

# NICHOLSON CATHOLIC COLLEGE

<http://www.alcdsb.on.ca/School/nicc>

## STUDENT HANDBOOK

2021 – 2022

301 Church Street  
Belleville, Ontario  
K8N 3C7

Telephone: (613) 967-0404  
Fax: (613) 967-1963  
Attendance: (613) 967-0404

Principal: Mr. Graham Stuart [stuartg@alcdsb.on.ca](mailto:stuartg@alcdsb.on.ca)  
Vice-Principal: Ms. Amy Goodberry [goodamy@alcdsb.on.ca](mailto:goodamy@alcdsb.on.ca)  
Priest Chaplain: Fr. Richard Whalen  
Pastoral Services Coordinator : Mr. Matthew Snowdon [msnowdon@alcdsb.on.ca](mailto:msnowdon@alcdsb.on.ca)  
Attendance Secretary: Mrs. Janine Seemungal [seemunga@alcdsb.on.ca](mailto:seemunga@alcdsb.on.ca)  
Student Services Secretary: Mrs. Sue Kennelly [kennells@alcdsb.on.ca](mailto:kennells@alcdsb.on.ca)  
Business Secretary: Ms. Rhonda Jeffery [jeffrhon@alcdsb.on.ca](mailto:jeffrhon@alcdsb.on.ca)

Uniforms: McCarthy's Head Office Phone: 1-800-668-8261  
[www.mccarthyuniforms.ca](http://www.mccarthyuniforms.ca)

### SCHOOL MOTTO

Quis ut Deus

### VISION

Nurturing Catholic Community

### MISSION

Guided by our faith and the Gospel values, we are an inclusive, welcoming, and compassionate family, serving a diverse community of life-long learners. We nurture and celebrate the intellect, gifts, and talents of our students, empowering them to act with purpose, humanity, and humility.

### **PRINCIPAL'S MESSAGE**

Welcome to the 2021 – 2022 school year at Nicholson Catholic College. We are so proud to be a shining example of the Vision and Mission of the Algonquin and Lakeshore Catholic District School Board. We are first and foremost a strong community of faith which is rooted in the love of Christ for each one of us; we are engaged communities of learning with a strong student-centred approach; and we are compassionate communities of service, guided by the fundamental belief in the dignity of every person.

This document has been designed specifically for you so that you experience a safe and successful school year. This is key to achieving success academically and in accomplishing all personal goals. Please remember that we are here to assist you in any way possible.

Our mandate in this Catholic community is to behave in a manner which reflects our gospel values and which influences others to do the same. "Quis ut Deus", *Who is like unto God*, is our motto and it reminds us all to strive in humility to use our gifts to the fullest in the service of God's will. We will support each other, grow as individuals and as a community and take time to celebrate our achievements in this new school year.

Mr. G. Stuart

## **STUDENT COUNCIL 2021-2022**

<b>Staff Advisor:</b>	<b>Ms. T. Lynch</b>	
<b>Student Council:</b>	Brynne Barrett	Hannah Kort
	Marlow Slatter	Isabella Watts-Horricks
	Courteney Lambert	Holly Liu
	Gabriel Thibault	Sarah Paul
	Shivani Narendranath	Gabriel Johnston
	Abby Hutchison	Kira Fair

*It is a fact that people are always well aware of what is due them.  
Unfortunately, they remain oblivious of what they owe others.  
-St. Francis de Sales*

## **SCHOOL COUNCIL**

Catholic School Councils provide a structure that enables parents, staff, administration, students, parish and community members to come together and have a voice in reviewing and addressing the education of the children of our community.

The purpose of Catholic School Council is, through the active participation of parents, to improve student achievement and to enhance the accountability of the education system to parents as well as to promote the mission of Catholic education within the school community.

The role of the Catholic School Council is advisory. It shall provide ideas and opinions to assist the principal and, where appropriate, the Algonquin Lakeshore Catholic District School Board, in decision-making on educational issues. The advice shall be based on accepted Catholic principles, the mission statement of the board, general views of the school community and the best interest of all students throughout the school. The Catholic School Council operates within the Education Act and its Regulations and Board Policy.

## **GENERAL INFORMATION**

### **BELL SCHEDULE**

Homeroom	8:20 a.m. – 8:32 a.m.
Travel	8:32 a.m. – 8:36 a.m.
Period 1	8:36 a.m. – 9:48 a.m.
Break	9:48 a.m. – 9:56 a.m.
Period 2	9:56 a.m. – 11:08 a.m.
Lunch	11:08 a.m. – 11:58 a.m.
Period 3	11:58 a.m. – 1:10 p.m.
Break	1:10 p.m. – 1:18 p.m.
Period 4	1:18 p.m. – 2:30 p.m.

### **ATTENDANCE**

At Nicholson Catholic College we take student attendance very seriously; not only is student attendance inextricably linked to successful academics, but it is a matter of safety that we know exactly who we have here at the school during the day. Therefore, it is the policy of the school that all students must attend on time, homeroom and all classes, unless proper processes of communication have been followed.

#### **Regular attendance promotes:**

- Successful demonstration of the achievement of the Ontario Catholic Graduate Expectations and individual course expectations are gauged through triangulation of evidence based on teacher observations, conversations between student's teacher as well as assessment products.
- High academic achievement. Since assessment is based on the student's overall level of performance, regular attendance provides the student an opportunity to demonstrate achievement of course expectations at a high level in all four categories of assessment. (Knowledge, Thinking, Communication, Application).
- The opportunity for regular assessment and useful feedback on a student's performance. This encourages development and growth in the learning process.
- Accurate assessment of the learning skills set.
- Regular attendance demonstrates a commitment to lifelong learning and establishes a learning environment that is accountable, collaborative, equitable and holistic.

### Attendance Responsibilities:

- Students, parents and Board staff share a responsibility for regular attendance.
- Students have a responsibility for regular and punctual attendance. This includes attendance in homeroom, as well as, in all classes and to all scheduled school activities.
- Parents of students under 18 years of age are required to ensure student attendance at school and to contact the school regarding a student absence.
- Where, in the principal's judgment, a student's frequent absences from school are jeopardizing his or her successful completion of a course, board staff should meet with the student and the parents or notify them in writing to explain the potential consequences of the absences, including failure to gain credits, and discuss steps that could be taken to improve attendance. Excessive absences may lead to the student's inability to achieve the course expectations and result in loss of a credit. (According to Ontario Secondary Schools, Grades 9 to 12, a credit is granted by a principal on behalf of the Minister of Education and Training in recognition of a course that has been scheduled for a minimum of **110 hours**.)

### Attendance Notes:

- Students absent for part or all of the school day are not eligible for participation in athletic and/or extracurricular events scheduled during or after school on the day of absence.
- When students are on school premises, they are to be in attendance in homeroom and in each of their scheduled classes; otherwise they are considered to be truant.
- Senior students on spares are expected to work in the learning commons or cafeteria if they are in the building. Hallways are to be empty while classes are in session.
- Although **trips** and **vacations** may provide diverse learning experiences, the school does not support, academically, travel or vacations during class time. The Education Act is explicit when explaining school attendance and the legitimate reasons for school absence. Students may be absent from school because they are ill, other unavoidable causes, celebrating a religious holiday or receiving music instruction. Extended vacations are not included in these reasons. Therefore, while parents/guardians may choose to travel during the school year, the time missed from class is recorded as an absence and counted in the total absence record for the semester. A significant number of absences place a student's education in jeopardy due to the loss of instructional time and assessment and evaluation becomes problematic. Nicholson Catholic College teachers will not be responsible for producing work assignments or providing make-up assignments or tests for students on vacation.
- Students are responsible for all course work and assignments while absent. When a test is missed due to illness, a note from a parent/guardian acknowledging his/her awareness that a test has been missed, due to illness, is required. If a pattern of absence for assessments is noted by teachers, a doctor's note may also be required at the discretion of the administration. When missing an examination due to illness, a doctor's note is always required. Any test missed due to vacation or truancy will not be rescheduled and will be assigned a mark of incomplete (I) as this summative assessment must demonstrate evidence that course expectations have been met with success.
- The examination schedule is firm. Medical notes or court orders are the only reasons for altering the schedule which must be done in consultation with the principal.

### Attendance Processes:

- With **SafeArrival**, please report your child's absence in advance using any of these three convenient methods:
  1. Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.com>). The first time you use the app, select Sign Up to create your account. Select Attendance then Report an Absence.
  2. Use the SafeArrival website, <https://go.schoolmessenger.com>. The first time you use the website, select Sign Up to create your account. Select **Attendance then Report an Absence**.
  3. **Call the toll-free number 1-844-445-4383 to report an absence using the** automated phone system. These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time. In addition, we will use the SchoolMessenger Communicate automated notification system to contact parents whose child is absent when the absence was not reported in advance. The automated notification system will attempt to contact parents at multiple contact points until a reason is submitted for the absence. If our system is unable to reach the designated contacts, office staff will follow up. If you report your child's absence in advance using the SafeArrival toll-free number, website or mobile app, you will NOT receive these notifications.
- Any student arriving late to school for any reason must come to the Attendance Office in order to receive an admit slip.
- If a student must leave school during the day, a phone call or a note of explanation from a parent or guardian, requesting early dismissal is required. The student **must** stop at the office to sign out directly before departure from the school.
- If a student becomes ill during class, the student will ask the subject teacher to leave the room. For student safety **the student must immediately report to the Attendance Secretary** who will phone parents or arrange for an alternate room.

**NOTE:** School personnel are not authorized to dispense medication (i.e. Aspirin, etc.)

## UNIFORM POLICY

<b>LOWER BODY</b>	<b>UPPER BODY</b>	<b>FOOTWEAR</b>
<p><b><u>Required Uniform:</u></b>                      McCarthy's NCC plaid kilt, not rolled, hemmed no more than mid-thigh (approximately 10 cm above the knee) and worn with footed opaque solid colour tights in black, navy, green or grey</p> <p style="text-align: center;">or</p> <p>McCarthy's grey flannel pants hemmed to the ankle, worn with solid colour white, black, green, navy or grey socks.</p> <p style="text-align: center;">or</p> <p>Until flip-day in November and after flip-day in April, McCarthy's navy shorts rolled or hemmed no shorter than mid-thigh (approximately 10 cm above the knee) worn with solid colour white, navy, black, green or grey socks</p>	<p><b><u>Required Uniform:</u></b>                      McCarthy's NCC-embroidered golf shirt, either short or long-sleeved in navy or short-sleeved in white</p> <p style="text-align: center;">or</p> <p>McCarthy's NCC-embroidered dress shirt, tucked and buttoned with the NCC dress tie (these items risk being removed from sale due to lack of interest but are still accepted)</p> <p style="text-align: center;">or</p> <p>McCarthy's NCC-embroidered turtleneck (discontinued but still accepted)</p> <p style="text-align: center;">or</p> <p>McCarthy's NCC-embroidered princess-cut blouse (discontinued but still accepted)</p> <p style="text-align: center;">or</p> <p>McCarthy's NCC-crested ¼ zip green sweatshirt with golf shirt or plain white t-shirt underneath</p> <p><b><u>Optional Uniform Pieces:</u></b>                      McCarthy's NCC-crested navy acrylic cardigan</p> <p style="text-align: center;">or</p> <p>McCarthy's NCC-crested navy full-zip fleece sweater (used green full-zip fleece sweater still accepted but not currently being sold)</p> <p style="text-align: center;">or</p> <p>McCarthy's NCC-crested navy acrylic vest (discontinued but still accepted)</p> <p style="text-align: center;">or</p> <p>Fully plain white t-shirts may be worn under the required upper body uniform choices, as long as they are not visible below the hem or sleeve of the uniform item</p>	<p><b><u>Required:</u></b>                      Socks/footed opaque tights as prescribed in the "Lower body required uniform"</p> <p style="text-align: center;">and</p> <p>Any fully black shoe in any style which is kept in good condition</p> <p>Note:                      For our purposes, a shoe must fit below the ankle.</p> <p>Wide visible sole-trims and any markings, stripes, logos must also be black and blend into the fully black shoe.</p>

*Any uniform is intended to develop a sense of pride and community through respect for its proper wearing. In choosing to attend Nicholson Catholic College, students and parents agree to support the importance of being in full and proper uniform in order to gain admittance to class. This shows respect for and commitment to our school community. In fact, students are expected to remove all hats, non-uniform sweaters and outerwear upon arrival at school so that while in the building, students are proudly wearing the Nicholson uniform.*

*All uniform items, with the exception of tights, socks and shoes, are to be purchased from McCarthy. For your convenience we have a uniform shop right in Nicholson on Mondays and Wednesdays from 9am-2pm and extra hours during the spring and summer by appointment at [www.mccarthyuniforms.ca](http://www.mccarthyuniforms.ca)*

### DRESS CODE GUIDELINES FOR NON-UNIFORM DAYS & EVENTS

- Clothing worn on non-uniform days may be casual but should align with the understanding that schools are 'a place of business' for students and attire should reflect as such,
- Clothing with inappropriate logos, sayings or pictures is not acceptable at school,
- Midriiffs and shoulders must be covered and
- Shorts must be mid-thigh in length

## **AUDIO, VIDEO, PHOTOGRAPHIC & TELECOMMUNICATION DEVICES**

### **Cell Phones**

Cell Phones may be used at the teacher's discretion according to the Algonquin and Lakeshore Catholic District School Board Policy Statement regarding "Digital Citizenship". The School provides students with access to technology to support learning and teaching. Technology, including cell phones must be used for these intended purposes. Students may use cell phones when relevant to curriculum and instruction at the discretion of the teacher. Recording of sound, picture or video for non-instructional purposes is strictly prohibited. Students who use cell phones or any other device in a manner which compromises academic integrity, or the privacy or security of another individual will be subject to formal disciplinary consequences in keeping with the Safe Schools Act.

Overall, technology should enhance learning rather than disrupt optimum learning. In situations where a student does not follow teacher direction regarding technology usage, or is continually socially distracted by a device, he/she will lose the privilege of bringing it to class.

### **Personal Entertainment Devices**

In an effort to ensure the highest standard of safety and to foster a caring Catholic community, in which we remain present to one another, the use of entertainment devices is prohibited in all instructional areas, unless the teacher approves the use for academic reasons. It is essential that all members of our school community are able to respond to announcements and verbal interactions while in the building. Even during non-instructional times, students are expected to remove earpieces and turn devices off upon entering the school and store them securely in their lockers.

Students may use their entertainment devices in the cafeteria during spare periods as long as they do not interfere with others in this environment and are responsive to verbal and visual prompts of staff members. Failure to comply with this policy will result in students being required to hand over devices at the office where they will be stored in the Office for the remainder of the day or longer (if it is a repeat offence).

***Nicholson Catholic College strongly discourages students from bringing personal communication and entertainment devices to school and cannot be held responsible for lost, damaged or stolen items.***

*Find out how much God has given you and from it take what you need; the remainder is needed by others. – St. Augustine*  
*One who sows courtesy reaps friendship, and one who plants kindness gathers love. – St. Basil*

## **SCHOOL COMPUTERS**

Each student must abide by the 'Student Acceptable Computer Use Agreement' (below).

### **Student Acceptable Computer Use Agreement**

1. My network access is for personal educational purposes only, including research, intellectual exchanges, educational projects, and like purposes. I understand that commercial (for profit) and recreational (game playing) use of the network is not permitted.
2. I will abide by all federal and provincial laws regarding copyright, threatening or obscene material, racism and sexism or all other immoral, unethical or illegal activities. I agree to be responsible for respecting intellectual property rights and the laws which govern them.
3. I will not assist others in breaking these rules or be a party to others breaking these rules.
4. I will not intentionally seek information about, browse, obtain copies of, or modify files, passwords, belonging to other people, whether at school or elsewhere.
5. I will refrain from using or introducing to the school computer environment, whether network or stand-alone, files or programs known to contain viruses. In this spirit, I will also regularly check my files for viruses and endeavour to keep computing systems virus-free.
6. I will not try to obtain systems privileges to which I am not entitled.
7. I will not share my login and password with others, nor attempt to learn or use logins and passwords which are not my own.
8. I will not exploit any gaps in security, and furthermore will report these gaps immediately to my teacher.
9. At any time during my use of Internet, I am willing to explain to a supervisor or teacher my activities, and for what purpose I am accessing certain files.
10. If I encounter any material which is inappropriate, obscene, abusive, offensive, harassing, or illegal or which involves illegal activities, I will report it to my teacher immediately.
11. The school reserves the right to review, edit or remove any material stored on school computer/network facilities.
12. I agree to the immediate loss of my privileges should I fail to abide by any of the above. School disciplinary and/or legal action may be invoked where necessary

## **TEXTBOOK POLICY**

Please treat school textbooks and school library books with care. You are responsible for the **NUMBERED** textbook that you signed for in each course. If that textbook is not returned at the end of the course, you will be required to pay for the replacement of that textbook. The same applies to library materials not returned.

## **LOCKERS**

Lockers are loaned to students for their convenience, but remain the property of Nicholson Catholic College and the Algonquin and Lakeshore Catholic District School Board. The administration may open any locker, at any time, if just cause exists. **All locks must be school locks.**

Students are responsible for keeping their lockers clean and presentable. Pictures and/or slogans kept inside the locker must conform to the values and ideals of Nicholson Catholic College. **Please do not keep anything of significant value in your locker, as the school cannot be held responsible for lost or damaged personal items.** Also, do not let anyone know the combination to your lock or loan anyone the key to your lock.

## **CLEANLINESS**

All members of the school community have a right to work and learn in a clean, orderly environment. All litter must be put in garbage cans and recycling containers must be used appropriately. As soon as possible, please report damage, spills or vandalism. Stewardship for our school and larger community is an important component of our mission as a Catholic community.

## **SCHOOL BUS**

Appropriate student behaviour is expected on the bus at all times with safety the overriding concern. You are responsible to the school for your behaviour on a school bus in the same way that you are in each class.

## **PARKING**

Student parking is available in the parking lot directly adjacent to John Street at the back of the school. Students who drive to school may also park at the parking lots near Buckley Field accessible from both John Street and Church Street. Please note that the lot to the north of the school (entrance off Church Street) is NOT zoned for student parking and students are not permitted to park there.

## **SMOKING/VAPING/JUULING/E-CIGARETTES**

Smoking is known to be seriously injurious to everyone's health. The Algonquin and Lakeshore Catholic District School Board has a strict no smoking policy in all schools and administrative buildings. Provincial law makes it illegal to smoke on school property – 24 hours per day. Students are prohibited from smoking on school buses, in school buildings, on school grounds and during school activities. Students guilty of smoking infractions receive a school suspension and may receive a ticket from the Public Health Department Inspector. All forms of Vaping, including, but not limited to, E-cigarettes and Juuling fall under the same category as smoking and are subject to the same consequences and may also invoke the Belleville Police Services. Any form of smoking or vaping on campus are strictly prohibited.

## **VISITORS**

**Casual visitors are not allowed in the building or on the school grounds during the school day.** Parents are welcome in the school at any time; however, parents are encouraged to contact the school during school hours, for an appointment in order to review any matter pertaining to the educational needs of their son/daughter. All visitors are required to report to the main office where the visitor sign-in book is located.

## **INJURIES**

If a student is injured at school, the student or witness is to inform the Main Office immediately and assistance will be rendered.

## **DANCES**

Dances are intended for the enjoyment of NCC students and their guests as the school recognizes that school dances are an important part of student life. The school also recognizes that it has a tremendous concern for the safety and welfare of our students. Consequently, it is important that each student truly understand the expectations of the students at our dances. In addition, teachers and/or supervisors present at each dance are volunteering their time to act as chaperones and to assist the school in making the dance a success. The cooperation of all students is requested towards this same objective. Therefore, the following practices will apply to school dances in order to ensure safety at all school sponsored dances.

- a) Admission will be by "advance ticket purchase" only. All students will register and sign in upon arrival at the dance.
- b) Only one "sign-in visitor" per student will be allowed at the time of advance ticket purchase and only with an appropriate High School identification card; all school dances are otherwise "closed". All "sign-ins" are subject to approval by the school administration in advance.
- c) Doors will be opened from 7:30 p.m. – 8:30 p.m., with no admission after 8:30 p.m. Note: With the prior approval of the school administration, students whose circumstances (e.g. evening employment) may prohibit their arrival before 8:30 p.m. may be admitted at an agreed-upon time.
- d) Students must dress appropriately and dance in good taste.
- e) Dances are school events and therefore, school rules regarding alcohol, illegal drugs, smoking, vaping, etc. apply. Any student not abiding by this will be suspended for a minimum of 3 school days and from all school dances for a calendar year. In addition, participation in organized events and/or loss of school leadership positions could result.
- f) No student will be readmitted to a dance once he/she has left.
- g) Students may not attend a dance on a day in which they did not attend school.
- h) Please make prior arrangements for your ride home to pick you up promptly after the dance.

## **CODE OF EXPECTATIONS**

### ***Making Nicholson Catholic College Safer***

Following Ontario's approach to make schools safer, NCC focuses on:

- Promoting positive student behaviour
- Providing early and ongoing intervention
- Preventing inappropriate behaviour
- Addressing inappropriate behaviour with appropriate consequences
- Communicating effectively with all community partners

In keeping with the new Ministry approach, Nicholson employs **progressive discipline** that corrects inappropriate behaviour and offers multiple supports. It uses a continuum of interventions, supports and consequences to address and change unwanted behaviour.

## **ONTARIO CODE OF CONDUCT AND SAFE SCHOOLS**

Learning best takes place in a safe, positive and nurturing environment. Conduct within our schools must reflect Gospel values and the Board's Mission Statement which commits to "excellence in Catholic education and to lifelong learning, so that those with whom we journey may become caring and contributing citizens in a world of constant change."

### **The following are the purposes of the Code of Conduct:**

1. To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
3. To maintain an environment where conflict and differences can be addressed in a manner characterized by respect and civility.
4. To encourage the use of non-violent means to resolve conflict.
5. To promote the safety of people in the schools.
6. To discourage the use of alcohol and illegal drugs for long-term safety.

The Safe School Policy and the Ontario Code of Conduct apply to students, parents or guardians, volunteers, teachers and other staff members, whether they are on school property, on school buses or at school-authorized events or activities.

**Principals**, under the direction of the Board, demonstrate care and commitment to academic excellence and safe teaching and learning environments, and hold everyone, under their authority, accountable for their behaviour and actions.

**Teachers and school staff**, under the leadership of principals, assist in maintaining order in the school and are expected to hold everyone to high standards of respectful and responsible behaviours.

**Parents**, have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment.

**Police and community members** are essential community partners and respect the rules of their local schools. Police investigate incidents in accordance with the protocol developed with the local school board. This protocol is based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

*Do unto others as you would have others do unto you. – Matthew 7:12*

### **Standards of Behaviour**

#### ***Respect, Civility and Responsible Citizenship***

The ALCDSB does not tolerate any anti-social or violent behaviour that impacts on learning environments. The code of conduct sets out standards of behaviour that promote respect, civility, responsible citizenship and Catholic values.

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 a disagreement;
- Respect and treat others fairly, regardless of their 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 within the school community;
- Take appropriate measures to help others in need;
- Respect all members of the school community, especially persons who are in a position of authority;
- Respect the need of others to work in an environment of 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 or any other person.

#### ***Safety***

All members of the school community must not:

- Engage in bullying behaviours;
- Commit sexual assault;
- Traffic weapons or illegal drugs;
- Commit robbery;
- Be in possession of any weapon, including firearms; or replicas;
- Use any object to threaten or intimidate another person;
- Be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- Inflict or encourage others to inflict bodily harm on another person;
- Engage in hate propaganda and other forms of behaviour motivated by hate, prejudice or bias;
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

#### ***Suspension***

Under subsection 306 (1) of the Education Act, a principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- Uttering a threat to inflict serious bodily harm on another person;
- Possessing alcohol or illegal drugs;
- Being under the influence of alcohol;
- Swearing at a teacher or at another person in a position of authority;
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property



- located on the premises of the pupil's school;
- Bullying;
- Any other activity for which a principal may suspend a pupil under the policy of the board.

Mitigating factors stated in the Education Act shall be considered by the principal. These are the circumstances and details of the incident and of the students involved that are considered when determining consequences. The minimum duration of a suspension is one instructional day and the maximum duration is 20 instructional days.

Under the new Safe Schools Act, a pupil may be suspended if she or he engages in an activity for which a principal may suspend a pupil under a policy of the board. Under ALCDSB policy, activities for which a principal may suspend a pupil include:

- Bullying
- Persistent opposition to authority;
- Habitual neglect of duty;
- The wilful destruction of school property;
- The use of profane or improper language;
- Theft;
- Aid/incite harmful behaviour;
- Physical assault;
- Being under the influence of illegal drugs;
- Sexual harassment;
- Racial harassment;
- Fighting;
- Possession or misuse of any harmful substances;
- Hate-motivated violence;
- Extortion;
- Distribution of hate material;
- Inappropriate use of electronic communications/media;
- Other – defines as conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

### ***Suspension Pending Possible Expulsion***

Under subsection 310 (1) of the Education Act, a principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing a sexual assault;
- Trafficking in weapons or in illegal drugs;
- Committing robbery;
- Giving alcohol to a minor;
- Any other activity that, under a policy of the board, is an activity for which a principal must suspend a pupil and conduct an investigation to determine whether to recommend to the Board that the pupil be expelled.

The following infractions may result in a suspension pending possible expulsion in accordance with Board policy:

- Possession of explosive substance;
- Serious or repeated misconduct;
- Refractory conduct; and/or
- Other – defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

*Little value comes out of the belief that people will respond progressively better by treating them progressively worse. – Eric Harvey*

## **BULLYING AND HARASSMENT**

The effects of bullying behaviour on students' learning, and on their emotional, physical and psychological health are well recognized. Bullying also runs counter to Christ's message of inclusion and that we treat one another with care and respect. We must always remember our **Catholic values of respect, inclusion and social responsibility**.

Bullying is a form of repetitive and targeted aggressive behaviour that is hurtful and deliberate. It can take many forms some of which as example may be:

- **physical** – hitting, shoving, stealing, or damaging property
- **verbal** – name calling, mocking, or making sexist, racist, or homophobic comments
- **social** – excluding others from a group or spreading gossip or rumours about them
- **electronic** – (commonly known as *cyberbullying*) – spreading rumours or photos or hurtful comments through the use of e-mail, cellphones, text messaging, social media platforms. Offending students and/or victims will be directed to administration.

Harassment is systematic or persistent actions in person or by any other means of communication such as taunts, insults, annoyances, demands, etc., which are known or ought to be known to be unwelcome, uninvited, or offensive. **Harassment is illegal** and the law is concerned with the **impact** of the behaviour, not the **intent** of the behaviour. Please report any incident in this regard to a teacher or principal.

*A Native American boy was talking with his grandfather.  
"What do you think about the world situation?" he asked.  
The grandfather replied, "I feel like wolves are fighting in my heart.  
One is full of anger and hatred; the other is full of love, forgiveness and peace.  
"Which one will win?" asked the boy.*

*To which the grandfather replied, "The one I feed."  
- Origin Unknown*

## **STAFF-STUDENT RELATIONS**

Teachers, secretaries, custodians, educational assistants, cafeteria staff and school bus drivers provide a variety of valuable services for students and are responsible for student safety during the school day. **Students are expected to be courteous to and respectful of all staff and to follow their directions. Students must report to the office when directed by staff members, whether regular or temporary, or risk further consequences and/or suspension.**

## **LOST AND FOUND ARTICLES**

The school is not responsible for lost or stolen articles. Students are strongly urged to leave all valuables at home. Personal items can be secured in the student's locker during the school day and students should ensure that their locker is properly secured. All items found are brought to the Life Skills Centre for students to claim. **Never leave valuables in the change rooms or unattended anywhere in the school or on the school grounds.**

## **ACADEMIC INFORMATION**

Education is a team effort between students, family and the school, which is strengthened by our communication with one another. Therefore, we encourage all parents or guardians who have a concern or question about a student(s) or the school to please call the subject teacher, the principal, the vice-principal or Student Services.

For the full Administrative Procedure on Secondary School Assessment, Evaluation, Grading and Reporting, see the policies at [www.alcdsb.on.ca](http://www.alcdsb.on.ca).

## **ASSESSMENT AND EVALUATION OF STUDENT ACHIEVEMENT**

**Assessment** is the process of gathering information (evidence) that accurately reflects how well a student is achieving the identified curriculum expectations, outlined in the secondary curriculum documents. Assessment data serves to guide teachers in adapting curriculum and instructional approaches to students' needs and in assessing the overall effectiveness of programs and classroom practices. As part of assessment, teachers provide students with descriptive feedback that guides their efforts towards improved performance. Before a summative assessment of student achievement is made, teachers provide opportunities to allow students to practice demonstrating their knowledge and skills across all four categories, (knowledge and understanding, thinking, communication and application) and provide frequent feedback to guide student efforts toward improved achievement. Assessments may be in the form of a product, an observation or gleaned from a conversation with a student.

**Evaluation** refers to the process of making a judgment about the quality of student work based on established criteria. In Ontario secondary schools, the value assigned will be in the form of a percentage grade.

## **LEARNING COMMONS**

*The man who doesn't read good books has no advantage over the man who can't read them. – Mark Twain*

Research databases are available to all students at any time through their login to the Virtual Commons.

Nicholson's Sister Mary Teresa Learning Commons is an attractive and functional facility with an up-to-date collection for students' use and enjoyment. The Learning Commons welcomes students both before and after classes and throughout the

**Hours:** The library is open daily from 8:00 a.m. – 3:00 p.m.

**Printing Privileges:** Each student is allotted 200 print copies for the year with the payment of their student fee.

A student can purchase additional sheets: 50 sheets for 2 dollars.

**Photocopying:** A photocopier is made available in the library for student use. Colour copies cost \$0.50

## **ACADEMIC INTEGRITY POLICY : Plagiarism and Cheating**

Cheating and Plagiarism are dishonest and therefore, serious academic offences.

Plagiarism:

- a. Any work judged to be plagiarized will be given a mark of zero
- b. A student in grade 9 may have the option to resubmit the plagiarized document at the discretion of the teacher.
- c. Parent(s)/Guardian(s) will be notified of this indiscretion
- d. All students should be prepared, at any time, to defend their papers by submitting and explaining their resources. It is the student's responsibility to compile materials to substantiate the authenticity of his/her work.
- e. In the event that a student fails to defend a piece of work, and this work is deemed to be plagiarized, the grade of zero will stand.

Cheating:

- a. Any cheating on an assessment or exam will result in a mark of zero.
- b. In the event that the curriculum expectations are not otherwise demonstrated, a student may have to produce a piece of work, not for marks but to fulfil the expectations of the course.

## **FIELD TRIPS, EXCURSIONS, SPORTS**

While students are encouraged to participate fully in school-sponsored activities, they are still responsible for work, tests and assignments in their classes. It is the responsibility of students to inform their teacher of their involvement in out of school activities. Students not in attendance for part or all of a school day are NOT ELIGIBLE to participate in sporting or other events held during or outside of the school day. In cases where a student has a medical appointment or other for part of a day, proof of such must be presented when he/she signs in or out at the main office.

All students should be in good academic standing (up-to-date with assignments and assessments; regular attendance) to participate in field trips, excursions, extracurricular activities and athletic teams.

**Signed permission forms must be returned to the teacher before the trip departs from the school. Verbal permission from a parent or student is not acceptable.**

## **RETREATS AND SCHOOL LITURGIES**

At various times during the year, students shall participate in scheduled liturgies and retreats. **Such involvement is not only compulsory but essential to building commitment and witness to Christian faith in our Catholic secondary schools.** These activities are a vital part of our curriculum. By choosing to attend Nicholson Catholic College, a student accepts various religious activities, including school liturgies, retreats or other special events, as an integral component for everyone in our community.

## **PASTORAL CARE SERVICES**

Chaplaincy is one of the services available to the Nicholson Catholic College community. The Chaplaincy Team includes Jo Belanger, the Coordinator of Pastoral Services (or Lay Chaplain) and Father Whalen, our Priest Chaplain. The Chaplaincy Office coordinates daily prayer, school liturgies, the Retreat program, the Social Justice Club and other opportunities to enhance the spiritual, moral, and emotional health of our community members. Jo is available for personal, confidential counseling and spiritual guidance.

Our school is blessed with a beautiful chapel. Our students and staff are invited and encouraged to visit the chapel for prayer and quiet reflection on a regular basis.

## **YOUTH WORKER**

The Youth Worker role is diverse. Workers in secondary schools provide support and resources for students, their families, and school staff throughout our communities so that each student can experience school success.

We recognize that prevention is a key component of successful intervention. Through the effective use of communication and early prevention strategies, workers address the needs of students who experience difficulties in their social, emotional, and/or behavioural development. They also provide support to students who are experiencing difficulty attending school. Our Youth Worker is Jennifer Connor and she is available in room 310 or at (613) 967-0404, ext. 265.

## **CO-CURRICULAR ATHLETICS / ACTIVITIES**

### **A CODE FOR STUDENT PARTICIPATION IN ATHLETICS / ACTIVITIES**

Nicholson Catholic College offers a wide variety of activities. We believe that athletics and co-curricular activities can and should play an important role in high school life by providing valuable learning situations outside of the regular classroom. We encourage all students to dress in Nicholson school colours (green & white) when attending any athletic event in order to contribute to our wonderful school spirit and support of our teams. In order to gain maximum benefit from the program(s), student athletes and activity members need to abide by the following understandings:

- **You are expected to be in attendance at all classes in order to participate in extra-curricular activities. Failure to comply will result in a student not being allowed to participate in the future.**
- Being a member of a school team/club is a privilege – not a right.
- Your number one priority is the regular school curriculum program that should not suffer due to athletics or club involvement. It is your responsibility to catch up on any work missed. Students may be suspended from team play if they are at risk of failure in any academic area.
- You are expected to co-operate fully with all Nicholson staff, referees and visiting staff.
- As student athletes and activity participants, you are expected to co-operate completely with all requirements of school life, making certain that you adhere to policies regarding attendance, punctuality, dress, behaviour and deportment.
- You will accept full responsibility for school equipment.
- Playing on a school team means making a commitment to the team and its members. It is important to attend all practices and to be on time for practice. If you must miss a practice, tell the coach personally as early as possible. The same commitment is expected from participants in school activities.
- Finally, remember that you are "goodwill ambassadors" and represent our school, coach and teammates during any activity. Your behaviour, therefore, must be at the highest level possible at all times, exhibiting good sportsmanship, adherence to game rules and courtesy to all officials, players and spectators.

***Go Crusaders Go!!!***

**ALL STUDENTS ARE ENCOURAGED TO PARTICIPATE IN SOME PHASE OF THE ATHLETIC AND CO-CURRICULAR PROGRAM ENABLING THEM TO DEVELOP A WELL-ROUNDED EDUCATION.** In the event that a staff coach is available and enough students are interested, the following is a list of typical sports by season.

<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Cross Country	Badminton	Girls Soccer
Girls Basketball	Ski Team	Track and Field
Boys Volleyball	Girls Volleyball	Boys Rugby
Boys Soccer	Boys Basketball	Baseball
Girls Rugby	Boys Hockey	Rowing
Golf	Girls Hockey	Tennis
	Swimming	
	Curling	

Most clubs like Yearbook, Choir, Social Justice, Games', Mental Health Ambassador, etc. run all year; as long as an advisor is available and student interest/commitment is evident.

## **NCC SCHOOL LETTER**

It is important for students to identify with, be loyal to, and have pride in their high school. Therefore, the status of earning an "NCC Letter" is attainable by all students. The student must be of good conduct and character, following the expectations of the school's Code of Conduct as well as the school's expectations for attendance in all classes. All school fees must be paid and up-to-date in order to qualify. To that end, students must earn points in **EACH** of the following **four areas** over the course of their high school experience in order to earn a School Letter:

- 1) **Academics**
- 2) **Clubs**
- 3) **Athletics**
- 4) **Community involvement**

It should be emphasized that a student has to be involved in only one activity in each of the areas identified in order to be considered.

Students can earn their '**C**' by earning 25 points in their first 2 years of high school or 50 points in either 4 or 5 years of high school. Students can earn their '**N**' by earning 60 points in 4 years or 75 points in 5 years.

### **Letter Point System**

#### **A – Academics**

- Highest average in a course                      5 points
- 90% Club    7 points
- Honour Roll    5 points

#### **B – Clubs**

- Student Council                                      10 points
- Club Member                                        0 to 5 points

#### **C – Athletics**

- Team Member                                        0 to 5 points
- MVP/DVP    2 points
- Team Captain/Co-Captain                      1 point

#### **D – Community Involvement**

- Per 10 hours over and above 40 hours      1 point

#### **PROCESS**

- In early September and again in the spring, the entire process is reviewed and explained to students and staff
- A presentation is made to students in various ways – i.e. large group, announcements, class visits, etc.
- Forms are given to "home room teachers" who explain the process and pass out forms to interested students
- Forms are also made available in various locations throughout the school and students are informed of these locations
- Forms are returned to the teacher organizer to begin the process of verification and data input

*All for God and for His Glory. In whatever you do, think of the Glory of God as your main goal. – St. John Bosco*