



STUDENT HANDBOOK 2021-2022

ST. ANNE'S CATHOLIC SECONDARY SCHOOL

P.O. BOX 490; 353 ONTARIO STREET, CLINTON, ON NOM 1L0

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WEBSITE: <http://stannes.huronperthcatholic.ca/>

Principal: Ms. Renita Roxburgh

Vice Principal: Ms. Laura Blackmore

School Chaplain: Mr. Zack Fitzmaurice

Student Services: Mr. Glen Ditner & Ms. Rachel Skillen

Office Assistants: Ms. Vickie Cantelon, Ms. Kara Freeman-Bechard, Ms. Bobbi Hebert

This handbook belongs to: _____

Phone: _____

Grade: _____

Grade 9/10 Schedule	
Warning Bell	8:50
Homeroom / Announcements	8:55 – 9:00
Period 1	9:00 – 11:40
Class Change	11:40 - 11:50
Period 2A	11:50 – 12:50
Grade 9/10 LUNCH	12:50 – 1:30
Period 2B	1:30 – 3:00

Grade 11/12 Schedule	
Warning Bell	8:50
Homeroom / Announcements	8:55 – 9:00
Period 1	9:00 – 11:30
Grade 11/12 LUNCH	11:30 - 12:20
Period 2 Includes a supervised break	12:20 - 3:00

A **Modified Semester** approach to begin the 2021-2022 school year for St Anne's CSS will be used. This may be revisited, if deemed appropriate (i.e. based upon Min. Ed. and HPPH guidance) before the beginning of "semester 2". The Modified Semester includes a Week 1 (Period 1 AM/Period 2PM) and Week 2 (Period 3 AM/Period 4 PM) schedule, rotating each week throughout semester one.

Principal's Message

Welcome to the 2021-2022 school year! This year will be a journey of learning and growing together as we continue to navigate the personal, social and global challenges of the pandemic. Our theme this year is "Accompanying one another on the Journey" and it will be more important than ever to rely on our faith during this upcoming year.

We will challenge ourselves to speak, listen and act kindly toward all those around us and ask our Lord to guide us through this journey. We hope that everyone is ready and willing to work respectfully together as we accompany each other throughout the year.

Ms. Renita Roxburgh, Principal

School planner cover design: Cassandra Whaling

ST. ANNE'S CATHOLIC SECONDARY SCHOOL STUDENT PLANNER 2021-2022

The Internet is recognized as an essential tool for learning and it is necessary that students understand the appropriate use of this technology in accordance with the Computer and Information Technology Policy.

All Students using Internet access will:

1. Act as witnesses to the truth and values of the Catholic faith reflecting the school's Code of Conduct.
2. Obtain permission from their teacher before accessing the Internet.
3. Download programs only with teacher permission and scan downloaded programs for viruses.
4. Back out of any site which is transmitting unacceptable information or graphics and notify the teacher.
5. Use appropriate and acceptable language.
6. Properly footnote and include in a bibliography any information which is obtained from the Internet and incorporated into an assignment.

Students will not:

1. Use social media or other online social tools during instructional time unless it is solely related to course material and directed by the teacher.
2. Send or display any offensive pictures or messages.
3. Use obscene language, or language reflecting racial, ethnic or religious prejudice.
4. Use the Internet for product advertisement, commercial or for-profit purposes.
5. Violate copyright laws.
6. Use someone else's login, password(s), email address or social media identity.
7. Violate security systems which have been put into place to protect computers, file servers, networks and users, both within and outside the Board.
8. Provide personal information about themselves or others through the Internet (name, phone number, address, etc.)
9. Arrange to meet anyone as a result of Internet contact.
10. Use Internet access in any ways which waste finite resources such as printer paper, hard drive spaces, printer ribbons/cartridges and any other materials provided by the Board.
11. Engage in any form of cyber bullying.

Consequences outlined in the School Code of Conduct will apply to students who do not honour these terms and conditions.

INCLEMENT WEATHER

For the 2021/2022 school year, students will continue learning remotely on school closure days. Students can use their board issued Chromebook or a personal device to access the Learning Management System (LMS) to engage in learning with their class for the day. **If the school is closed to students at ANY time, we will post any school closures on the BusPlanner App, along with sending a School Messenger notification, and posting on our school social media accounts.** This information will generally be broadcast between 6:30 a.m. and 8:00 a.m.

CATHOLIC SCHOOL ADVISORY COUNCIL (CSAC)

A very special thanks to all who serve on The Catholic School Advisory Council. All parents are welcome to join this dedicated group. For more information, contact the principal or check the school website.

School Advisory Council meeting dates and times will be decided upon by CSAC members at the first meeting on October 7th at 6:30 pm. Meetings will be held virtually on Microsoft Teams until further notice. Volunteers are always welcome; interested parents and community members are asked to contact the principal to express their interest.

ST. ANNE'S STUDENT CABINET 2021 – 2022

Student cabinet elections will be held in the fall of 2021. Students are encouraged to get involved in our student council.

Co-Prime Ministers
Minister of Internal Affairs
Ministers Technology
Minister of Social Justice
Minister of Faith
Minister of Public Relations
Minister of Sports & Recreation
Minister of Finance
Ministers of Arts & Culture
Minister of Social Affairs
Minister of Agriculture & Trades
Grade 9 Representative
Grade 10 Representative
Grade 11 Representative
Grade 12 Representative

Student Trustee

Janelle Ditner

Follow St. Anne's Student Cabinet on Social Media.....

Twitter: EagorSACSS
Instagram: ststudentcab

ST. ANNE'S CATHOLIC SECONDARY SCHOOL CODE OF CONDUCT

Purposes of the Code

St. Anne's Catholic Secondary School is committed to working with families, parishes, and community partners in maintaining a safe and orderly Christ-centered learning environment, informed by Catholic teachings. We believe that safe schools are a prerequisite for student achievement and that students should feel safe and be safe in school and on school grounds. St. Anne's Catholic Secondary School promotes a positive school climate where all members of the school community feel safe, included, and accepted. SACSS actively promotes positive behaviours and appropriate interactions among all members of the school community. A whole-school approach, which involves all members of the home-school-parish community, is necessary to ensure that schools are safe, inclusive, and accepting. Building and sustaining a positive school climate requires everyone's support and commitment. We embrace the diversity of our school which includes, but is not limited to: any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, physical and intellectual ability, sex, sexual orientation, gender identity, gender expression, age, marital status, and family status. With this right to be safe and feel safe comes the responsibility to contribute to a positive school climate and:

- to ensure that all members of the school community, especially people in positions of authority, are treated with dignity and respect;
- to promote responsible citizenship by encouraging appropriate participation in the civic life of the school community;
- to maintain an environment where conflict and difference can be addressed in a manner that is characterized by respect and civility;
- to encourage the use of non-violent means to resolve conflict;
- to promote the safety of people in the school and on the school grounds;
- to discourage the use of alcohol and drugs;
- to prevent bullying in schools.

Promoting and Supporting Positive Student Behaviour

St. Anne's Catholic Secondary School realizes the non-negotiable need to provide a safe, caring and inclusive school environment. A faith-filled positive school climate will ensure that the dignity of every person in the school community is being honoured and respected.

Maximizing students' learning potential and ensuring a positive school climate for ALL members of the school community can only occur through the implementation of proactive, positive practices, and when appropriate, program modifications or accommodations. They may include, but are not limited to:

- class placement;
- positive encouragement and reinforcement;
- individual counselling (Student Services, Chaplain, social worker, priest, public health nurse);
- conflict resolution;
- student leadership programs;
- school-based team and/or club involvement;
- bullying prevention programs;
- student success strategies;
- school, Board and community support programs;
- Safe and Healthy School Committee initiatives.

ROLES AND RESPONSIBILITIES

(as found in Provincial Code of Conduct PPM 128, December, 2012)

Students

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

- comes to school prepared, on time, and ready to learn;
- shows respect for himself or herself, for others, and for those in authority;
- refrains from bringing anything to school that may compromise the safety and well-being;
- follows the established rules and takes responsibility for his or her own actions.
- uses technology according to the expectations and rules of the board (3B:5) specifically the electronic transmission or posting of photographic images of a person or persons on school property, at school events, and during school activities and/or hours, is prohibited unless permission of school administration is granted;
- uses communication technology according to the expectations and rules of the Board (3D:7);
- is quiet at appropriate times and respectful when assemblies are taking place in the school and guest speakers are treated with dignity and respect.

Parents

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

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed, and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- show that they are familiar with school routines and expectations;
- encourage and assist their child in following these routines and expectations;
- assist school staff in dealing with disciplinary issues involving their child.

Definition of Progressive Discipline

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. In everything we do at our school we are led by our faith and a conscious effort to model the Beatitudes while responding as a Caring Catholic Community. We continue to employ a range of responses to misbehaviors that foster learning opportunities which reinforce positive behaviours, while helping our students make good choices in the future.

Range of Responses

The components of our progressive discipline continuum include, but are not limited to:

- verbal or non-verbal messages from a teacher or adult in authority;
- re-location within the classroom or learning environment;
- teacher generated written activities which offer reflection, apology and action plan;
- teacher collaboration with parent or guardian (orally or in writing);

- peer mediation;
- referral to in-school personnel (guidance, school-based social workers, student success and community partners) or, out-of school personnel (counseling services, truancy officer);
- restitution, restorative justice or community service;
- referral to administration;
- detention, loss of privileges;
- suspension (principal will consider mitigating circumstances per Board Policy 3D:1);
- expulsion (principal will consider mitigating circumstances per Board Policy 3D:1).

On an annual basis, the principal will review the School Code of Conduct with the School Advisory Council members and with all staff members. Annually, the Code of Conduct will be communicated to all students, parents and staff. All staff, in dealing with incidents of student misbehavior, will act in accordance with the definition of progressive discipline and its range of responses. As a staff, we believe that home and school must share the responsibility for teaching our young adults appropriate behaviour.

ATTENDANCE INFORMATION FOR PARENTS/GUARDIANS & STUDENTS

Attendance Secretary: Ms. Bobbi Hebert

Attendance Rules Governed by the Education Act (S. 21)

At St. Anne's Catholic Secondary School we believe the attendance of students in every class is extremely important to the learning process and especially so in a quadmester system. Under the Education Act (S. 21), students are only permitted to be away from school if:

- the student is ill or there is another reasonable, unavoidable cause;
- the student is absent for the purpose of receiving music instruction, provided it does not exceed more than one half day in any week;
- the student is suspended, expelled, or excluded from attendance at school under any Act or regulations;
- the student is absent for another reason as authorized by the Act or the regulations (ex. team, club involvement, school field trip).

It is the duty of students to attend all classes unless absent for one of the reasons specified above. It should be noted that under Bill 52, students are required to attend school until the age of 18 or the attainment of an OSSD.

If a student is unable to attend class for one of the reasons mentioned above, it is the **duty of the parent / guardian** to inform the school of their absence.

Notice of absence should be received before the absence in one of the following ways:

SCHOOL MESSENGER

There are three ways you can use School Messenger to report an absence:

1. Call the toll-free number at 1-833-288-7007 to use the automated system.
2. Use the School Messenger website at <https://go.schoolmessenger.ca>. The first time you use the website, select SIGN UP to create your account. Select ATTENDANCE then REPORT AN ABSENCE.
3. Use your mobile device to install the School Messenger app.

CALL THE SCHOOL

1. Dial 519-482-5454.
2. Press 1 for Attendance then press 1 to leave a message.
3. Voicemail is available 24 hours a day, 7 days a week.

NOTE

1. If a phone call is not made, it is the duty of the parent (or guardian) to provide the student with a note explaining the absence on the first day (or class) the student returns.

Failure to report an absence by School Messenger, a phone call to the school, or a note will result in a detention for the student.

For students 18 years old (Adult Student Agreement Form)

When students reach the age of 18 they have access to the **responsibilities and rights** of an adult. Should the student wish, St. Anne's CSS will only communicate with the student in matters of academic progress, attendance and discipline. The school requires that the student complete an **Adult Agreement Form** to indicate the student's desired lines of communication. If this form is not completed, it shall be understood that the student has no objection to the continued partnership consisting of student, parent and school. It should be stressed that even when a student reaches the age of 18, he/she is still a student of St. Anne's Catholic Secondary School and is subject to all the rules and regulations of the school. It is the students' responsibility to inform their teachers of the decision made. As a matter of courtesy, the student is encouraged to inform their parents of the decision. Under the Freedom of Information Act, 18 year olds have the right to sign in and out on their own **for the same reasons listed on page 7** (S. 21). Eighteen-year olds will be directly accountable to administration for their absences. **Medical, dental, etc., appointment cards will be required as proof of absence.**

Being Late to School or Class

A student shall attend class punctually and regularly (Reg. 298, S. 23(d)).

The teacher will initially address a student's late arrival to class and will administer appropriate consequences. Chronic lates will be reported to administration and appropriate consequences will be levied.

Student Sign Ins and Outs

Any student who is departing from school during the day will have a dismissal slip delivered to their classroom once confirmation is received from a parent/guardian in the main office. Students **MUST BE SIGNED OUT and have a valid reason.**

Students under 18 must have parental permission to leave the school during the day. Students 18 years of age or older are required to provide **valid proof** to justify their absence (e.g., doctor's note, appointment card).

Adherence to the sign-in and sign-out processes is necessary to ensure student safety. For students who must leave during the school day, a parental note or phone-call must be received prior to the student leaving. **Signed-out students are required to leave the school property.**

Extended Absences Because of the concentrated nature of the modified semester system, the school discourages students from being out of school for extended holidays. Students are responsible to complete missed work during an extended holiday. Students should notify the office and request an *Extended Absences Form* **prior** to their absence. This form is to be submitted to a Vice-Principal after it has been circulated by the student among his/her teachers and signed by a parent.

INFORMATION FOR PARENTS AND STUDENTS

Religious Studies/Catholic Faith and Traditions

St. Anne's Catholic Secondary School was established to assist Catholic parents and parishes in education regarding the Catholic faith and tradition. The choice to attend St. Anne's CSS includes the obligation to take Religion each year, attend school Masses and other liturgies, and participate fully in annual retreats. Therefore, attendance at Masses, liturgies, assemblies, and retreats is mandatory.

Students unwilling to demonstrate a commitment to the Catholic obligations of our school community throughout their years at St. Anne's CSS may forfeit the opportunity to attend special school functions. These may include, but are not limited to, the prom and the graduation ceremony.

Modified Semester System

For this school year, we are operating in a modified semester system. The modified semester includes a Week 1 (Period 1 AM/Period 2PM) and Week 2 (Period 3 AM/Period 4 PM) schedule, rotating each week throughout semester one. There are 2 semesters in the school year.

Course Information Sheets

All students will receive a standardized Course Information Sheet for each subject area studied at the beginning of the semester. The Course Information Sheet outlines the key course expectations, as well as outlining the assessment and evaluation methods and strategies for the course.

Assessment and Evaluation

Student evaluation is a day-to-day process and student attendance is vital to success. Final evaluation activities are scheduled at or toward the end of each quadmester. All final evaluation activities will be conducted according to Ministry of Education guidelines. Teachers will communicate final evaluation requirements to students as these differ from course to course, to reflect curriculum expectations and student learning needs.

Telephone and/or Text Messages for Students

Only emergency messages from parents can be delivered to students during the school day. Other messages from parents will be given to students at the end of the school day. This includes messages from anyone other than your parents. Students are asked to tell their employers to contact them at their home residence. There is a student phone available in the office.

In order to support the academic focus, attention and effort of students during instructional time, we ask parent, friends, and other to please refrain from sending text messages or phone calls to students during class time. Unnecessary messages prove to significant distraction and in some cases a source of distress. We thank you for your cooperation.

Video Surveillance

The school is committed to maintaining a safe and orderly Christ-centered learning environment. This is accomplished primarily through teaching, modeling, and encouraging mutually respectful relationships. A video surveillance system is an additional resource used at St. Anne's CSS to further promote the safety of the entire school community. Under the authority of the Education Act, video surveillance is used to reduce/prevent property vandalism, theft and violence, and to ensure the safety of all students.

Detentions

Staff members will assign detentions to students who fail to follow a variety of school rules. These include, but are not limited to: lateness, uniform infractions, class disruption, failure to adhere to Code of Conduct, truancy, being unprepared for class, incomplete assignments, and having food outside of the cafeteria. Students who do not attend detentions as assigned will receive a reminder. If the detention is missed again, the student risks forfeit of privileges (e.g., co-curricular participation, class trips, dance attendance), as well as facing consequences for opposition to authority.

Study Periods and E-Learning Courses

The following stipulations apply to students who wish to have a study period.

- (a) Students in grade 9 and 10 must take a full timetable – 4 courses per semester.
- (b) Grade 12 students may be allowed study periods based on requirements for graduation and workload.
- (c) Grade 11 students are strongly advised to take a full timetable. In exceptional circumstances, Grade 11 students **may** be granted a study period, following a **WRITTEN** request from the parents and approval from Student Services and Administration.
- (d) Students who have selected an E-Learning course will be completing the course in the Library during the week of the modified semester that it is in their timetable.
- (e) Students who have a study period are to be working the library, cafeteria or leave the school grounds during the week of their study period in our modified semester system.

Maintaining Accurate Student Records

Students and their parents are asked to inform the main office immediately if they have a change in address, telephone number, or any other pertinent information. Please update parent work numbers, cell phone numbers and medical information as required.

Registration

Potential new students transferring from another secondary school or who wish to register for Grade 9 after May 1st will be required to have an intake meeting with the principal. Please call and book an appointment and request a registration package / information as early as possible.

Library & Student Success (Learning Commons)

The library is open for the 2021-2022 school year to students who wish to work in a quiet setting, utilize resources, or seek extra help from a Student Success teacher. Students participating e-learning courses are encouraged to use this space, as well as those on spare. Students **MUST** sign in to the library upon entry.

Library Policies & Procedures

1. Absolutely no food, drink, or book bags of any type allowed in the library.
2. Quiet is required for research and study. Socializing should take place in other areas of the school.
3. Maximum of 2 students per computer.
4. Students should keep seating arrangements. (Maximum 4 to a table)
5. Most library resources may be signed out for 3 weeks and if needed renewed. (The item must be presented to be renewed.)
6. Current magazines may be signed out for 1 day only. Back issues may be signed out for 3 weeks.
7. Art or craft work such as glueing, cutting or painting is only permitted at the request and in the presence of the classroom teacher. Painting is not allowed.
8. Each student may have up to 4 books signed out at one time.
9. Remember to return or renew library material on time. Fines are \$0.20 per overdue item per day.
10. Library privileges will be suspended, network space may be frozen, and privileges (e.g., dance and co-curricular attendance) may be suspended until all overdue materials are returned and the fines paid.
11. When a fine has reached \$10.00, it is assumed that the item has been lost. Students will be asked to pay for the item. Should the item then be located and returned, the library will reimburse the student.
12. See the librarian if you wish to photocopy. B/W copies are \$0.05 each and coloured copies are \$0.25 each.
13. Students are encouraged to bring their own supplies such as pens, pencils, erasers, etc. with them to the library.
14. A student card is required for borrowing library books and non-catalogued items such as reserved readings, headphones, etc.

Visitors/Guests

Visitors and/or guests are significantly restricted for the 2021/2022 school year. All visitors or guests **MUST** check in at the main office and must have a suitable purpose to be present at the school. Visitors must also be approved by administration to be present in the school and must sign in at the main office upon arrival.

Visitor parking is available in the front lot. Please use the north parking lot if parking is unavailable in the front. Students will not be called out of class unless it is an emergency situation. Students are encouraged to meet with friends outside of school hours.

Food in School

In order to protect those with food allergies and to assist our custodial staff in maintaining a clean and pleasant environment throughout the entire school, your support and cooperation are needed. All food and drink must be consumed in the cafeteria, outside or in the hallway while seated on a bench or chair if necessary.

Nutritional Management Services (NMS) will be operating the cafeteria and we will communicate when their service is up and running.

Water

Brain research indicates the value of hydration in order for learning to occur. Students are permitted to bring water to class. Water is to be carried in an approved **reusable** container. Water fountains are closed for student use, but the three water bottle refilling stations attached to the fountains are available. For hygiene reasons, water bottles must be clearly labeled with the student's name and are not to be shared. **Students will not be permitted to leave class for the purpose of getting a drink – come prepared with a water bottle.** Staff reserves the right to check the contents of student water bottles.

Electronic Equipment/Communication Devices

The use of cell phones and any other electronic devices is permitted when students have free time such as lunch or before and after school. They may be used in common areas of our school including the cafeteria, hallways, parking lots. **The use of cell phones and other electronic devices is strictly prohibited in classrooms, assemblies, washrooms, change rooms, religious ceremonies or other areas deemed inappropriate by a teacher or administrator.** If discovered (in the above locations and or times), without permission of St. Anne's Catholic Secondary School staff, students must put them away or they will be confiscated immediately and handed over to administration for a period of time to be determined by the teacher/ administrator. For educational purposes only and under the direction of the classroom teacher or Educational Assistant, cell phones and other forms of tech may be used in the classroom to enhance student learning outcomes. This is at the discretion of the teacher. Students may not use cell phones and other handheld devices for social purposes or other uses that are unrelated to learning outcomes as defined by the school. In addition, **the use of laser pointers is strictly prohibited.**

Parking

Any student who drives a car to school must register the vehicle with the main office and obtain a parking pass. Students should park in the student parking area only – **the west side and back of the rear parking lot** on paved areas only. Any student found abusing the parking privilege will have their permit revoked. Please review the conditions on the parking permit. Students that choose to drive dangerously will have their parking privileges suspended and the police may be notified. NOTE: St. Anne's Catholic Secondary School and the Huron-Perth Catholic District School Board assume no responsibility for vehicles driven to and parked at school.

Lockers

All students will be assigned a lock and locker. Only locks provided by the school may be used. The lock is to be secured at all times; this is done by snapping it shut and turning the dial. **Do not share your combination. Students may not switch lockers.** Students are reminded that lockers are school property on loan to the student for one year. Students are expected to keep their lockers clean and sanitary and refrain from defacing the locker in any way. Damage repair will be charged directly to the student. Students are cautioned not to store any illegal, dangerous, or offensive objects in their lockers.

Lockers are considered school board property and as such the Administration reserves the right to search lockers when deemed necessary.

Materials to Bring to Class

Students are expected to come to class fully prepared to participate. Students need to bring notebooks, writing instruments, textbooks, chromebook and any other materials that have been recommended by the teacher. Students must not carry knapsacks or bags to class except for physical education class, where they will be stored in the changeroom during class. Please note that students must bring phys-ed uniforms, running shoes, and sunscreen to all physical education classes. Students are encouraged to come to class fully prepared in order to eliminate the need to go to their lockers during class.

Announcements

Students must be attentive and respectful during morning exercises (morning prayer, O Canada, and announcements). Students are expected to read announcements that appear on the school's television system. Time will be devoted to this during period one.

Announcements are televised throughout the day and are available to view on the school website. Students should not approach any staff to read announcements using the public address system at anytime during classes. Students are asked to quietly listen to all public address announcements. Students who are in the halls during announcements are asked to stop and listen until all announcements are completed.

Scents

In consideration for those who suffer from sensitivities and/or allergies, students are **not** to use perfumes and body sprays in excess on school property.

Smoking and Vaping

All forms of smoking and vaping are prohibited in or near school bus loading zones at St. Anne's Catholic Secondary School.

The *Smoke-Free Ontario Act 2006* makes it illegal for anyone to sell or supply tobacco to any person under 19 years of age. Under the *Act*, no person shall smoke or **hold lighted** tobacco within a school, on school grounds, or within 20 metres of school property. Individuals can also be charged if observed passing an unlit cigarette or vape to another person.

Fines, including applicable tax, can start at \$365. The *Smoke-Free Ontario Act* declares that all school buildings and grounds are smoke free environments for employees, students, parents, and visitors, including within vehicles on school property.

Due to safety concerns and the school's proximity to neighbouring elementary schools, smoking is strongly discouraged on any of the sidewalks or roadways on or adjacent to school property.

E cigarettes, "vapes", and smokeless tobacco products such as chewing tobacco, are not permitted on school property.

Students who violate the Tobacco Control Act will be reported to the Tobacco Control Officer who will fine the violators. The charge for contravention of the Act is in excess of \$300.

Administration may also provide further consequences at the school, including suspension.

DRESS CODE INFORMATION FOR STUDENTS AND PARENTS

Uniforms can only be ordered online at www.mccarthyuniforms.ca or at the McCarthy store in London, Ontario. Visit the school website for more information.

St. Anne's Uniform Code

- Students are required to be in full uniform **whenever they are on school property** (before, during, and after school). This is the responsibility of both the student and his or her parent(s). There is no valid reason to be out of uniform.
- The school uniform is to be worn to **all school functions** including field trips, sporting events, and other excursions. Any exceptions require the approval of the Principal or Vice-Principal.
- Everything that a student wears (with the exception of undergarments, socks and footwear) is to be purchased from the uniform supply company.
Staff reserves the right to confiscate items of clothing that are not uniform.
- Undershirts must be **plain** white.
- Knee socks or leotards worn with the kilt, khaki skirt, shorts or pants must be white, grey, navy, black or burgundy in a solid colour with no noticeable pattern. It is also recommended that girls wear shorts under their kilt/skirt.
- Dress shirts and golf shirts may be tucked in or left untucked however, an appropriate fit is recommended.
- Uniform clothing must be worn in a modest fashion and kept in good repair. Buttons are to be fastened appropriately and major alterations are not allowed. Sizes must be appropriate for the student's body size and waist bands must be at the waist.
- Shorts, skirts and kilts may be no shorter than three inches (the length of a kilt pin) above the knee.
- Pants are to be worn at an appropriate length.
- Collared uniform shirts are to be worn with all uniform sweaters.
- For safety reasons, sandals and open toed shoes are not permitted for students working in science labs, technology classrooms, drama classes or physical education classes.

Students who fail to comply with the uniform code **will not be admitted to class.**

Students with uniform infractions will be given an opportunity to fix the problem or change. Repeated infractions will result in phone calls home, essays regarding the uniform policy, after school detentions and/or suspension from school. Students are advised to use name labels or fabric markers on the inside of their clothing; the school can not be held responsible for lost or stolen items.

Any final decision on the suitability of student attire rests with administration.

Dress Code for Civvies Days (non-uniform days) or Dances

Primary responsibility for attire rests with the student but parental guidance is necessary and valued in maintaining appropriate standards. Clothing selected for school should be neat, clean, presentable and modest. Students should appreciate that clothing worn to school on civvies days and for after school events such as dances must be modest and therefore conducive to a Catholic environment.

The following clothing is not acceptable:

- any shirt which reveals midriff or underclothing;
- clothing with holes, rips or tears;
- shorts, skirts or dresses which are more than three inches above the knee;
- sleeveless shirts or shirts with an immodest neckline;
- any clothing bearing profanity, offensive messages, references to alcohol, drugs or illegal activity or otherwise contradictory to a safe, welcoming and Christ-centred school environment;
- hats, hoods, sunglasses, and bandanas;
- chains of excessive length or thickness and studded bracelets;
- any other item deemed inappropriate by school Administration.

All students are expected to respect and follow the dress code policy. Staff members who note that a student is not wearing proper attire will ask the student to change into appropriate attire. The student will not be allowed into class until that has been done. Habitual neglect of this duty will result in discipline.

Any final decision on the suitability of student attire rests with administration.

Co-Curricular Policy

At St. Anne's we strongly encourage students to become involved in a variety of activities outside of the classroom. Many activities are available and important in the development of a balanced secondary school experience. Though co-curricular activities are vital, academics will always remain the major focus at St. Anne's. For this reason, a staff member who is in constant communication with the participants' classroom teachers must supervise all co-curricular activities. To remain active in any co-curricular activity a student must maintain a grade of 60% or be working to the best of their ability in each subject. They must also be a full-time student at the time of their participation. Students may be removed from a team or club in consultation with parents, teachers, coaches, and administrators if the above guidelines are not met. We encourage students to balance school work, work commitments, and co-curricular interests as an important life-long learning skill. Students should make all choices with academics as the first

priority. Basic student co-curricular fees at St. Anne's will be set during the school year/season based on associated costs. Teams and clubs may consider fundraising to offset their costs and additional tournament play. Students are responsible for the cost of any overnight trips.

Bus Policy

Transportation by bus to or from school is a privilege. Students must follow all directions of the bus driver/company. For the 2021/2022 school year, this may include assigned seating and other safety protocols. Appropriate behavior is expected at all times on a bus. Any type of bullying on the bus is unacceptable. Failure to obey bus rules will lead to a withdrawal of this privilege. Drivers may place students in specific seating if they feel it is needed to maintain order or to prevent problems. Drivers will not allow a student to board busses other than the bus on which they are registered without the principal's permission.

Alternate transportation arrangements to allow employment or long-term family circumstances must be approved in advance by completing a *Request for Transportation* form available in the front office. Parents are asked to arrange alternate transportation for their children for babysitting, group projects and sleepovers: **this is not the responsibility of the school.** Students wishing to access bussing for the purposes listed above **must bring a signed note to the main office by 9 a.m. in order to receive a bus pass.** For the 2021/2022 school year, there are VERY limited possibilities for alternative transportation arrangements.

Late Bus

Late buses are uncertain at this time. If we do resume the running of late buses, the guidelines below apply.

Access to late bussing @ 5:00 p.m. is granted to students who have signed up for late buses before 2:00 p.m. **Late buses are provided for students engaged in school related activities only.** Students who improperly use late buses will be denied access or face other consequences. **Students are expected to ride busses to co-curricular events; they are not to drive in family vehicles if busses are available.**

Special Events

Special events are currently not running for the 2021/2022 school year. If we are able to resume the running of special events, the guidelines below apply.

Students may purchase their tickets at the door or in advance as determined by event organizers. Students will not have access to their lockers once the doors open. Students who are absent from school the day of an event without a valid reason for their absence will not be allowed to attend. Students who arrive at the event who appear to be intoxicated or under the influence of any illicit drug will not be admitted and parents of any offender will be called. Consequences including suspension will be considered. Special events such as coffee houses, concerts, dances, etc... are organized and supervised by school staff. As such, all safe school policies apply.

ASSESSMENT AND EVALUATION POLICY

The Seven Fundamental Principles of Assessment and Evaluation

The Ministry of Education released *Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools* in 2010 and this document guides our policies in Huron Perth Catholic District School Board. Within the document, seven fundamental principles of Assessment and Evaluation are identified.

From *Growing Success*, page 6:

“To ensure that assessment, evaluation, and reporting are valid and reliable, and that they lead to the improvement of learning for all students, teachers use practices and procedures that:

1. are fair, transparent, and equitable for all students;
2. support all students, including those with special education needs, those who are learning the language of instruction (English or French), and those who are First Nation, Métis, or Inuit;
3. are carefully planned to relate to the curriculum expectations and learning goals and, as much as possible, to the interests, learning styles and preferences, needs, and experiences of all students;
4. are communicated clearly to students and parents at the beginning of the school year or course and at other appropriate points throughout the school year or course;
5. are ongoing, varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning;
6. provide ongoing descriptive feedback that is clear, specific, meaningful, and timely to support improved learning and achievement;
7. develop students’ self-assessment skills to enable them to assess their own learning, set specific goals, and plan next steps for their learning.”

For Grades 9 to 12, a final grade (percentage mark) is recorded for every course. The final grade will be determined as follows:

- Seventy per cent (70%) of the grade will be based on evaluation conducted throughout the course. This portion of the grade should reflect the student’s most consistent level of achievement throughout the course, although special consideration should be given to more recent evidence of achievement.
- Thirty per cent (30%) of the grade will be based on a final evaluation administered at or towards the end of the course. This evaluation will be based on evidence from one or a combination of the following: an examination, a quality assessment task (QAT) such as a major project, performance or essay, and / or another method of evaluation suitable to the course content. The final evaluation allows the student an opportunity to demonstrate comprehensive achievement of the overall expectations for the course.

Late and Missed Assignments

Teachers and students will work co-operatively and collaboratively together to assist students in developing their critical thinking skills as well as other relevant skills necessary to navigate the world beyond secondary school. This partnership is intended to help students

become accountable for their own learning. Teachers will use well-formed judgement in employing a number of strategies to help prevent and/or address late and missed assignment. They include, but not limited to:

- designing a plan together to develop better time-management skills;
- planning for major assignments to be completed in stages at mutually agreed upon dates, so that students are less likely to be faced with an all-or-nothing situation at the last minute;
- maintaining ongoing communication about due dates and late assignments, and scheduling conferences with teacher/parent/student if the problem persists;
- taking into consideration legitimate reasons for missed deadlines;
- participating in teacher-student conferencing;
- reviewing together any special education services or English language support (ESL) necessary to achieve success;
- accepting the help and support of the school team (Student Success, Spec Ed., Homework Club, Administration) to complete the assignment;
- providing alternative assignments or tests/exams where, it is reasonable and appropriate to do so;
- deducting marks for late assignments.

“Students are responsible not only for their behaviour in the classroom and the school, but also for providing evidence of their achievement of the overall expectations within the time frame specified by the teacher, and in a form approved by the teacher. Students must understand that there will be consequences for not completing assignments for evaluation or for submitting those assignments late.” (Growing Success)

Plagiarism Policy

Plagiarism is considered to be (a) stealing or passing off as one's own the ideas or words of another (b) using a created production without crediting the source (c) presenting as new and original an idea or product derived from an existing source.

Should a teacher discover an instance of plagiarism the teacher will:

- Notify the student of the offence (along with evidence of plagiarism).
- Notify the parent/guardian of the offence.
- Notify the vice-principal of the offence so the offence may be tracked.
- Deal with the issue of assessing curriculum expectations in a fashion consistent with the Board policy on plagiarism and administer an appropriate consequence (e.g. essay on plagiarism, community service, or another deemed appropriate by teacher).
- First offence – issue a mark of zero AND the opportunity to rewrite the assignment to replace the initial mark of zero
- Second offence – issue a mark of zero – the opportunity for a rewrite is optional
- Third offence – issue a mark of zero

Subsequent instances of plagiarism will be dealt with by the main office and the matter will be recorded in the student's OSR.

Please note that there is a difference between plagiarism and improper citation practice. Each teacher will clearly specify the citation practice that they require in their course and/or subject area. Both APA and MLA guidelines for proper citing can be found on the school website. If you are not sure about the citation, ask your teacher or a school librarian.

TECHNOLOGY GUIDELINES - TERMS AND CONDITIONS FOR COMPUTER USE

All students are required to submit the permission form (pages 1 and 2) of this planner on or before September 16th or upon registering at the school if registration occurs during the school year. This constitutes your student Internet and Computer Pass.

Computers, chromebooks, i-devices and the Internet are recognized as essential tools for learning, and it is necessary that student understand the appropriate use of this technology in accordance with the Huron-Perth Catholic District School Board's Computer and Information Technology Policy.

All students using computers, chromebooks, i-devices, personal cell phones and other digital devices will adhere to the following:

- Act as witness to the truth and values of the Catholic faith reflecting the school's Code of Conduct
- Students will not violate security systems that have been put in place to protect computers, servers and networking devices, both within and outside HPCDSB.
- The use of anonymizer sites for visiting NetSweeper blocked sites is strictly prohibited. This includes all instant messaging and community hosting sites.
- The installation of any software that is not approved by administration or tech services from any source is strictly prohibited. This includes browsers, browser plug-ins and tools used for the purpose of hacking networks and/or Internet sites.
- Students will not use computer access in any way that wastes finite resources. This includes bandwidth; hard drive space; printer paper or any other material provided by HPCDSB.

This includes:

- Printing of excessive copies of a document. Such copies should be done by photocopy device located in the library. Students should do a 'print preview' to minimize credits being used from your Print Limit
- Printing directly from a website is not recommended. Students should copy and paste into a word processing document.

Computers, related digital tools and internet access are to be used for school related work only.

- Streaming of video and/or music, downloading of videos and/or music files, surfing of websites for purposes other than research for school related activities is prohibited
- Online games, use of chat, instant messaging, and social networking sites are prohibited.
- The sharing of your username and password is prohibited.
- The connection of personal computers or other devices to the Internet at school is only permitted after agreeing to adhere to all school and board policies and a commitment to ethical and appropriate use at all times and is prohibited without completing a contract that includes the written consent of school administration.
- All students using computers will back out of any website which is transmitting unacceptable information or graphics and notify the staff supervisor of the website address. Inappropriate use will result in discipline.

- All students using computers will adhere to HPCDSB's Anti-Bullying Policy. The use of proper socially acceptable language is expected. Students will not use obscene language or language that reflects racial, ethnic, or religious prejudice. Students will not send or display any offensive pictures, emails or messages nor will they view, share or otherwise transmit language, images/video that are sexual, private or illicit in nature.
- Students will not violate copyright laws..
- Students will not use the Internet for product advertisement, commercial or profit purposes.
- Students will not provide personal information about themselves or others through the Internet. This includes name, home phone number, home address, email address, pictures and video, etc. Students will not arrange to meet anyone as a result of Internet contact.
- No student shall **operate** a computer or digital tool or personal device without a teacher or supervisor present.
- Administration reserves the right to inspect students' personal computers and handheld devices that are used in the school.
- All students will use the computer or device that is assigned to them.
- Students will be responsible for any damages

Consequences

The School Code of Conduct will apply to students who do not honour these terms and conditions. Consequences for improper use of computer resources are at the discretion of administration and may include suspension from school. If students engage in appropriate conduct online or through social media outside of the school or school day and their conduct has a negative impact on the school in any way, discipline will be levied in accordance with Ministry of Education policies (i.e. Safe Schools) and Board Policies.

Print Credit Policy

At the beginning of the year each student will have a print credit equal to \$10 added to his/her network account. The student's account will be deducted at a rate of \$0.05 per black and white print copy and \$0.25 for coloured printouts. Additional print credits added to an account. Students should ensure that they have the necessary credits available to print any assignments, papers, or reports. Students can send print jobs to the library, which will be delivered to the teacher's mailbox, to be delivered to the student.

Disclosure of Information

The Huron-Perth Catholic District School Board takes pride in publishing events happening in the schools. Board newspapers, newsletters, websites, media and other publications often contain students' names, photographs and other personal information. Under the Freedom of Information Act and Protection of Privacy Legislation, permission is required to publish information about your child.

This would include such things as:

- videotaping and photographing classroom events, activities, school concerts, sports, awards and special events and sharing the videos/photographs with the local media;
- web pages displaying student pictures (no names), and student work (first names and last initial only);
- using photographs and names in school displays and publications such as a yearbook; sharing information with co-curricular governing bodies for statistical purposes.

BULLYING F.A.Q.

What is bullying?

“Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause, or should be known to cause, fear and distress and/or harm to another person’s body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.” (Min. of Ed., PPM 144)

What does bullying look like?

There are at least four types of bullying:

- i. Verbal bullying (name-calling, taunting, racial or sexual slurs)
- ii. Physical bullying (unwanted physical contact or destruction of property)
- iii. Social bullying (ignoring, isolating, excluding, shunning, gossiping)
- iv. Cyber bullying (using the internet or electronic devices to threaten or intimidate others)

What are the consequences of bullying?

- i. for the bully it may lead to disciplinary action as spelled out in the Safe Schools Act (may lead to parental involvement, suspension, sensitivity training, or criminal charges and expulsion in more serious cases)
- ii. for the bullied it may lead to loss of self-esteem, absences from school, emotional and physical pain, and in some cases, it has resulted in suicide.
- iii. For the bystander who watches bullying happen, they may feel regret and shame that they did not help the bullied. There are no innocent by-standers.

How can you help?

Take the following pledge, **I WILL:**

- i. pledge to be a part of the solution
- ii. eliminate taunting from my own behavior
- iii. encourage others to do the same
- iv. do my part to make my community a safe place by being more sensitive to all
- v. set the example of a caring individual
- vi. eliminate profanity towards others from my language
- vii. not let my words or actions hurt others
- viii. and if others won’t become a part of the solution, I WILL.
(From Coloroso 2002, p. 174 www.iwillpledge.nashville.com)

Where can you get help?

If you are being bullied, harassed, or intimidated, you can turn to a number of people in St. Anne’s and beyond for help:

- i. Ask a trusted peer for help
- ii. See one of the counselors in Student Services
- iii. Go see the Principal, Vice Principal, Hall Monitor, Custodian or Office Assistant
- iv. Ask a teacher, Educational Assistant, or Hall Monitor to help you
- v. Visit the chaplain
- vi. Call Kids Help Phone at 1-800-668-6868 or visit their website for practical tips that can help: www.kidshelpphone.ca
- vii. Talk to your parent/guardian
- viii. Talk to your friends, and if a friend talks to you about bullying – please listen

STUDENT SERVICES INFORMATION

Services for Students at St. Anne's Catholic Secondary School

Regular Hours of Operation: Monday – Friday (8:30 a.m. – 4:00 p.m.)

Guidance Counsellors: Mr. Glen Ditner and Ms. Rachel Skillen

Student Services Office Assistant: Ms. Kara Freeman-Bechard

Mental Health Wellness Coach: Ms. Sally MacDonald

To Make an Appointment

Come to Student Services (located to the right of the display case across from the library) and request an appointment from Ms. Freeman-Bechard when you arrive at school. If your request is an EMERGENCY, please let her know and you will be seen right away. Otherwise, students can request an appointment by email Mr. Ditner or Ms. Skillen from their hpccdsbtoolkit.ca Gmail account. Students will be called down to their appointment by Ms. Bechard.

Confidentiality

Counselors in Student Services are obliged to respect the integrity and promote the welfare of students they are working with including respecting the confidentiality of information related during a counseling session. In cases of imminent physical and /or emotional danger, counselors have an obligation to consult appropriate authorities. Student Services is the place you can come and talk...without fear or judgement... in a confidential and caring environment.

Student Timetable Changes

Guidance Counselors will see students during the first two weeks of each modified semester to consider and potentially change timetables that are inappropriate due to: failure of pre-requisite courses; completion of identical courses through summer school; enrolment in a course(s) that is not at an appropriate level; or changes in desired post-secondary pathways. Students will not be allowed to change schedules for any other reason.

NO CHANGES WILL BE MADE AFTER THE FIRST WEEK OF EACH COURSE IN THE MODIFIED SEMESTER.

Other supports and services

You can also be referred, or request a referral, to see our school-based social worker, addictions counsellor, mental health nurse, or public health nurse. See Mr. Ditner or Ms. Skillen to learn more.

Huron County Health Unit	519-482-3416
Huron-Perth Centre for Children and Youth (<i>Tuesday drop-in @ Huron Perth Centre available</i>)	519-482-3931
Huron Perth Crisis Intervention Program	1-888-829-7484
Choices for Change	1-887-218-0077
Children's Aid	519-524-7356
Crime Stoppers	1-800-222-8477
Kids Help Phone	1-800-668-6868

SPECIAL EDUCATION AND STUDENT SUCCESS INFORMATION

Special Education Resource Teachers: Mr. Michael Romijn, Ms. Terrie Van Osch
Student Success Teachers: Ms. Rosie Gilbert, Mr. Adam Suski, Ms. Finch

Individual Education Plans (IEPs) are created for all students who have been identified as an exceptional student by the Identification, Placement, Review, Committee (IPRC) as well as students who are not formally identified but require special education programs or services.

Learning Strategies Courses are available for students from grades 9 - 12. Admission to these courses is at the recommendation of the principal in consultation with the Student Success Team. We offer a "Learning Commons" in the Library each day from 8:30 a.m – 4:00 p.m., staffed by a teacher or Educational Assistant. It is designed to help students meet with success. All are welcome.

Our Student Success Team consist of Principal, Vice-Principal, Special Education Teachers, Student Success Teachers and our Alternate Education Teachers. The team meets bi-monthly as "as needed" to monitor the success of all students. Parents, students and staff are welcome to contact a member of the team any time.

Co-operative Education

Co-operative Education assists students bound for university, college, or entering the workplace in making career decisions as well as in developing knowledge, skills, and attitudes essential in today's society. This program is based on a partnership between school and business that integrates classroom theory with experiences at the work site. This program allows students to strengthen employment skills, to improve qualifications for future employment, and to extend the classroom experience into the community.

Requirements – All students who are considering co-op must meet with Student Services personnel in order to plan and organize courses required to graduate.

Transportation – Student are responsible for supplying their own transportation to and from the work placement. Flexibility in hours are subject to the discretion of the Principal

Ontario Youth Apprenticeship Program (OYAP)

Students participating in a trade-related co-operative education placement qualify for the Ontario Youth Apprenticeship Program. While on placement earning credits, developing knowledge and skills, a student can be registered as an apprentice. An apprenticeship is an agreement between the student (who wants to learn a skilled trade), the employer (who teaches the skills), the school and the Ministry of Training (Apprenticeship branch). Students will get a head start on becoming a fully qualified journeyman with a skill that is in demand. Apprenticeships are an excellent way of learning valuable work skills and are a viable alternative to traditional post-secondary programs. There are over 200 skilled trades that are formally recognized in Ontario. To meet the needs of employers, new trades are being introduced annually, and established programs are always being upgraded.

To begin an apprenticeship during secondary school, a student must:

- have successfully completed 16 credits;
- be enrolled full-time in secondary school.

To remain in the program, students must complete all requirements for an Ontario Secondary School Diploma (OSSD). The apprenticeship will continue after secondary school graduation with a sponsoring employer.

Specialist High Skills Majors

We encourage all students to consider a SHSM program in grade 11. Please see your Guidance Counsellor or Ms. Jodie Wells for more information.

Agriculture Technology: This program provides students an agriculture technology focus within their learning. Students in this SHSM specialize in agriculture technology while completing their academic program.

Arts and Culture: This program provides students an arts and culture focus within their learning. Students in this SHSM pursue a specific arts-related area of interest including music, drama, visual art or media art in an integrated fashion, while completing their academic program.

Business: This program provides students a business focus within their learning. Students in this SHSM specialize in various aspects of Business including accounting, economics, leadership, and entrepreneurship, while completing their academic program.

Construction: This program provides students a construction technology focus within their learning. Students in this SHSM specialize in construction technology while completing their academic program.

Health and Wellness: This program provides students a health and wellness focus within their learning. Students in this SHSM specialize in various aspects of Health and Wellness including the sciences, physical education, sociology, and food studies, while completing their academic program.

ACADEMIC RESOURCES FOR STUDENTS

Homework Club

The homework club may or may not operate based on the recommendation of Huron Perth Public Health for the 2021/2022 school year.

Ontario Educational Resource Bank

The **Ontario Educational Resource Bank (OERB)** offers a growing number of free online resources. There are currently over 26,000 resources from Kindergarten to Grade 12 including lesson plans, computer activities, videos, and interactive games, which are aligned with the Ontario curriculum. For parents and students to use the OERB:

- ✓ Log onto <http://resources.elearningontario.ca>
- ✓ Enter user id: **hpcdsbstudent** and password: **oerbs**

REMOTE LEARNING

For the 2021/2022 school year, students may choose in school or remote learning through our HPCDSB virtual school Blessed Carlo Acutis. Students and families need to keep aware of the deadlines for choosing or switching between modes of delivery. Generally, students must declare their intent to switch mode of delivery 2 weeks prior to the start of the next semester. Students cannot switch between modes of delivery once each semester begins.