

ST. MARY'S COLLEGE

868 Second Line E.
Sault Ste. Marie, Ontario
P6B 4K4

Telephone: 705-945-5540
Fax: 705-945-5561

CODE OF CONDUCT

2022-2023

Principal: Larry Pezutto

Vice-Principal: Christopher Czop

Vice-Principal: Tiziana Palumbo

Teaching GOODNESS, DISCIPLINE and KNOWLEDGE for over 65 years

Huron-Superior Catholic District School Board

Mission Statement

Huron-Superior Catholic District School Board



Our Mission Statement

**Rooted in Jesus Christ,
we are a Catholic learning community
called and committed to develop
the full potential of each child and
to nurture a personal relationship with Jesus
that will inspire Catholic leadership.**



*Dedicated to excellence in education
and the desire to
live the values of Jesus, we strive to:*

- † *affirm the sacredness of life and respect for all creation*
- † *reverence the dignity of each person as a Child of God*
- † *provide an enduring education that reflects the essence of our Catholic traditions*
- † *proclaim Christ's message throughout the curriculum*
- † *celebrate God's love in prayer, at Eucharist and in all sacramental moments of life*
- † *create sacred learning environments*
- † *cultivate enriching opportunities that will deepen faith*

Guided by the Spirit on our journey, together with family and Church, we mutually invite, encourage and support one another in our efforts to transform the world.

GENERAL INFORMATION



ST. MARY'S COLLEGE TEACHERS

Principal: Larry Pezzutto
Vice-Principal: Christopher Czop
Vice-Principal: Tiziana Palumbo

Melissa Abbott
Sandra Barros-Rollin
Gabriella Brescacin
Tara Calvano
Dan Chlebus
Natasha Crowell
Adriano DiCerbo
Kerry Epps
Marty Frolick
Poliena Garson
Gregory Guzzo
Steve Korab
Michael Godin
Lou Mazzuca
Frank Medaglia
Gina Palumbo
Marnie Pedinelli
Alar Poldmaa
Carlee Rosso
Shannon Sarlo
Iwona Sikorski
Kait Tappenden
Rita Trecroce
Daniela Veltri
Dave Zagordo
Rob Zagordo

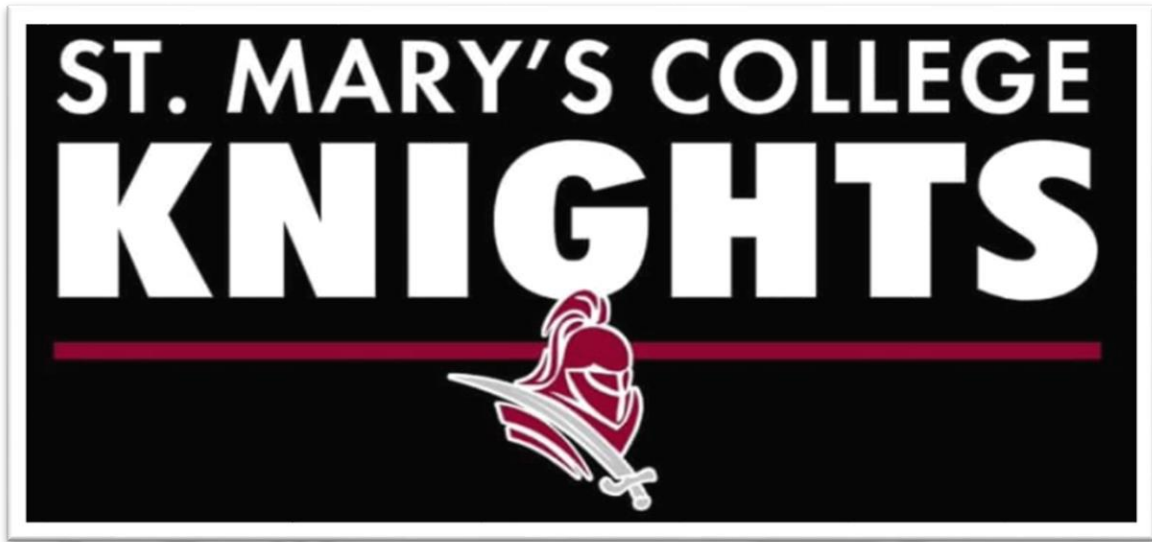
Lea Altieri-Jylha
Carrie Belkosky
Robby Calvano
Robby Calvano
Patti Cook
Lorie Czop
Genevieve DiCerbo
Ron Fantin
Suzanne Frolick
Marisa Grancic
Michelle Guzzo
Mary Korab
Lori Marano
Angela McLean
Danielle Oak-Brown
Stephanie Parniak
Sandra Pelletier
Mary Polnick
Debbie Salomon
Greg Sicoly
Marc Striukas
Tina Thibeault
Christianne Van Midde
Gabriella Wiczor
Heidi Zagordo

CALENDAR OF EVENTS – 2022-2023



PD Day	Thursday September 1, 2022
Board Holiday	Friday September 2, 2022
Statutory Holiday	Monday September 5, 2022
Semester 1 Begins	Tuesday September 6, 2022
PD Day – Faith Day	Friday September 23, 2022
Thanksgiving	Monday October 10, 2022
PD Day	Monday October 24, 2022
Term 1 – Semester 1 Ends	Wednesday November 9, 2022
PD Day	Friday November 18, 2022
Christmas Break	Monday Dec. 19, 2022 –Monday Jan. 2, 2023
Semester 1 Ends	Thursday January 26, 2023
Examination Days	January 27 – February 2, 2023
PD Day	Friday February 3, 2023
Semester 2 Begins	Monday February 6, 2023
Family Day	Monday February 20, 2023
March Break	Monday March 13 - 17, 2023
Good Friday	Friday April 7, 2023
Easter Monday	Monday April 10, 2023
Term 1 Semester 2 Ends	Monday April 17, 2023
PD Day	Friday May 19, 2023
Victoria Day	Monday May 22, 2023
PD Day	Friday June 9, 2023
Semester II Ends	Friday June 23, 2023
Examination Days	June 26-30, 2023
Graduation	Wednesday June 28, 2023

CLASS SCHEDULE



St. Mary's College
Daily Schedule
2022-2023 School Year

Period	Time
Period 1	8:30 am – 9:45 am
Period 2	9:55 am – 11:10 am
Lunch	11:10 am – 12:00 pm
Period 3	12:00 pm – 1:15 pm
Period 4	1:25 pm – 2:40 pm

STUDENT AND ATHLETIC/CO-CURRICULAR FEES

A student fee will be collected at the beginning of each school year from every enrolled student at St. Mary's College. The student activity fee covers such items as student cards, rental of lock and locker, copy of the student code of conduct and student council budget. The student activity fee is **\$30.00**. There is no refund of the student activity fee. There may be additional fees charged to students in areas such as physical and health education, art classes and varsity sports teams.

ALL students MUST be assigned to their own locker.

PARKING

Violations regarding parking may result in tickets being issued, cars being towed or suspension of any parking privileges at the school. St. Mary's College is not responsible for any vandalism done to cars parked on school property. Students are not permitted to eat, smoke, vape or sit in their vehicles during school hours, including lunch time. Loud music is completely prohibited. Any dangerous driving or speeding violations may result in criminal charges in addition to school imposed consequences.

COMMON AREA/CAFETERIA

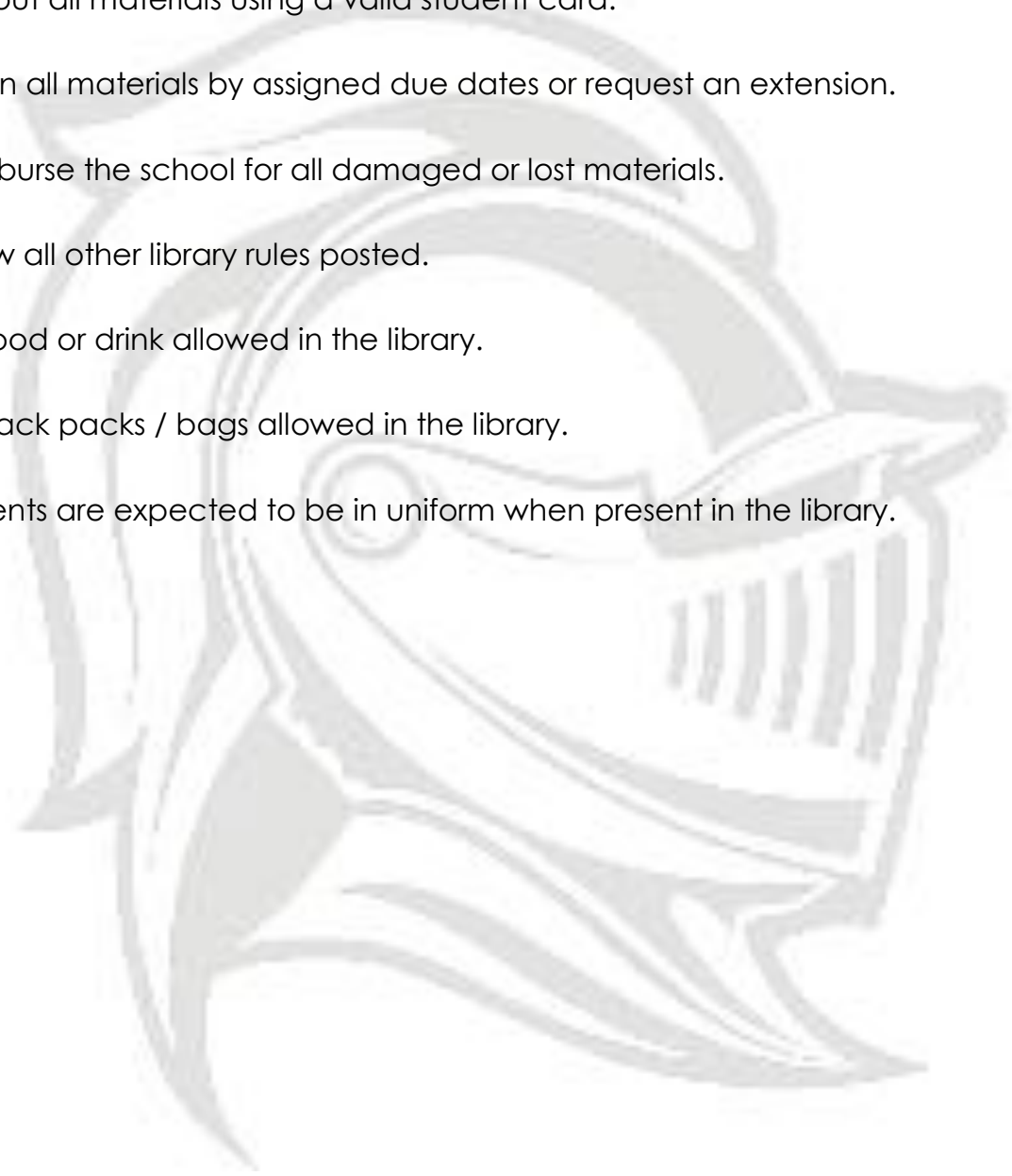
Students will consume and food, drink and will congregate in the Commons during the lunch period. Cafeteria services will be in operation during lunch hours. All food and drink must be consumed in the Commons and not in the halls, classrooms or washrooms. Students are responsible for proper conduct during lunchtime as well as cleaning up after themselves. Students who fail to clean up after themselves may receive consequences following a progressive discipline model.

Students are expected to be in full uniform during lunch period

THE LIBRARY

The library is a vibrant learning centre designed to support the informational needs of our students. It contains a wealth of curriculum-based resources in a variety of formats. Students are expected to:

- Sign out all materials using a valid student card.
- Return all materials by assigned due dates or request an extension.
- Reimburse the school for all damaged or lost materials.
- Follow all other library rules posted.
- No Food or drink allowed in the library.
- No back packs / bags allowed in the library.
- Students are expected to be in uniform when present in the library.



REQUIREMENTS FOR THE ONTARIO SECONDARY SCHOOL GRADUATION DIPLOMA

18 compulsory credits

Students must earn the following compulsory credits to obtain the Ontario Secondary School Diploma:

- 4 credits in English (1 credit per grade)*
- 3 credits in mathematics (1 credit in Grade 11 or 12)
- 2 credits in science
- 1 credit in Canadian history
- 1 credit in Canadian geography
- 1 credit in the arts
- 1 credit in health and physical education
- 1 credit in French as a second language
- 0.5 credit in career studies
- 0.5 credit in civics

Plus one credit from each of the following groups:

Group 1:

- English or French as a second language**
- a Native language
- a classical or an international language
- social sciences and the humanities
- Canadian and world studies
- guidance and career education
- cooperative education***

Group 2:

- health and physical education
- the arts
- business studies
- French as a second language**
- cooperative education***

Group 3:

- science (Grade 11 or 12)
- technological education
- French as a second language**

- computer studies
- cooperative education***

In addition to the compulsory credits, students must complete:

- 12 optional credits†
- 40 hours of community involvement activities
- the provincial literacy requirement

*A maximum of 3 credits in English as a second language (ESL) or English literacy development (ELD) may be counted towards the 4 compulsory credits in English, but the fourth must be a credit earned for a Grade 12 compulsory English course.

**In groups 1, 2, and 3, a maximum of 2 credits in French as a second language can count as compulsory credits, one from group 1 and one from either group 2 or group 3.

***A maximum of 2 credits in cooperative education can count as compulsory credits.

†The 12 optional credits may include up to 4 credits earned through approved dual credit courses.

It is the policy of the Huron-Superior Catholic District School Board that all students complete four (4) Secondary School Religious Education Courses.

Ontario Secondary School Literacy Test

In order to earn the Ontario Secondary School Diploma, students must also successfully complete the Ontario Secondary School Literacy Test. The test is administered in grade 10. If a student is unsuccessful in passing the test, there will be opportunity to re-take the test or register for the Ontario Secondary School Literacy Course (OSSLC).

Community Involvement

The Ministry of Education requires completion of a minimum of 40 hours of community involvement activities. The schools of the HSCDSB are very proud of the tradition of Christian Service to our community. A booklet outlining the full policy and restrictions will be given to each student by his/her Religion course teacher. All activities chosen by students must be pre-approved and signed by the Religion teacher, student services, the Principal and/or Vice-Principal.

LIST OF ELIGIBLE ACTIVITIES

MUST TAKE PLACE OUTSIDE OF THE INSTRUCTIONAL DAY.

- **Parish Ministries:** altar server, children's liturgy, leaders of parish youth clubs, music, parish functions
- **Outreach to Seniors:** seniors' residences-helping with activities, visiting (reading activities), serving snacks
- **Sports/Recreation:** coaching partner schools, coaching Sault Youth Soccer, coaching YMCA, tournaments, track meets, summer games/camps
- **Environmental Projects:** community clean-up, flower/tree planting, community garden/recycling
- **Community (not for profit agencies/charities):** political election campaigns, Food Bank/Food Drives (i.e. St. Vincent De Paul, Soup Kitchen, Salvation Army), Lung Association, Red Cross, United Way, walkathon marathon events
- **Individual Assistance:** helping others who need help with shopping, tutoring, snow removal, hospital visitations, reading buddy
- **Art/Culture:** theatre groups, Art Gallery, library, museum, heritage sites

LIST OF INELIGIBLE ACTIVITIES

NO FORM OF PAYMENT OR COMPENSATION CAN BE ACCEPTED FOR COMPLETED CHRISTIAN COMMUNITY INVOLVEMENT HOURS.

The Ministry of Education and Training (Policy/Program Memorandum No. 124A – April 27, 1999) has developed a list of activities that may not be chosen as community involvement activities and that are ineligible activities.

You may not choose an activity as part of your Christian Community Involvement that:

- the person or organization would normally pay for this service
- you are helping a relative or friend whom you should be assisting out of normal family and friendship ties and obligations eg. Babysitting
- are requirements for personal gain, such as certification in sporting and technical areas
- is a requirement of a class or course in which you are enrolled (eg. Cooperative Education portion of a course, job shadowing, work experience)


- takes place in a logging or mining environment, if the student is less than 16 years of age
- takes place in a factory, if the student is less than 15 years of age
- takes place in a workplace other than a factory, if the student is less than fourteen years of age and is not accompanied by an adult
- involves the operation of a vehicle , power tools or scaffolding
- involves administration of any type or form of medication or medical procedures to other person
- involves handling of “designated substances” under the Occupational Health and Safety Act
- requires the knowledge of a tradesperson whose trade is regulated by the provincial government
- involves banking or handling of securities, or the handling of jewellery, works of art, antiques or other valuables
- consists of duties normally performed in the home (e.g. Daily chores) or personal recreational activities (e.g. Dance studios)
- involves a court-ordered program (e.g. Community-service program for youth offenders, probationary program)



STUDENT

SAFETY AND

WELL-BEING

A faint, light gray watermark of a football helmet is centered in the background of the page. The helmet is shown in profile, facing right, and features a facemask with vertical bars. The text of the title is overlaid on top of the helmet's upper portion.

STUDENT SAFETY AND WELL-BEING

That St. Mary's College firmly believes that learning can best take place in an orderly environment and those students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise responsibility within the school setting. This Code of Conduct is intended to communicate expectations regarding acceptable conduct in school in order to provide a positive learning environment for all students.

It is the responsibility of the Huron-Superior School Board, administration and teachers to safeguard the health and safety of each student.

With due consideration of these obligations, it is the responsibility of the School Board and administrators to make reasonable rules and regulations for the governing of students behaviour and conduct as outlined by Ministry of Education and Board Policies.

The Code of Conduct is in effect from the time students are picked up by the school bus until students get off the bus and leave the bus stop area at the end of the day and at all times when students are participating in school sanctioned activities.

In order to accomplish our goals of a safe and positive environment it is imperative that:

- Parent/guardian involvement and cooperation is vital in the discipline process.
- All staff and parents/guardians work together to correct the misbehaviour of the student and to maintain a written record of incidents of all misbehaviour.
- Measures to correct misbehaviour will depend upon the nature of the behaviour, frequency and the willingness of the student to correct the undesirable behaviour. The use of these measures is intended to encourage acceptable behaviour. Corrective action will normally begin at a minimal level and proceed to more serious action, unless the circumstances warrant a more severe penalty for a first offense.

A KNIGHT'S DUTY

KEEP A POSITIVE AND WELCOMING ENVIRONMENT

- Promote Catholic values
- Treat everyone with respect
- Use appropriate language
- Deal with conflict and anger in a socially responsible way
- Be courteous both on and off campus

SAFETY AND WELL-BEING

- Show care and respect for school and property of others
- Place litter in the garbage and appropriate recycle bins
- Follow Dress Code expectations
- Drive and park vehicles safely on school property
- Personal electronic devices will be used appropriately and responsibly
- All back packs, carrying bags and non-uniform clothing WILL NOT be permitted in the classroom.

ACADEMIC SUCCESS

- Take responsibility for your learning
- Be punctual for all classes
- Attend all classes
- Participate appropriately in class and school activities
- Always be prepared for class
- Complete all work assigned to you

WE WILL NOT ACCEPT

Physical/verbal assaults, general or sexual harassment, alcohol or substance abuse, vandalism, stealing and/or cheating, plagiarism, cyber bullying, tobacco/e-vape products on school property, inappropriate computer/PED use and disrespect for authority.

DO WHAT'S RIGHT. BE THE BEST KNIGHT!

UNACCEPTABLE BEHAVIOUR

Disciplinary action may be taken as a result of any behaviour which is disruptive or which violates the rights of others. The following acts are examples of unacceptable behaviour and subject to disciplinary action at St. Mary's College, on school buses, off school property during the school day and at school sanctioned activities. School sanctioned activities include, but are not limited to, co-curricular events, field trips and club activities.

When unacceptable behaviour cannot be readily corrected by the classroom teacher, the child's parent/guardian will be informed of the problem by the teacher or Administration. Parents/Guardians may be requested to participate in solving the problem.

VIOLATIONS AGAINST PERSONS

- **Abusive/Inappropriate Language** – disrespectful language or threatening language to others.
- **Assault** – doing an act with intent to cause fear in another of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another.
- **Bullying** – repeated behaviour by and individual or a group of students that is intended to cause the victim(s) to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized or physically abused. Bullying can take many forms, including physical, verbal, social/relational and/or cyberbullying
- **Fighting** – mutual combat in which all parties have contributed to the situation by verbal and/or physical action. This also included any Social media that includes individuals in a physical altercation.
- **Harassment** – participating in or conspiring for others to engage in acts that injure, degrade or disgrace other individuals.
- **Hazing** – committing an act against a student or coercing a student into committing an act, which creates a substantial risk of harm or embarrassment to a person.
- **Insubordination** – refusal to follow school rules and regulations as directed by staff

VIOLATIONS AGAINST PROPERTY

- **Theft** – the unauthorized taking or possession of the property of another.
- **Unauthorized Use of School Property** – unauthorized/illegal use of school property.
- **Wilful Damage of School Property**
- **Wilful Damage of Property of Others**

LOCKERS AND LOCKER SEARCHES

Lockers must be kept clean and free of perishable matter. Lockers should always be locked and combinations kept secret. Only combination locks designated by the school may be used. Any lock placed on the locker other than the one assigned by the school, will be removed by Administration. Students cannot change locker assignments with another student or share lockers. Locks MUST be in a "locked" position when the locker is not in use.

Locks that go missing due to student negligence (not locking the lock) will be replaced at the student's expense with another school issued lock.

Students are responsible for any vandalism and/or damage done to their lockers.

School lockers are the property of St. Mary's College and the HSCDSB. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent and without a search warrant. The personal possessions of students (i.e. coats, backpacks, etc.) within a locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of the law or school rules. As soon as practical after the locker search is complete the student and parents/guardians will be contacted unless disclosure would impede an ongoing investigation by police or school officials.

Lockers must be cleaned out by the last day of classes prior to the start of June exams. **Locks MUST be removed and RETURNED to the office before the start of June exams.**

CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOUR

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioural standards while riding the bus as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. Consequences for inappropriate behaviour on a bus are progressive and may include suspension of bus privileges.

OTHER VIOLATIONS

- **Fire Alarms/911** – the sounding of false fire alarms or false 911 calls.
- **Inappropriate Use of Technology** – technology misuse includes, but is not limited to:
 - Using unauthorized programs, software, videos, CDs or audiotapes.
 - Attempting to bypass or alter computer security.
 - Attempting to access, add, delete or alter information or files of another person or organization without permission.
 - Using technology to access, transfer, copy or store inappropriate materials or messages.
 - Use technology resources for commercial, personal profit or illegal enterprises.
 - Use technology to promote, incite, or exploit any type of physical altercation, bullying, sexual harassment or degrading of individuals.
- **Leaving School Building or Grounds** – leaving school building or grounds during school hours without checking in with main office. Every attempt should be made to make appointments outside the school day. Failure to do so may result in disciplinary action/consequences.
- **Possession of a Firearm/Weapon/Facsimile**
- **Trespassing** – physically present on school campus or at a school activity after being requested to leave the school by the Principal or other person lawfully responsible for the control of said premises.

- **Use or Possession of Tobacco/Tobacco & Vape Products** – it is against the law for students to smoke, use tobacco products which also includes all Vape devices on school property at any time. Tobacco and Vape devices / e-cigarettes will be confiscated and may not be returned to its owner and Parents/Guardians will need to meet with Administration prior to any release of the confiscated vape. Confiscation of vapes, which are classified as drug paraphernalia, can be turned over to Police for narcotic testing and further consequences pending. It is also against the law to sell, give, supply or offer tobacco products (including vapes / e-cigarettes) to anyone under the age of 19. Fines from Algoma Public Health WILL be issued without warning. The following consequences will be enforced should a student violate the School Code of Conduct:
 - 1) Students found in possession of a vape device on school property
 - 1st Infraction - minimum 3-day OSS, vape confiscated.
 - 2nd Infraction – minimum 5-day OSS, vape confiscated.
 - 3rd Infraction – minimum 10-day OSS, vape confiscated.
 - 2) Students found using a vape device on school property will receive:
 - 1st Infraction – minimum 5-day OSS, vape confiscated, APH Fine(s)
 - 2nd Infraction – minimum 8-day OSS, vape confiscated, APH Fine(s)
 - 3rd Infraction – minimum 12-day OSS, vape confiscated, APH Fine(s)
- **Use, Possession, Distribution or Sale of Illegal Drugs, Prescription Drugs, Alcohol, Narcotics, Vapes, Drug Paraphernalia or Simulated Drugs** – students who violate the rules concerning the use of alcohol and drugs will be subject to:
 - Parent/guardian conference.
 - Notification of Police.
 - Referral to School Councillor.
 - Suspension from school.
 - Fines
 - Possible expulsion from school.

VISITORS

Non-Essential visitors are not permitted in the school. Essential Visitors must have an appointment, and must report to the main office immediately upon entry to the school. Visitors must receive permission to be in the school or on school

property. Students from other schools are also considered non-visitors and are not allowed entrance into the school or to be on school grounds.

SAFE SCHOOL – NOTICE OF COLLECTION

Over the course of the school year as part of its mandate to educate its students, the Huron Superior Catholic District School Board under the authority of the Education Act, (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended, will collect personal information about each student. The information collected may be written, oral or visual. This personal information will be used to register and place the student in a school or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and that may be required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, speak to the school Principal or Superintendent.

EMERGENCY POLICY

In case of emergency, where the school must be vacated, students will gather at Sault College. Pick-up will be arranged from this location.

FIRE DRILLS

Instructions for evacuation of the school in case of fire are posted in each classroom and other areas of the school. Teachers will review these instructions with their class and practice fire drills will be held periodically.

LOCKDOWN (Formerly referred to as CODE RED)

To increase the safety of students with our school a LOCKDOWN Drill has been instituted. The LOCKDOWN Drill has been outlined for each school in the HSCDSB with the assistance of the City's Police Services. The LOCKDOWN protocol is reviewed with each student at the beginning of the school year to ensure safety if an armed intruder should enter the school. LOCKDOWN drills will be run each semester.

HOLD AND SECURE (Formerly referred to as CODE GREEN)

If emergencies such as trauma, vandalism or unsafe conditions occur, a HOLD & SECURE may be called to control the situation. During this drill students will remain in their classrooms, regardless of bells, until further notice. HOLD & SECURE Drills will be initiated by the Principal/Vice-Principal.



STUDENT SUCCESS



STUDENTS SUCCESS

At St. Mary's College we are committed to enabling all students to reach their potential and to succeed. Intellectual ability is only one factor among many that contributes to student success. Our Code of Conduct is intended to support student achievement by promoting responsible habits that guide students on the road to success. Responsible habits include regular attendance, being on time to class, being prepared to learn, interacting respectfully, following instructions and completing all assigned work in a timely fashion. Students who practise these habits achieve academic success.

ASSESSMENT, EVALUATION AND REPORTING

The assessment and evaluation of student progress is continuous and ongoing. Forms of assessment include assignments, tests, quizzes, essays, projects, lab work, oral reports, examinations, etc. as assigned by the teacher. To keep parents informed of their child's progress reports of various types are sent home. Progressive Reports are sent home mid-semester. Final Reports are sent home at the end of each semester. Students experiencing ongoing difficulties can expect to receive more frequent progress work. Parents/guardians may contact the school at any time for further information of the child's progress. A phone interview may be arranged upon request.

EXAM POLICY

Final exams will be written by all students in all subject areas. Final exams are scheduled in January for semester I courses and in June for semester II courses. It is imperative that parents/guardians make all necessary accommodations to ensure that students write exams during the appropriate exam week date.

VACATIONS MUST NOT BE SCHEDULED DURING EXAM PERIODS. The Principal MUST be notified by phone should the student be absent for an exam on the select date. In the case of an absence during an exam, a medical note from a Physician will be required to initiate the conversation with Administration to consider an alternative to the zero grade that will be issued due to the absence. A medical note does not guarantee an alternative exam date will be granted. It is only under rare circumstances that a student may be exempt from an exam or have an exam rescheduled. Any application for a change in exam

scheduling due to emergency situations must be made with the Principal in writing as far in advance as possible.

VIOLATION AGAINST SCHOOL ADMINISTRATIVE PROCEDURES

- **Disruptive Behaviour** – actions which interfere with effective operations of the school and/or with the learning of other students.
- **Regular Attendance and Promptness** – students who arrive late to school MUST report to the main office before reporting to class. Students are expected to attend all assemblies, guest speaker presentations, and school liturgies. Students who receive a late slip and do not go directly to class will receive consequences for insubordination and will be recorded as truant.

EXCUSED ABSENTEEISM

If a student is ill, parents/guardians must contact the school to inform the attendance secretary either by phone or email. If contact is not possible, we ask that students bring with them a note from a parent/guardian indicating the reason for the absenteeism. Students will require an “Admit Slip” from the main office to return to class. If there is no confirmation of the missed time, the student will be recorded as truant and consequences will result as per Code of Conduct – Truancy. Students must have confirmation within 24 hours of their absence. Any unconfirmed absence will be considered as “truant” and progressive discipline followed. For extended absenteeism, we would ask that a parent/guardian inform the school as soon as possible. Students’ are responsible for any missed school work.

Parental approval cannot be given to excuse students from classes, school celebrations or school activities assessment and evaluations. If circumstances are extenuating, please contact the Principal.

LATE AND MISSED ASSIGNMENTS

Regular attendance is vital to the process of learning and achieving the curriculum expectations. Therefore:

- All work is expected to be handed in on time.

- In exceptional circumstances, the student should consult with the teacher before the due date of any work.
- For late and missed assignments, the mark deduction will be 10% per day up to the full value of the assignment. The teacher will conference with the student and contact the parent/guardian, where appropriate, before assigning the full value deduction.
- If a student is absent at the time of an evaluation activity (test, oral or group presentation), it is the students' responsibility to discuss the completion of the activity and the subsequent consequences with the teacher on the day of the students' return to school. In addition, the activity will be considered as incomplete and will be treated as a missed evaluation activity, until the student submits the outstanding assignment or completes an alternate evaluation within the time frame agreed upon.
- If a student is absent when an assessment or assignment is due, it is expected that the assignment is emailed, uploaded to Google docs or LMS. Late penalties will be assessed to any evaluations that are not received on the due date.
- Truancy for tests, in class assignments, and presentations will result in a "zero" grade. Parents cannot give "parental approval" for absences on the days a student has an assessment or evaluation.
- **Uniform Expectations** – students are expected to be in FULL uniform upon entering the school and throughout the day. Students coming to school out of dress code will need to make every attempt possible to be in uniform before admission to class. Should a student notify Administration of not having a school uniform part prior to the start of class, the process will be as follows: The student will: (1) contact parents/guardians to have them bring their missing uniform part to the school, (2) be loaned a uniform part that will be returned at the end of the day and laundered by the school (3) issued a uniform infraction - detention(s) and Parents/guardians contacted of the dress code violation.
- The only uniform pieces permitted are those purchased from the distributor - DGN Kilters. Students must also comply with the following:
 - Collared uniform shirts MUST be worn under all sweaters, sweatshirts and cardigans.

- T-shirts are allowed under collared shirts and must be solid black or white.
 - Non-uniform sweatshirts, hoodies, coats, or jackets are not permitted in classrooms, hallways or the commons area.
 - Spirit wear will be permitted on specific days only.
 - Hats are to be immediately removed upon entering the school.
 - It is expected that uniforms be kept clean and in good repair with finished hems.
 - Students enrolled in Physical Education, including PA, must purchase appropriate shirt and shorts from the **Phys Ed Dept.**
 - Kilts must be worn at appropriate lengths (mid-thigh).
 - Grad wear is NOT part of the school uniform.
 - Students may be sent home if they are not wearing the complete school uniform.
 - If a student is sent to the office for a uniform infraction after classes begin , the student will receive a minimum of 1 after school detentions and will be issued a "uniform infraction" slip before re-entering the class. Parents/Guardians will be contacted regarding the infraction and its consequences. Reoccurring incidences of uniform infractions will result in an increase in consequences, following the progressive discipline model.
- **Cell Phones (PEDs)/Computer Use in School** – the Principal may authorize the use of PEDs/computers on the school site and/or school sanctioned activities. For school purposes only and for the purposes of enhancing instructions, students may be allowed by their teacher to use PEDs/computers to support their learning. **During instructional time, PEDs will be placed in the designated area/container at the beginning of each class as outlined by the classroom teacher**

Unacceptable use includes:

- Use in any way that compromises the academic integrity of student learning, assessment and/or evaluation.
- Use in any way that interferes with or disrupts the instructional day or the teaching/working/learning environment.
- Use in any way that violates an individual's reasonable expectations of dignity and privacy.

- Use in any way that compromises personal and/or school safety/security (i.e. Bullying, harassment, etc.).
 - Use in any way that facilitates the commission of a crime.
 - Taking pictures/video except when authorized school personnel have permitted the use for school purposes.
- **Academic Integrity** – it is expected that students pursue their academic studies in an honest manner and with integrity. Work that is for credit needs to result from the student's own efforts. Academic dishonesty includes but is not limited to two major areas: cheating and plagiarism. Cheating is a deceptive act in which a student attempts to show knowledge which is not theirs. Plagiarism is presenting information from someone else, as though the ideas, words or facts are the student's own.
 - Should academic integrity be compromised through: cheating, plagiarism, copying or lending work, parent/guardian will be contacted.
 - The teacher will submit an Academic Integrity Misconduct Report to Administration.
 - For a first offense in grade 9 and 10, the student will be informed that the assignment is not accepted. The student must re-submit the assignment. If it is not re-submitted, a mark of zero will be assigned. The student will receive 2 After-School detentions and parents will be contacted.
 - For a second offense, in grades 9 and 10, the student will be informed and the assignment will receive a mark of zero. Parents will be contacted. The student will receive a 1-day In-School Suspension
 - For grades 11 and 12, the student will be informed and the assignment will receive a mark of zero. The student will receive a 1-day In-School Detention and parents will be contacted.
 - **Group Work**: Assignments for evaluation may involve group projects. Each student is accountable for his/her work and will be assessed and evaluated individually.



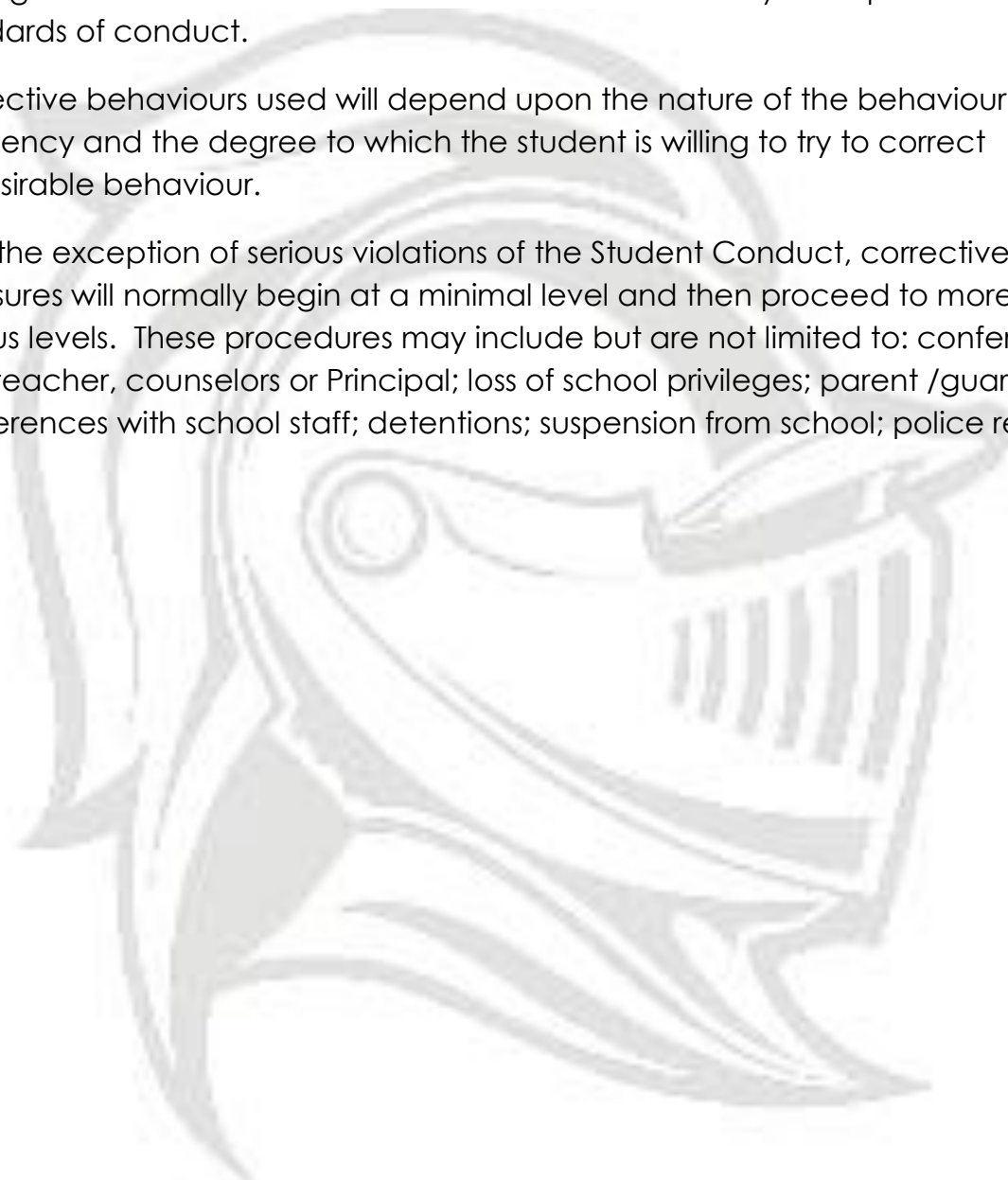
PROGRESSIVE DISCIPLINE

PROGRESSIVE DISCIPLINE

Discipline should not be confused with punishment. The goal of discipline is a self-regulated individual with mature attitudes and socially-acceptable standards of conduct.

Corrective behaviours used will depend upon the nature of the behaviour, the frequency and the degree to which the student is willing to try to correct undesirable behaviour.

With the exception of serious violations of the Student Conduct, corrective measures will normally begin at a minimal level and then proceed to more serious levels. These procedures may include but are not limited to: conferences with teacher, counselors or Principal; loss of school privileges; parent /guardian conferences with school staff; detentions; suspension from school; police referral.



PROGRESSIVE DISCIPLINE – SCHOOL WIDE APPROACH – CONTINUUM OF INTERVENTIONS

TEACHER/STUDENT/PARENT

- Teacher-student meeting
- Contact with parents/guardians
- Up-date call with parents
- Meeting with parents/guardians
- Meeting with parents/guardians/student/administration
- Verbal reminders
- Written reflection assignments
- Problem-solving activity
- Time-out
- Quiet area to work
- Removal from classroom
- Office referral
- Home consequences
- Detentions
- Community service/cafeteria duty
- Conflict mediation
- Peer mentoring
- Referral to counseling
- Referral to community agency
- Withdrawal of classroom privileges
- Restitution for damages
- Restorative practices
- Other interventions

ADMINISTRATION/STUDENT/TEACHER/PARENT

- Up-date call to parent/guardian
- Withdrawal from classroom
- Alternative to suspension
- Community service
- Restorative practice
- Restitution of damages
- Conflict mediation

- Meeting with parents/guardians
- Meeting with student and teacher
- Referral to community agency
- Withdrawal of school privileges
- Reflection activity
- Referral to support staff

DETENTIONS AND SUSPENSIONS

A detention may be assigned by a teacher, administration or persons designated by administration. Detentions may be assigned to students for any violations of the School Code of Conduct. Students are expected to attend their detentions or make arrangements in the main office. Missed detentions will lead to progressive discipline. Detentions take precedence and priority over all extra- and co-curricular activities.

All suspensions are out-of-school. When a student is suspended parents/guardians will be contacted by the Principal or Vice-Principal. Suspended students are NOT allowed on school property for the length of the suspension, this includes all co-curricular activities.

PROGRESSIVE DISCIPLINE

Uniforms

1. Official warning recorded and parents contacted
2. 1 After School Detentions
3. 2 After School Detentions
4. 3 After School Detentions
5. ISS & possible loss of Spirit Wear Days
6. OSS & loss of Dress Down Days

PEDs

1. Warning – officially recorded – speaks to VP – contact home
2. 1 Day Overnight Confiscation – Parent/Guardian to retrieve PED
3. 3 Day Overnight Confiscation – Parent / Guardian to retrieve PED
4. ISS
5. OSS

Lates

1. Warning – officially recorded
2. Warning – officially recorded
3. Warning – officially recorded
4. Warning – officially recorded - speaks to VP – contact home
5. Warning – officially recorded - speaks to VP – contact home
6. After School Detention – contact home
7. After School Detention – contact home
8. After School Detention – contact home
9. After School Detention – contact home
10. After School Detention - contact home
11. ISS
12. OSS

Truancy

1. 1 After School Detention for every block missed
2. 2 After School Detentions for every block missed
3. 3 After School Detention for every block missed
4. 1-Day ISS
5. 2-Day ISS
6. OSS

NOTE: Parents will be contacted during the Progressive Discipline process.