



This Agenda Belongs to:

Name: _____

Address: _____

City / Town: _____

Postal Code: _____ **Phone:** _____

Daily School Schedule

Prayer and O'Canada Period One	8:20 – 9:35
Break	9:35 – 9:40
Period Two	9:40 – 10:53
Announcement and Grace	10:53 – 10:56
LUNCH	10:56 – 11:54
Period Three	11:54 – 1:07
Break	1:07 – 1:12
Period Four	1:12 – 2:25

With very few exceptions, on special event / activity days (including Mass), an altered schedule will be implemented. All four (4) periods will run and instructional time will take place.

Vision

Inspiring compassionate leaders through faith, education and service to others.

Mission

Rooted in the traditions of the Catholic Faith, we are a nurturing, inclusive and caring school community committed to the development of the whole person. Believing that every student can succeed, we foster excellence in academic, extracurricular and spiritual pursuits. Scholarship, Discipleship, Stewardship and Leadership build students' gifts and talents and ensure a love of learning, as well as a capacity to effect positive change in our local community and beyond.

Code of Conduct

*The guidelines expressed in the **STCSS Code of Conduct** apply to all members of our community; Students, parents / guardians, teachers, other staff members and volunteers, whether they are on school property, on school transportation or at a school-authorized event, are proactive in its promotion and preservation.*

St. Theresa Catholic Secondary School promotes respect for the dignity of all members of its school community with regard to civility, equity, inclusivity and academic excellence in a safe and caring school climate. We aim to provide an effective learning environment for all students and staff where it is the responsibility of every member of our community to promote Catholic moral teaching and the Gospel Values.

All members of the St. Theresa Catholic school community are called to a way of life which is Christ – like and inspired by the Holy Spirit. We nurture a sense of self-worth and self-regulation, as reflected in the *Algonquin Lakeshore Catholic District School Board's Policies, Regulations and Procedures*.

We are dedicated to the formation of 'responsible citizens' and ensuring appropriate participation in the civic life of the school and the broader community. Community members are encouraged to recognize that 'with rights come responsibility' and they are inspired to be actively engaged in supporting their rights as well as the rights of others. It is expected that all members of the school community put into daily practice the precepts of the Catholic Church.

Members of the school community have a responsibility to maintain an environment where conflict and differences can be addressed in a manner characterized by respect, civility and non-violence. The STCSS community recognizes that physical and socially aggressive behaviors are not responsible forms of interaction. Bullying of any form is considered unacceptable.

STCSS does not tolerate any form of intimidating behaviour and continues to work in collaboration with our parent and community partners to provide all of our students with the compassion and self-confidence to prevent occurrences of bullying and to equip them with the skills and knowledge to react when they or others are confronted by bullying. (*ALCDSB Promoting Positive School Climate and Well Being: Bullying Prevention and Intervention Plan*)

Standards of Behaviour

To facilitate respect, civility and responsible citizenship, *all members of the STCSS community* will:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas and opinions;
- Respect persons who are in a position of authority;
- Respect the rights of others;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;
- Respect and treat others fairly, regardless of race, ancestry, place or origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- Respect the need of others to work in an environment of learning and teaching.
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need.

Students have the capacity to recognize and understand the impact that their choices have on themselves and on others; therefore, students will:

- Attend school on time, prepared, in full uniform and ready to learn;
- Positively and willingly participate in all class activities, religious and spiritual exercises, as well as support and participate in school activities;
- Complete assignments on time;
- Ask permission to leave the classroom for any reason;
- Show respect for themselves, for others and for all school staff;
- Demonstrate exemplary behaviors on school trips / at school functions;
- Use language appropriate to a Christian community;
- Care for school property: textbooks, equipment, etc.;
- Demonstrate care for lockers, classrooms, the Gym, Change Rooms, Washrooms, Great Hall, etc. (keeping the community neat and tidy);
- Respect the personal property of others;
- Be stewards of the environment;
- Refrain from bringing anything to school that may compromise safety;
- Exercise self-discipline, following the established rules and accepting responsibility for personal actions;
- Model Catholic values.

Parents / Guardians play an integral role in maintaining a safe, caring and respectful learning environment by:

- Attending to their child's physical, spiritual and emotional well-being;
- Showing an active interest in their child's school work and progress;
- Communicating regularly with the school;
- Helping their child be appropriately prepared for school and in uniform;
- Ensuring that their child attend school regularly and on time;
- Promptly reporting their child's absences or late arrivals to school;
- Becoming familiar with the school's *Code of Conduct* and school rules;
- Supporting and encouraging their child in following the *Code of Conduct*;
- Assisting and supporting school authorities in disciplinary issues.

Staff act as role models and invest in meeting the needs of all pupils by:

- Modelling and supporting the highest standard of respectful and responsible behavior;
- Supporting a positive school climate;
- Helping students meet their full potential;
- Preparing students to act as responsible citizens;
- Communicating regularly and meaningfully with administration, colleagues, students, parents, volunteers and visitors;
- Demonstrating respect for all students, staff, parents, volunteers and visitors within a safe and caring learning environment.

Administrators, under the direction of the school board, take a leadership role in the daily operations of the school by:

- Demonstrating care and commitment to student and staff well-being (mind, body and spirit) ;
- Modelling and supporting the highest standard of respectful and responsible behavior;
- Maintaining a safe teaching and learning environment;
- Communicating regularly and meaningfully with all members of their school community;
- Implementing policies and procedures established by the ALCDSB.

Promoting Positive School Climate and Well Being

The ALCDSB and STCSS is dedicated to creating and promoting positive school climate and well-being in all of our schools. “Respecting the dignity of all persons by fostering trusting relationships through policies and practices that promote equity, inclusion and diversity are at the core of our Catholic values, the Board’s spiritual theme of Faith in Action and our provincial Catholic Graduate Expectations. A positive school climate is directly linked to student success and well-being ensuring students are motivated to do well and will realize their full potential. We are committed to sustaining healthy and nurturing communities of belonging that are safe, caring and respectful and built on the principles of restorative practice and progressive discipline.”

The ALCDSB and STCSS engage in a whole school approach in putting prevention and intervention strategies in place to facilitate a positive relationship between students, staff, parents and community partners. (See the ALCDSB *Promoting Positive School Climate and Well Being: Bullying Prevention and Intervention Plan* & STCSS: *Promoting Positive School Climate and Well-being*)

Safe Schools Team

Every secondary school in Ontario is mandated to have a Safe Schools Team. The mandate of the team is to help promote a positive school climate and well-being. Student, staff and community partners work together on strategies to help educate about all forms of bullying, promote healthy social interactions and develop initiatives that support positive school climate.

Restorative Practice and Progressive Bias Free Discipline

STCSS promotes a culture of prevention, where we actively promote positive student behavior and we implement strategies to support student learning from mistakes when they arise. It is the philosophy of STCSS to begin with measures of support and encouragement to foster positive outcomes and to introduce restorative practices when required.

At STCSS we are committed to the practice of “progressive discipline as part of a whole-school approach that involves a continuum of prevention programs, strategies for fostering and reinforcing positive behaviour and helping students make good choices, and age-appropriate interventions, supports, and consequences used to address inappropriate student behavior. The disciplinary measures used in response to inappropriate behaviour are applied from a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive.” (Ontario Ministry of Education, 2012).

<http://www.edu.gov.on.ca/eng/policyfunding/SupportResGuide.pdf>

Progressive discipline will include the practice of seeking to understand the underlying causes of student behavior, considering mitigating factors and considering communication with partners. A range of interventions will be put in place to address inappropriate student behaviors. Dependent on circumstances and conditions, students may be subject, but not limited, to the following: 1) spoken to and cautioned; 2) given a lunch detention; 3) sent home; 4) suspended. Persistent breaches of conduct

will be interpreted as unwillingness to comply with the policy of the school and further progressive discipline measures will be followed.

Detention

Detentions are a restorative measure that may result after formative attempts at progressive discipline have not been successful. Detentions will be assigned by the Principal and Vice-Principal and will be served during the lunchtime from 11:10 – 11:40 in the HUB. Teachers may also assign detentions to be served with that particular teacher. Non-compliance may result in further progressive discipline measures being taken.

Attendance

The law pertaining to education on Ontario states that “a pupil shall attend classes punctually and regularly” and “is excused from attendance at school if he/she is unable to attend school by reason of illness and other un-avoidable causes.” We take very seriously our responsibility for keeping our students safe and our school community depends on the support and assistance of parents/guardians in order to maintain a solid level of attendance for each and every student.

If a student is to be absent for the day, the parent / guardian should inform the office by telephone by 7:30 a.m. and may leave a message on the General Mailbox voicemail. If not contacted, the office will call home / or in certain cases will call a parent / guardian workplace in order to verify the whereabouts and safety of the student.

In order to record the reason for absence in the school’s register, upon return to school after an absence, the student **MUST** come to the main office with a note from a parent in the student’s agenda.

Late arrival at school requires the student to come to the main office with a note in the student’s agenda. If no note is present then a parent / guardian will be contacted:

- No student may leave the school during the day without signing out from the office with parent permission.
- In the event that a student leaves during the lunch period and is not able to return because of illness or any other reason, the parent is expected to inform the office by telephone or signed notification upon arrival back to school.
- In the event of illness during the day, the student must report to the office. The student will be sent home only after the office obtains permission from a parent / guardian.

Students will not be admitted to classes without verification in the student’s agenda that a parent/guardian is aware of the missed classes.

Students who are 18 years of age or older assume the full rights of an adult and may write their own notes / provide written authorization for parent guardian access to their student record. They may sign themselves out of school when necessary; however, signing out is not permitted as a mechanism to be

out of class and still in school. Students who are 18 and sign themselves out must leave the school within 15 minutes of signing out. Students abusing the privilege may lose it.

Please be advised that any student with an unexplained absence during the day or on a suspension is ineligible to participate in any after-school activities on that date. This includes sporting events, planned school excursions and dances, etc.

Uniform

The uniform provides many advantages to our students, including safety, pride and a sense of equality. The uniform allows staff to easily identify any person who does not belong in our building. Enrolment in the school is an explicit agreement to abide by the uniform code. Acceptable pieces of uniform are provided through our supplier in the Halpern’s School Store. Students are expected to wear the STCSS uniform at all times during the school day, including lunch hour and spare. Titan Team /Club/Spirit wear is acceptable only at lunch, before and after school hours. Hats are to be removed upon entry into the building. Students are not to accessorize their uniform (no excessive jewelry, studded arm bands, and /or belts, ornamental belt buckles, large hair accessories or bandanas).

Female Uniform	Male Uniform
Kilt, school dress pants or school shorts	School dress pants or school shorts
School golf shirt (navy blue or white)	School golf shirt (navy blue or white)
Long-sleeved school golf shirt (navy blue)	Long-sleeved school golf shirt (navy blue)
School dress shirt (tucked in)	School dress shirt (tucked in with tie)
School blouse	School vest
Crested school sweatshirt	Crested school sweatshirt
All black or brown shoes (no boots / coloured logos / coloured laces)	All black or brown shoes (no boots / coloured logos / coloured laces)
Full foot tights – solid coloured (navy, white or burgundy)	Black or white socks

Civvies Day Dress Code

On civvies days students are expected to dress appropriately in modest clothing fitting to a Catholic school: capped sleeves are a must; tank tops may only be worn if covered by sweater / sweat shirt; no bare midriffs; dresses, shorts and skirts must be worn to mid-thigh; no inappropriate language / slogans; etc.

Athletics Dress Code

Students are permitted to change out of **uniform for Phys. Ed.** Attire must be appropriate and reflect the following: personally owned shirts must be sleeved (long/short, navy blue, grey, or white, with no logos, images or words); St. Theresa Athletics shirt (navy, blue, grey, burgundy, or white); shorts (modest in style, STCSS navy blue short, personally owned navy or black); pants (navy blue or black track pants or flared yoga).

Athletic and Club Department

St. Theresa Catholic Secondary is pleased to offer its students a full range of extra-curricular and co-curricular opportunity through intramurals, house competitions, official team sport and clubs that will represent our school in the public spotlight. At STCSS involvement in extra-curricular and co-curricular activity supports in the development of the 'collaborative contributor who develops his/her God-given potential and makes meaningful contribution to team and school initiatives.' Students representing the school are expected to conduct themselves in an exemplary way, acting as a role model to others and respecting the dignity of the person throughout the duration of the event, activity, a competition or the sporting season. To demonstrate commitment, it is the responsibility of the student to adhere to the school's expectations surrounding participation in a club or on a team. In choosing to be a member of a club or a team, students are committing to cooperation with a coach or staff advisor.

Athletes Code of Behaviour

Tryouts: An athlete must successfully participate in a tryout procedure as determined by the coach(es) in order to gain a position on the team.

Practices: To attain improvement, athletes are expected to give full effort in executing drills and routines set by the coaches.

Attendance: Regular attendance at practice is required to hold any position on a team. Absence from practice or daily school may lead to a loss of competitive time.

Academic: To support development of a well-rounded student, athletes are encouraged to prioritize academics. To ensure on-going participation in sport, students who are experiencing difficulties will be assisted with a plan to support student success.

Conduct:

An athlete is expected to:

- Support and encourage his/her teammates;
- Accord coaches, competitors and officials respect at all times;
- Compete under principals of good sportsmanship.

Lockers/Personal Property

Lockers are the property of STCSS. Students are assigned individual lockers and may use only the approved Masterlock padlocks sold through the school. Lockers may be searched by St. Theresa administration when deemed necessary. Students will not be permitted to share lockers and are advised to ensure their lockers are secured by turning the dial and tugging the lock. Students are advised not to leave valuable personal property unattended in change rooms / throughout the school. Locker

cleanouts will occur throughout the school year and in June locks should be removed and belongings cleared from the locker for summer holiday.

Personal property posted in the locker must be in good taste and reflective of a Catholic School environment. Material deemed inappropriate will have to be removed. Students are not to write on/in their lockers. Writing on any part of the locker is considered defacement of school property.

Student backpacks, hats and outerwear are expected to be left in the locker throughout the day. Students with backpacks, hats, boots or coats will not be admitted to class.

Visitors to STCSS

Students from other schools are not to be invited to STCSS during the school day. Special circumstances may be given consideration, provided communication with Administration is made 48 hours prior to a visit. St. Theresa students are not to visit other elementary or secondary schools during the school day. Students who are reported to be in the vicinity, or on the property, of another school are subject to progressive discipline.

All visitors (parents / Guardians, community partners, presenters, etc.) are required to report to the main office, sign in and receive a visitor's badge for the period of time they will be present at STCSS.

Parking / Traffic in Bus Loading Zone

Student parking is only available in the student parking lot. Cars are to be parked between the lines. Parking is not permitted anywhere else on the property except in designated areas. Fire routes and bus zones must be kept clear of all vehicles at all times. Handicapped parking is available in the parking lot off of Centre Street, adjacent to the rear entrance. Students are asked not to park at the Wellness Centre during school hours.

Vehicles parked on school property are not to be used as gathering points for students. Students are not permitted to remain in parked vehicles or litter in the parking lot. Vehicles are not to be used for 'joyriding' on school property at any time. Actions which jeopardize the safety of students, staff, or visitors to our property will result in progressive discipline measures and may result in suspension of parking privileges and / or suspension. Unauthorized or improper parking will result in fines and / or towing of the vehicle at the owner's expense.

Dance / Event Protocol

Guest passes for dances will go on sale the Monday, Tuesday or Wednesday the week of a dance. There may be one guest per sponsor only. No one will be permitted to sign in on the night of the dance and guests are permitted to attend at the discretion of Administration. St. Theresa students signing in a guest are accountable for the actions of their guests. A progressive discipline approach will be taken should any matters of concern arise. The maximum number of guests signed in will be 75.

Dances will begin at 7 p.m. and will end at 11 p.m. The doors will remain open until 8 p.m., after which no additional participants will be permitted entry. All students will be subject to having belongings searched before admission to the dance. There will be a mandatory coat check at the main entrance for all students and their guests. All coats, jackets, bags, etc. must be left in coat check. Anyone leaving the dance will not be re-admitted.

Belleville Police Services are a presence at all of our dances and work with administration on any issues that may arise. Administration reserves the right to refuse entry or eject any individual whose behavior is considered disruptive. This includes anyone found in the restricted areas of the school. Any individual in possession of, or under the influence of an illegal substance / alcohol, will be detained until a parent or guardian arrives, will be subject to a three (3) day suspension, will attend at least two counselling sessions, will not be allowed to attend St. Theresa dances for one year and may face legal charges.

Some dancing trends evident in music videos are deemed inappropriate in a public place and to our Catholic values. Students must show respect to themselves and others while dancing. Grinding, dancing back to front with body contact is considered unacceptable. Intimate public displays of affection are also deemed inappropriate for our secondary school setting and may result in removal from the dance.

Assessment and Evaluation

<http://www.edu.gov.on.ca/eng/policyfunding/growSuccess.pdf>

Assessment is the process of gathering, from a variety of sources, information that accurately reflects how well a student is achieving the curriculum expectations in a subject / course. Evaluation is the process of judging the quality of student learning on the basis of established criteria and assigning a value to represent that quality. Evaluation is based on assessments of learning that provide data on student achievement at strategic times throughout the course, often at the end of a period of learning.

Growing Success: assessment, evaluation, and reporting in Ontario Schools outlines that the primary purpose of assessment and evaluation is to improve student learning. Assessment and evaluation helps communicate progress and achievement to students, parents / guardians, as well as other institutions. Assessment is the process of gathering information that accurately reflects how well a student is achieving the curriculum expectations in a subject or course.

Academic Integrity

STCSS is committed to the five fundamental values that inform academic integrity: honesty, trust, fairness, respect and responsibility. Student learning therefore must be influenced by these values. Academic integrity is built upon clear communication between students, teachers, parents and administrators. As a result, the fundamental values of academic integrity will be evident in all student work.

As part of inquiry, student practice is guided through the four stages of research; students receive explicit instruction about the ethical use of intellectual property and the mechanics of documentation.

Work will be deemed plagiarized by a student if he/she does not provide evidence of another's intellectual property or document their research appropriately. Growing Success defines plagiarism as the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work. It may include:

- Stealing or passing off as one's own the ideas or words of another;
- Not properly acknowledging the source(s);
- Using a created production without crediting the source;
- Presenting as new and original, an idea or product derived from an existing source.

In keeping with the vision of a responsible citizen who acts morally and legally, as a person formed in Catholic traditions, STCSS students are encouraged and supported in accepting accountability for their own actions. When academic integrity is called into question (cheating or plagiarism) a process of reconciliation and restorative practice transpires to restore trust.

In Grades 9 and 10 should plagiarism or cheating occur:

- The student is informed by the subject teacher;
- The student must re-submit the assignment;
- Should the student fail to resubmit the assignment within a negotiated timeframe, a failing mark will be assigned;
- The teacher will notify administration by completing an Academic Honesty Report, which will be kept in a tracking binder;
- The teacher will contact the parent /guardian;
- The teacher will remind the student of strategies to avoid plagiarism.

Grades 11 and 12 should plagiarism or cheating occur:

- The student is informed by the subject teacher;
- The assignment will receive a failing mark;
- The teacher will contact the parent/guardian, where appropriate;
- The teacher will notify administration by completing an Academic Honesty Report, which will be kept in a tracking binder;
- Administration will contact the parent / guardian;
- The teacher will remind the student of strategies to avoid plagiarism.

In Grades 9 through 12, should subsequent incidents of cheating or plagiarism occur:

- The student is informed by the subject teacher;

- The assignment will receive a failing mark;
- The teacher will contact the parent /guardian, where appropriate;
- The teacher will notify administration by completing an Academic Honesty Report, which will be kept in a tracking binder;
- Administration will meet with the student;
- Administration will inform the parent/guardians by letter.

Assessment, Evaluation and Reporting – Grades 1-12 (ALCDSB)

(<http://www.edu.gov.on.ca/eng/policyfunding/growSuccess.pdf>)

Homework

The number of hours that an individual student may spend upon homework will vary, based on Grade and course load. Completion of daily homework has a direct correlation to academic success. Study time will increase as a student progresses from grade to grade. We advise that Grade 9 students set aside 1 hour each week night for home study, and increase that schedule for each subsequent grade. Increased study time prior to and during exams is also advised.

Education Quality and Accountability Office (EQAO)

Grade 9 Math

All Grade 9 students taking applied or academic level math across the province will write a ministry mandated EQAO assessment. Certain components of this provincial assessment will be counted as the student's summative evaluation for the course.

Grade 10 Literacy

Students in Grade 10 will be expected to write the Ontario Secondary School Literacy Test (OSSLT). Successful completion is a requirement for graduation. Students who are not successful in completion of OSSLT may be enrolled in the Ontario Secondary School Literacy Course (OSSLC). The Literacy Test is scheduled for one specific day assigned by the Ministry of Education and all students are required to write on this day. Prior to the test there are many opportunities for students to prepare.

Community Service and Graduation

Christian community service is meant to reflect on student capacity to become contributing members of society. We encourage and invite students to view this prerequisite to Graduation, not as a chore, but a privilege. We invite students to carefully consider how they can serve others and to complete their 40 hour requirement in a joyful and positive manner. This provincial mandate serves to support and

encourage our students to have a deeper understanding of the Christian call to service as one that promotes positive personal growth while supporting and strengthening community.

Specialist High Skills Major (SHSM)

The SHSM is a ministry-approved specialized programme that allows students to focus their learning on a specific economic sector while meeting the requirements for the Ontario Secondary School Diploma (OSSD). This programme assists in the transition from secondary school to apprenticeship training, college, university, or the workplace. A SHSM enables students to gain sector-specific skills and knowledge in the context of engaging, career-related learning environments and helps them focus on graduation and on pursuing their post-secondary goals. STCSS is pleased to offer four opportunities to complete a SHSM: Hospitality and Tourism; Information and Communications Technology (Photography); Transportation and Sports. Please contact our Guidance Department for further information and detail regarding SHSM.

Digital Citizenship (Audio, Video, Photographic and Telecommunication Devices)

As technology continues to evolve / change at a rapid rate, implications regarding its use related to privacy, intrusion, safety and effective learning become an important matter to address.

The use of Smart phones and personal technology in the school / classroom is supported at the discretion of school staff / classroom teacher and will be governed by the Board's *Bring Your Own Device Policy*.

Students may use Smart phones for calls, texting and any other communication only during non-instructional times, before school, at breaks, lunch and after school.

The following will result in progressive disciplinary action:

- The use of any personal electronic device to interfere with or disrupt academic instruction or learning in the classroom;
- The use of Smart phones or personal electronic devices to communicate test or examination contents;
- The use of cell phones or personal electronic device to store materials for use during assessments;
- The taking of photographic images of a person / persons, on school property, at school events and during school activities and / or hours, is prohibited without the permission of the person(s) being photographed. (This is in accordance with Privacy Legislation; therefore, any concern brought forward by a person or persons whose rights have been violated may result in contact with the Belleville City Police or Ontario Provincial Police.)

Computer Users' Agreement

All students have access to school computers and therefore, it is everyone's duty to take care of these valuable resources and to use the technology responsibly. Students may access computers in labs, library and personal devices; at no time should students have access to computers set up for staff use.

Consequences for violations to the Computer Users' Agreement will result in progressive discipline measures from teachers and / or administration. (See *Computer Users' Agreement*).