealing with the pain and grief of loss.	220 Niagara Falls Rd. Thorold,, Ont. 905-680-6400 Office Hours – daily 9 a.m. to 6 p.m.
Centre de Sante Communautaire Hamilton/Niagara – a multi-disciplinary agency serving the French speaking population providing individual and group counseling.	810 East Main, Welland 905-734-1141 Serves residents of the Niagara Region

NIAGARA MENTAL HEALTH PROGRAMS & SERVICES DIRECTORY

COMMUNITY BASED SERVICES	
St. Joseph's Healthcare Hamilton – Mood Disorder Clinic – provides consultation for individuals with mood disorders. Requires a referral from family physician or psychiatrist. This offers assessment, treatment and rehabilitation of adults (16 years+) with severe psychiatric disorders.	100 West 5 th St., Hamilton 905-522-1155 After Hours 905-388-2511 Office Hours: Monday to Friday - 8:30 a.m. – 9 p.m. Saturday to Sunday – 1:30 – 9 p.m.
Family and Children's Services Niagara – support and protection for children up to 16.	905-937-7731 Facsniaagara.on.ca
Kristen French Child Advocacy Centre Niagara – for children up to age 16 who have been abused; counseling available	8 Forster St., St. Catharines 905-937-5435 Kristenfrenchcacn.org
Schizophrenia Society of Ontario – provides public education and access to information about schizophrenia.	15 Kingsway Crescent, St. Catharines 1800-449-6367
CRISIS	
Pathstone Mental Health – provides various mental health services to meet specific needs of clients until their 18 th birthday, and their families.	St. Catharines - 3340 Schmon Parkway 905-688-6850 Welland -1604 Merritville Highway 905-384-9551
Distress Centre Niagara – 24 hour distress line.	St. Catharines – 905-688-3711 Welland/Port Colborne – 905-734-1212 Grimsby/West Lincoln – 905-563-6674 Fort Erie – 905-382-0689
Mental Health and Addictions Access Line – connect with mental health and/or addictions support.	1-866-550-5205
Kids Help Phone – 24 hour help for ages five to 20	1-800-668-6868 kidshelpphone.ca
Niagara Region Sexual Assault Centre – 24 hour, 16 years and up	43 Church St. #503, St. Catharines 905-682-7258
SEXUAL HEALTH	
Sexual Health Centres (Public Health) – confidential information, counseling and clinic services	Fort Erie – 1264 Garrison Rd. Unit #12 Niagara Falls – 5710 Kitchener St. St. Catharines – 277 Welland Welland – 200 Division 905-688-3817 or 1-800-263-5757
AIDS – Positive Living Niagara	905-984-8684
Transgender Niagara – group meetings and social gatherings for transgendered	366 St. Paul St., St. Catharines Transgenderniagara.com

NIAGARA MENTAL HEALTH PROGRAMS & SERVICES DIRECTORY

Pregnancy	
Adolescent's Family Support Services of Niagara (AFSSN) – supports young moms and families going to school	285 East Main Street, Welland 905-735-1465
Prenatal classes (Public Health) niagaregion.ca/health	905-688-8248 ext. 7237 1-888-5056074 ext. 7237
Young and Pregnant in Niagara	905-688-8248 ext. 7237
Recreation, Drop-in Centres and Shelters	
The FORT – drop in for grades 9 to 12 and after school program for grades 7 to 9.	Grimsby – 905-309-3678 Smithville – 905-957-1991 thefortyouthcentre.com
The RAFT – youth centre and emergency shelter	17 Centre Street, St. Catharines 905-984-4365
YMCA ymcaofniagara.org	1555 Garrison Rd., Niagara Falls 905-871-9622
	7150 Montrose Rd., Niagara Falls 905-358-9622
	25 YMCA Dr., St. Catharines 905-934-9622
	325 Main St. E., Grimsby 905-309-9622
	310 Woodlawn Rd., Welland 905-735-5484
	550 Elizabeth St., Port Colborne 905-835-9622
YWCA Emergency Housing Facilities – shelter for women 16 years and older and their children; life skills program	St. Catharines – 905-988-3528 ext. 3228 Niagara Falls – 905-357-9191 ext. 4025
Nightlight Youth Shelter – provides short term residence for youth 16-30	5519 Ontario, Niagara Falls Niagara Falls – 905-358-3678
ALCOHOL, DRUGS, TOBACCO & GAMBLING	
Alateen/Al-Anon – for teens affected by someone else's drinking	905-328-1677 1-888-425-2666 al-anon.org
Community Addiction Services of Niagara – assessments, treatment planning, counseling, and referrals	906-684-1183 cason.ca
New Port Centre – a residential program for individuals recovering from alcohol or substance abuse	905-378-4647 ext. 32500
Alcoholics Anonymous	1-866-311-9042 or 905- 682-2140
Youth Gambling Awareness Program - reduce potential harm of gambling	905-684-3500 ext. 442 1-877-525-5515

NIAGARA MENTAL HEALTH PROGRAMS & SERVICES DIRECTORY

ALCOHOL, DRUGS, TOBACCO & GAMBLING	
Narcotics Anonymous	1-888-811-3887
Niagara Multilingual Prevention/Education Problem Gambling Program – provides problem gambling prevention/education information.	905-682-6411 ext. 63849
LEGAL ISSUES	
Legal Assistance	1-800-668-8258
Niagara Region Police Service (for emergency call 911) nrps.com	905-688-4111 1-888-668-3911
HEALTH	
Niagara Health System – assessment, diagnosis and treatment of mental health disorders in youth and their families	St. Catharines General Hospital Site – Children’s Clinic – 905-684-7271 ext. 46573
	Greater Niagara General Hospital Site – Mental Health Services – 905-378-4647 ext. 53803 or 53804
	Welland County General Hospital Site – Child/Adolescent Mental Health Clinic 905-732-6111 ext. 33522
Niagara Region Public Health – connect with a school nurse.	905-688-8248 1-888-505-6074
Dental Care – dental programs and services for children and youth up to 17 years.	905-688-8248 ext. 7399 1-888-505-6074 ext. 7399
Health Bus Outreach – nurse who provides services at various locations.	Call or text – 905-401-4074
Niagara Eating Disorders Outpatient Program – provides information and resources on eating disorders and weight preoccupation.	1-866-633-4220 905- 378-4647 ext. 32352
FOOD BANKS	
Community Care	West Niagara – 905-563-5822 St. Catharines – 905-685-1349 Thorold – 905-227-9240 West Lincoln – 905-957-5882
Salvation Army Community and Family Services	Niagara Falls -905-358-8394 Fort Erie – 905-871-1592 St. Catharines – 905-935-4804/ 905-935-4311 Welland – 905-735-5700
Open Arms Mission	22 Fifth Street, Welland 905-788-3800
Port Cares Reach Out	61 Nickel Street, Port Colborne 905-835-1914

NIAGARA MENTAL HEALTH PROGRAMS & SERVICES DIRECTORY

FOOD BANKS	
Grimsby Benevolent Fund	905-309-5664
Community Outreach Program (COPE)	32 Dufferin Street, Fort Erie 905-871-2526
Project Share	4129 Stanley, Niagara Falls 905-357-5121
Pelham Cares	Regional Rd 54, Fonthill 905-892-5300
The Hope Centre	570 King Street 905-788-0744
WEBSITES	
Mind Your Mood – track your moods and get a ‘mood report’.	mindyourmood.ca
Mind Shift – strategies to deal with anxieties and fears around test anxiety, perfectionism, social anxiety, performance anxiety, worry, panic, and conflict.	anxietybc.com
Canadian Anti-bullying Site	www.bullyingcanada.ca
PREVNet	www.prevnet.ca (1-866-372-2495)
Beautiful Minds – adds positive change in people’s knowledge of mental health/stigma around mental health issues.	www.beautifulminds.ca
Your Life Counts – helping youth change addictive/self-destructive behaviours that can lead to suicide.	www.yourlifecounts.org Mental Health Help Line 1-866-531-2600
Love is Respect – about teen dating, abuse, and provides resources. Peer advocate, government officials, law enforcement officials and general public.	www.loveisrespect.org 1-866-331-9474
Body Image Issues – raise awareness on a range of body image issues and weight and eating problems.	www.surf.to/nnfed
Teen Mental Health – improving youth mental health by effective translation, transfer of scientific knowledge.	www.teenmentalhealth.org
Mental Health – starting point to understand substance abuse, mental health problems, and factors to understand those problems.	www.camh.net/education/online-courses-webinars/mha101

IMPORTANT DATES

SEMESTER ONE	
September 5, 2017	First Day of School
	Early Progress Report
October 6, 2017	Professional Activity Day
October 9, 2017	Thanksgiving Monday
	Markbook Reports
	Half-way point of Semester 1
	Term 2 of Semester 1 Starts
November 17, 2017	Professional Activity Day
	Distribution of Mid-Term Report
December 26, 2017 – January 5, 2018	Christmas Break
January 8, 2018	Back to School
	Markbook Reports
January 26 – February 1, 2018	Final Exams
February 2, 2018	Professional Activity Day
SEMESTER TWO	
February 5, 2018	Semester Two Begins
	Semester One Report Card
February 16, 2018	Professional Activity Day
February 19 2018	Family Day
	Early Progress Report
March 12 – 16, 2018	March Break
	Markbook Reports
March 29, 2018	Holy Thursday
March 30, 2018	Good Friday
April 2, 2018	Easter Monday
April 10, 2018	OSSLT
	Half-way point of Semester 2
	Term 2 of Semester 2 Begins
	Mid-Term Report Card Distribution
May 18, 2018	Professional Activity Day
May 21, 2018	Victoria Day
	Markbook Reports
June 21 – 27, 2018	Final Exams
June 28 – 29, 2018	Professional Activity Days
July 6, 2018	Semester Two Report Card