

ST ANNE CATHOLIC HIGH SCHOOL

Student Handbook 2023-2024



1200 OAKWOOD DRIVE RR #3 BELLE RIVER ONTARIO N0R 1A0
Main Office: Phone → (519) 727-8900
Fax → (519) 727-9953
Attendance - (519) 727-4497

WEBSITE: <https://www.wecdsb.on.ca/sta>
SCHOOL TWITTER: @SteAnneCHS

PRINCIPAL: Ms. Amy Facchineri

VICE-PRINCIPALS: Mr. Ryan Coristine | Ms. Pam Burke

St Anne Staff

ADMINISTRATION

Principal: Ms. A. Facchineri
 Vice-Principal: Mr. R. Coristine
 Vice-Principal: Ms. P. Burke
 Admin. Assistant: Mrs. M. Ulicny

SECRETARIAL STAFF

Attendance Secretary: Mrs. M. Wright
 Guidance Secretary: Mrs. S. Jones
 Finance Secretary: Mrs. D. Liburdi

FAITH SUPPORT

School Priest/Chaplain - Fr Patrick Beneteau
 Campus Minister - Mrs R. Fuerth

STUDENT SERVICES

Guidance (Students A-G): Mrs J. Taylor
 Guidance (Students H-Mb): Ms. M Farrell
 Guidance (Students Mc-Z): Mr M. Ballay
 Student Success Teacher: Mr. T. Micho
 Child Youth Worker: Ms. T. Ciliberto

DEPARTMENT HEADS

Arts: Mr. G. Bergeron
 Business/Co-op: Mr R. Rosaasen
 Catholic Studies: Mrs. M. McDougall
 English: Mrs. A. Rice
 Guidance: Mr. M. Ballay
 Mathematics: Mrs. G. Jobin
 Modern Languages: Mrs. K. Koekstat
 Physical Education: Mr. M. Ficon
 Social Science: Mr. D. Spadafora
 Special Education: Mrs. J. Dipasquale
 Tech. Studies: Mr. C. Reynolds

School Schedule

ST ANNE CATHOLIC HIGH SCHOOL

Daily Schedule

| PERIOD | TIME |
|--------|---------------------------------------|
| 1 | 8:10 - 9:25 |
| 2 | 9:30 - 10:50 (includes announcements) |
| LUNCH | 10:50 - 11:30 |
| 3 | 11:35 - 12:50 |
| 4 | 12:55 - 2:10 |

WELCOME !

SCHOOL MOTTO
 "Fiat Lux - Let There Be Light"

School Calendar Dates to Remember

| Events/Holidays | DATES |
|------------------------------|----------------------|
| First Day of Classes - Sem 1 | Tues. Sept 5, 2023 |
| P.A. Day | Fri. Sept 22, 2023 |
| Thanksgiving Day | Mon. Oct 9, 2023 |
| P.A. Day | Fri. Nov 17, 2023 |
| OSSLT | Nov 22-24, 2023 |
| Christmas Break | Dec 25 - Jan 5, 2023 |
| Semester 1 Exams | Jan 26 - Feb 1, 2024 |
| P.A. Day | Wed. Feb 2, 2024 |
| First Day of Classes - Sem 2 | Thurs, Feb 5, 2024 |
| P.A. Day | Fri. Feb 16, 2024 |
| Family Day | Mon. Feb 19, 2024 |
| March Break | Mar. 11 - 15, 2024 |
| Good Friday | Fri. Mar 29, 2024 |
| Easter Monday | Mon. Apr 1, 2024 |
| P.A. Day | Fri. Apr 26, 2024 |
| Prom | TBA |
| Victoria Day | Mon. May 20, 2024 |
| Last Day of regular classes | Wed. June 20, 2024 |
| Semester 2 Exams | June 21 - 27, 2024 |
| Graduation | TBA |
| P.A. Day | Thurs. June 28, 2024 |

Principal's Message

Dear Saints,

Welcome to another exciting year at St. Anne High School! I'm Amy Facchineri, and I'm thrilled to be your principal. Whether you're a returning student or just starting your high school journey, you are an essential part of our vibrant school community.

High school is a remarkable time in your life, filled with opportunities for growth, discovery, and achievement. It's a place where you'll develop the knowledge and skills you need to pursue your dreams, and I'm here to support you every step of the way.

At St. Anne Catholic High School, we believe in fostering a culture of inclusivity and respect. Our diversity is our strength, and I encourage you to embrace the differences that make us unique. It's through understanding and appreciating one another that we create a strong, united school family.

Our dedicated teachers and staff are here to provide you with a top-notch education. They're not just educators; they're mentors, guides, and supporters who genuinely care about your success. Don't hesitate to reach out to them whenever you need assistance or guidance.

Beyond academics, we offer a wide range of extracurricular activities, clubs, and sports that cater to various interests. I encourage you to explore these opportunities, as they will help you develop leadership skills, form lasting friendships, and make your high school experience truly memorable.

This student handbook is your comprehensive guide to our school's policies, procedures, and expectations. It's an essential resource that will help you navigate your high school journey successfully. Please take the time to familiarize yourself with its contents.

As you embark on this new school year, remember to set goals, work hard, and take care of yourselves. Your time at St. Anne is a chance to create lasting memories and build a strong foundation for your future.

I'm excited to see all the wonderful things you will achieve this year. Let's make it a year filled with growth, learning, and unforgettable moments.

With pride,

Amy Facchineri
Principal

ST ANNE GUIDING PRINCIPLES



SCHOOL MOTTO Fiat Lux - Let There Be Light

MISSION STATEMENT With Jesus as our model, we hold a strong belief in human potential and are committed to creating a community that promotes Christian ideals.

PRAYER TO ST ANNE Good St. Anne, Mother of Mary,
Teach us goodness, discipline and knowledge
that we may become instruments of God's love.

Grandmother of Jesus,
Help our family to grow in faith, compassion and humility
trusting you will bring our needs to Mary and Jesus,
we ask your help this day and always.
We pray, Let there be Light.
Amen

OUR COMMUNITY

- Christian values are proclaimed and modelled by staff and are central to the policies and operation of all aspects of school life.
- Active ministry is visible and a commitment to the service is central.
- All staff and students feel safe and welcomed within a family atmosphere.
- Spiritual, intellectual, social, emotional and physical abilities are developed.

OUR VALUES

- Dignity
- Integrity
- Acceptance
- Trust
- Respect
- Compassion
- Justice
- Sharin



CATHOLIC EDUCATION

THE PURPOSE OF A CATHOLIC SCHOOL

Catholic schools are founded primarily to ensure that a student receives an education in an atmosphere of Christianity, common understanding and mutual respect, with Christ as our model, and with the help of the Holy Spirit. The purpose of Catholic education is to draw or lead people of all ages into communion with God and others through a deeper understanding, experience and practice of one's faith. Catholic schools endeavor to integrate Christian teachings and values into every aspect of the learning process and educational experience. In this way, the student's journey into adulthood will also be a journey of faith and a growing internalization of these teachings and values.

CATHOLIC GRADUATE EXPECTATIONS

Catholic Graduates are expected to be:

- discerning believers formed in the Catholic faith community, who celebrate the signs and sacred mystery of God's presence through word, sacrament, prayer, reflection, forgiveness, and moral living;
- effective communicators who speak, write, and listen honestly and sensitively, responding critically in light of Gospel values;
- reflective and creative thinkers who solve problems and make responsible decisions with an informed moral conscience for the common good;
- self-directed, responsible, life-long learners who develop and demonstrate their God-given potential;
- collaborative contributors who find meaning, dignity and vocation in work which respects the rights of all and contributes to the common good;
- caring family members who attend to family, school, parish, and the wider community; and
- responsible citizens who give witness to Catholic social teaching by promoting peace, justice and sacredness of human life.

WECD SB MISSION STATEMENT

In keeping with the virtues of our catholic faith, we are called to KNOW every student, to INSPIRE them to follow the example of Jesus, and to EMPOWER them with the knowledge and skills they need to live purposeful, meaningful lives.

PURPOSE

The School Council is an integral part of the St. Anne community. The school council acts as an advisory body in the context of improving student achievement and enhancing the accountability of the education system to parents.



OUR STUDENT COUNCIL

| | |
|-------------------------------|-------------------------------------|
| PRIME MINISTER | Ayomi Akinlosotu |
| DEPUTY MINISTER | Nathan Oldridge |
| SENATOR | Abigail Muwanga |
| SECRETARY | Davinence Matenda |
| MINISTER OF ARTS | Emmanuelle Toma |
| MINISTER OF SPIRIT | Francesca Jones |
| MINISTER OF TECHNOLOGY | Grace Bouffard |
| GRADE 12 REPS | |
| GRADE 11 REPS | |
| GRADE 10 REPS | |
| GRADE 9 REPS | TBA |
| STAFF MODERATORS | Marianne Dipasquale Keith Parent |



OUR SCHEDULES

DAILY SCHEDULE

| | |
|---------------|--------------------------------|
| 8:05 | Warning Bell |
| 8:10 – 9:25 | Opening Exercises and Period 1 |
| 9:30 – 10:45 | Period 2 |
| 10:45 - 10:50 | Announcements |
| 10:50 – 11:30 | Lunch |
| 11:35 – 12:50 | Period 3 |
| 12:55 – 2:10 | Period 4 |

CAFETERIA During lunch, students are permitted to eat in the cafeteria and atrium. NO backpacks are allowed and students must be in full uniform during the lunch hour.

Cafeteria warning bell for period 3 is at 11:30.

MASS SCHEDULE

| | |
|---------------|--------------------------------|
| 8:10 – 9:05 | Opening Exercises and Period 1 |
| 9:05 - 10:25 | Mass |
| 10:30 – 11:25 | Period 2 |
| 11:25 - 11:30 | Announcements |
| 11:30 – 12:10 | Lunch |
| 12:15 – 1:10 | Period 3 |
| 1:15 – 2:10 | Period 4 |



FREQUENTLY ASKED QUESTIONS: WHAT DO I DO IF...?

- I AM ABSENT FROM SCHOOL** If I am absent from school, my parent/guardian will phone the 24-hour attendance line **519-727-4497** **as soon as possible**. I will check with my parent, and if a phone call was not made, I will obtain a note from them and bring it to the attendance office at least 15 minutes before attending period 1. I will get a detention or possibly suspended from school if I don't follow this policy.
- I AM SICK** If I am sick, my parent/guardian will call the Attendance Line at **519-727-4497**. I recognize that ***I cannot return to school for at least 24 hours after my symptoms have started improving.*** What this means effectively is that students will need to ***remain at home for at least 24 hours from the time they start to feel better.***
- I AM LATE FOR SCHOOL** **Within the first 15 minutes of school,** I will report to class and the teacher will mark me late. After this 15 minute window, I will **report to the attendance office and receive a late slip**. If I accumulate more than 3 unexcused lates I will be given a detention. On the fourth late, I receive a Chronic Late Policy form that will be mailed home or the teacher will call and notify my parents/guardian. Continued lates will lead to more detentions and possibly suspension as per the Chronic Late Policy.
- I AM LATE WITH A LEGITIMATE REASON** ***I will report to the Attendance Office*** after a call by my parent has been made, or alternately, with a note. The only valid reasons for lateness are illness, a dental or medical appointment.
- I HAVE TO LEAVE DURING THE DAY FOR A SCHEDULED APPOINTMENT** **I will not leave the school without signing out through the Attendance Office.**
Before school, I will bring a note from my parents to the attendance office to **receive a PERMIT TO LEAVE** slip, or I will have my parents call the attendance office before 8:00 a.m. to advise them of the time and reason I have to leave. I will make sure to **pick up my PERMIT TO LEAVE slip before I leave the building**. If I return back to school on the same day I will obtain an ADMIT TO CLASS slip from the attendance office. Failure to follow this procedure will result in a detention.
- I HAVE TO LEAVE SCHOOL DURING THE DAY BECAUSE I AM ILL, OR I HAVE TO LEAVE FOR AN APPOINTMENT AND I FORGOT MY NOTE** **I will never leave the building without checking at the Attendance Office first. Failure to do so will result in a detention.**
The staff will make all reasonable efforts to contact the people listed on my record and obtain permission for me to leave. Arrangements will be made for me to be picked up or walk home

- I FEEL TOO ILL TO STAY IN CLASS** **I will report immediately to the office.** I will not stay in the bathroom, LCC or cafetorium. If I do not report immediately to the attendance office I will receive a detention or possibly be suspended.
- I AM ABSENT ON THE DAY OF A SCHEDULED EXAM** I will arrange with my parent or guardian to see my physician and obtain a Medical Certificate **at mine or my parent's expense.** I, or my parent, will report to the Attendance Office with the Medical Certificate within 24 hours of the exam missed. Administration will arrange for a rewrite of the exam on the rewrite day.
- I AM LATE AND I MISSED A TEST OR HANDING IN AN ASSIGNMENT?** I will report to the attendance office to sign in and ask for help in locating my teacher so that I can hand in the assignment or make arrangements to write my test. If arrangements can be made, I will write the test prior to going to my next class.
- FIND A COURSE (OR COURSES) TOO EASY OR DIFFICULT** First I will talk to my subject teacher and then my counselor in Student Services and/or the Resource Teacher. I understand courses may be changed only within the first month of each semester. Also, I understand that **I must follow my timetable** until such time as I am permitted to drop/change the course from my schedule.
- I HAVE A PERSONAL PROBLEM THAT I NEED TO TALK ABOUT** I will go to talk to my Counsellor in Student Services, or I will go to the Campus Ministry. In the event that no one is there, I will immediately report to the Attendance Office for my next step.
- I HAVE BEEN IN CAMPUS MINISTRY, COOP, OR OTHERWISE SPEAKING WITH A TEACHER AND I MUST REPORT BACK TO CLAS** During class time, I recognize that ***I should always carry a slip*** identifying where I have been given permission to go and who has given me that permission. I should not report back to class without a slip.
- I LOSE SOMETHING OF VALUE** **I will NOT leave my locker unlocked. I will NOT leave anything of value unattended in the phys ed change rooms.** I will check the Lost and Found bin in the Attendance Office or by the PE Office. I understand that no staff member in the school is responsible for my lost or misplaced item(s). I also understand that all unclaimed lost and misplaced items will be donated to charity at the end of each semester. **DO NOT LEAVE ANYTHING OF VALUE IN THE P.E. DRESSING ROOMS AT ANY TIME.** Doors will not be locked.
- I LOSE MY LOCK OR STUDENT CARD** I will purchase a new lock for \$15.00 or a used lock for \$8.00 from the Attendance Office. If I need a new student card I will report it to the office and pay \$8 to have another card reprinted and laminated.

**I NEED TO STAY
AFTER THE SCHOOL
DAY HAS ENDED**

I must arrange a ride in order to stay for scheduled activities beyond the school day. If I need a ride to Tecumseh I can sign up for the taxi service in the main office prior to 1:00 PM. If there are not sufficient numbers the taxi will be cancelled.

**I NEED THE
ELEVATOR TO GET
TO THE SECOND
FLOOR**

In the event I am physically injured, my parents will provide a note to the main office explaining the reason and duration that I will need to use the elevator.

**I NEED TO USE MY
CELLPHONE OR
OTHER
ELECTRONIC
DEVICE**

The school is now wireless. Please note that the school is not responsible for any lost/stolen/damaged electronic devices. All electronic devices are permitted during school hours in the cafeteria, and in classrooms **at the teacher's discretion** for academic purposes ONLY. Students not complying with the responsible use policy or their teacher's instructions, will have them taken away and must be seen by administration to get them back. Please refer to your student agenda for further details.



ATTENDANCE

Many researchers have identified regular attendance as the single, most important factor in student achievement.

ATTENDANCE LINE 519-727-4497. Please call our Attendance Line to report any absences or lates. The Attendance Line is available 24 hours per day, 7 days per week to receive messages

GOLDEN RULE OF ATTENDANCE All students leaving early **MUST** go through the attendance office prior to exiting the building.

ATTENDANCE GUIDELINES All classes are compulsory for all students except in the case of illness/medical or special circumstances such as a school activity.

Students are expected to come to school on time, prepared, and ready to learn.

Students will not be penalized for missing class due to a school-related activity or an excused absence, but it is the student's responsibility to catch up on work and assignments missed.

Please plan family vacations around the school calendar and arrange medical or dental appointments outside of school hours, where possible.

Grade 9 students are encouraged not to leave the school property during school hours.

Students with excessive absences will be addressed.

ATTENDANCE AND EXTRA-CURRICULARS Students must attend all classes on the day of an extracurricular activity such as (but not limited to these activities) a WECSAA game, the Prom or Semi-Formal or the student will forfeit the right to attend the extracurricular event in any capacity.

NOTIFYING THE SCHOOL IN THE CASE OF AN ABSENCE When a student misses school or is coming to school late with a valid reason, the student's parent/guardian must notify the school on the 24 hour attendance line (519-727-4497) within a 24 hour period, OR

If a phone call is not possible, upon returning to school the absent student must present a signed note to the attendance office explaining the absence.

Notes excusing students from class for an illness or a legitimate appointment/emergencies must be signed and dated by a parent/guardian.

Students who fail to clear their absences in a timely manner may be considered truant from class, and detention(s) may be issued. Should the problem continue, students will be progressively disciplined.

SIGNING IN AND OUT OF THE BUILDING

Students who arrive late or need to leave school prior to the end of the day, must go through the attendance office. Even if a call is made indicating that the student will be late or will be leaving early for a legitimate reason the student must go through the attendance office. Students will receive an ADMIT TO CLASS slip or an EXCUSED FROM CLASS slip on these occasions.

Students cannot leave the school and bring a letter or place a phone call after the fact. Prior to leaving, as mentioned above, all students must come to the attendance office to sign out. Failure to follow this protocol will result in a detention.

If a student is in the building they must be in class. **A note cannot be written to excuse a student to study/work in the LCC or cafetorium. Therefore, signing out to work in another class, in the LCC, or to sit in the cafeteria or atrium is not permitted.**

If a student is signed out they must leave the building in a timely fashion. Students cannot be loitering on school property if they are signed out. Under no circumstances are students permitted to miss classes without parent/guardian permission and signing out through the attendance office.

Students that habitually neglect to follow the sign in/out policy may be issued detention(s). Should the problem continue, students will be progressively disciplined.

ILLNESS DURING THE SCHOOL DAY

During the school day, students who are too ill to remain in class are to inform their teacher and then **report directly** to the Attendance Office. They will be authorized to sign out after receiving permission from a parent or guardian.

Under NO CIRCUMSTANCES is a student permitted to leave school property without authorization and signing out through the attendance office. Discipline will follow regardless of the reason.

EXTENDED ABSENCES DUE TO ILLNESS OR VACATION

A medical note is required for absences of five or more consecutive days or in instances of 20 or more cumulative absences that puts the credit in jeopardy. It is imperative to be in class each day as each day missed puts the student at risk of not attaining their credit.

Absence due to a vacation outside of normal school vacation times is not in keeping with education as a priority. Although we recognize that it may occur, it is the responsibility of the student to make up for any missed work.

For any absences that will exceed 5 or more school days a Request for Extended Absence must be completed by the student, their teachers, and signed by parents.

If tests or assignments are scheduled during the time away it is the student's responsibility to make arrangements to write the tests or submit the

assignments and it may be expected that these be completed before the vacation begins.

18 YEAR OLD STUDENTS

The Freedom of Information and Protection of Privacy Act (FIPPA) is legislation that requires schools to treat 18-year-old students as adults. What this means is that adult students who would like school officials including teachers, clerks and administrators to communicate with their parents, **must now sign a waiver that allows this.** This information may include attendance, report cards, discipline notes, timetables, parent/teacher interviews, or other communication in oral, written, electronic or photographic form. Any student who wishes to keep their parent/guardian informed and able to call the office in the case of absence must sign a waiver, **located in the attendance office.**

Students who are 18 years and who have NOT signed consent for the school to communicate with their parent/guardian are permitted 3 sign-outs or 3 sign-ins per semester. **Documentation may still be required to validate any absence.** Legitimacy of absence is determined by the school administration.

LATES

A bell signifies the beginning of class and students are expected to be in their classroom ready to learn or they may be considered late. On the third late, teachers will call home informing parents that their child has arrived late to their class and subsequently may begin receiving detentions if the behaviour does not change.

On the 4th late, the Vice-Principal will issue an office detention.

On the 5th and 6th late additional office detentions will be issued and the Vice-Principal may contact a parent/guardian.

Any subsequent lates may result in withdrawal from regular classes and a suspension may be levied.

Within the first 5 minutes of class students are to report directly to class. After this 5-minute window students are to report to the attendance office.

Students without valid reasons such as, but not limited to these reasons, sleeping in, missing the bus, a long line up at Tim Hortons, or out for lunch, may be issued a detention.

TRUANCY

Truancy jeopardizes a student's education and can often lead to other more serious infractions.

Students who are truant may receive a detention for their first occurrence. Successive trancies will result in progressive discipline, and possibly a call or a letter mailed home informing parents of the situation. Subsequent trancies may result in an out-of-school suspension. Any further occurrence of truancy may be reported to the board's Attendance Counsellor.

Legitimacy of any absence or lates is at the discretion of school authorities.



ACADEMICS

MISSED TESTS Students are expected to be present for every test.

Generally tests are announced approximately one week in advance.

It is the student's responsibility to account for an absence from a test according to school policy

In the case of a one-day excused absence (excluding a school-related absence), the student is expected to write the missed test at an agreed upon time once they return to class.

For a test missed during a suspension, the student is expected to write the missed test on the second day back following the suspension, allowing for review of material.

SUBMISSION OF LATE ASSIGNMENTS

Assignments are due at the beginning of class unless otherwise stated. If a student submits assignments late, the teacher;

- should document or track late submissions;
- should consult with the student and determine a plan of action to correct this behaviour. Teachers may use a variety of methods for dealing with late and missed assignments, as outlined in *Growing Success*;
- may need to inform the student's parent/guardian; and
- may need to inform the school administration or the school success team.

Teachers will use their professional judgment when an extenuating circumstance arises.

If a student fails to submit a major assignment on time, the student will be given a new due date at the teacher's discretion. The teacher may use the same assignment or modify the original one.

PLAGIARISM **Plagiarism is the claiming of someone else's work as your own**, specifically copying, using AI generators, reproducing, paraphrasing, or downloading a whole passage, part of a passage, language or ideas without acknowledging the appropriate source. Re-using an assignment of one's own authorship that has been previously submitted for another class or purpose is also an act of plagiarism. Therefore, an assignment submitted in one course cannot be submitted in another course without the prior permission from the teachers involved.

Cheating includes, but is not limited to, talking or communication of any form during tests/exams, copying another student's answers/assignment, bringing unauthorized notes/aids/equipment into the testing or exam room. The collaborating student, who was an alias to the cheating, may also face consequences.

If it is determined that a student has cheated or plagiarized, the following

will happen:

- The plagiarism/cheating will be reported to the school administration.
- The parent/guardian will be notified by the teacher or administration and other consequences for the behaviour, including suspension, may be assigned.
- Academic consequences may include the student redoing all or part of the assessment, or completing all or part of an alternative assessment that will be due within a timeframe specified by the teacher.

Sharing work will be interpreted as plagiarism as described above.



UNIFORM

DRESS CODE Students are expected to dress in good taste and in uniform at all times, unless specifically excused for a special occasion (i.e. out-of-uniform day).

No student will be allowed to attend class unless they are in full uniform.

Failure to follow the Dress Code (or Casual Dress Day Code) may result in detentions and may have academic consequences if class time is lost due to non-compliance. Repeated infractions may result in suspension.

A committee made up of parents, teachers, students and administration annually reviews the uniform. All students must adhere to the following dress code when attending school.

OFFICIAL UNIFORM

St. Anne Catholic High School uniform must be purchased from Freeds of Windsor, the school uniform supplier. Freeds of Windsor is located at 1526 Ottawa St. in Windsor (519-258-6532).

- Skort - cut at approximately 19" (inches) by Freeds
- Shirts - white, blue or striped button-down Oxford straight shirt
- Golf Shirts - white long or short sleeved monogrammed golf shirt
- Pants - navy or grey
- Sweater - crew neck navy
- Walking shorts - navy
- Sweatshirts, etc. - as sold by PAC

DRESS CODE RULES

- School uniforms are not to be altered. Freeds will only alter the dress pants and shorts and any other alterations will result in the uniform pieces being considered unacceptable to be worn.
- All uniform items should be worn as purchased, and not altered in shape or length. Pant legs cannot be slit and must be appropriately hemmed. Waist bands should not be rolled. Shorts should not be rolled up.
- Pants must be worn at the waistline and no undergarments can be exposed at any time.
- Students will wear the uniform to and from school and during school hours including lunch.
- Only a plain white short-sleeved shirt may be worn under school uniform shirts.
- Hats or hoods of a sweatshirt/jacket are not to be worn in the school. Hats will be confiscated and returned to the student by a Vice-Principal. Students could face disciplinary action from detentions to suspension if this becomes a chronic problem.
- Non-uniform sweaters and sweatshirts may not be worn at any time.
- Only non-textured nylons/leotards/tights in solid, matching colours are permitted.
- For safety reasons, no open-toed footwear is permitted in any technical area, physed and/or in science rooms during labs.

- Inappropriate, offensive clothing or accessories like jewelry are not permitted and such items will be confiscated, as it is contrary to the moral tone of the school.
- Shirts are to be buttoned to within two buttons from the collar. You cannot pull back the shirt and tighten it using any kind of fastener or tie. Pants must be buttoned (done up) at the waist.
- If you arrive at school out-of-uniform, you will be sent home or directed to correct the infraction. Any academic time lost will be made up by the student and a detention may be issued.

The interpretation of the uniform policy is at the discretion of the Principal and/or Vice-Principals and they have the authority to determine whether a student is dressed according to the school policies.

Reminder: Persistent violation of the dress code will bring disciplinary action.

SCHOOL SPIRIT WEAR is **not** part of the official uniform and students will be given special permission to wear these items of clothing. This includes team/club shirts and sweatshirts, St. Anne sportswear, team jerseys, etc.

SPIRIT WEAR School spirit wear is not part of the official uniform. This includes team and club shirts and sweatshirts, sportswear, team jerseys, etc. Students are given special permission to wear some spirit wear items (i.e. team and club shirts and sweatshirts) on certain days, on which school spirit wear **must be worn with proper uniform pants, shorts or skorts.**

OUT-OF-UNIFORM DAYS

Out-of-Uniform Days must be approved by administration. Appropriate attire for school is expected at all times.

- Students will not be allowed to wear anything that promotes or symbolizes drugs, alcohol, illegal activity, hate or discrimination, profanity, pornography, that incites violence or harassment, or threatens health and safety
- Clothing must not depict or display hate speech
- Tops and bottoms must be opaque in colour
- Undergarments must not be worn as outerwear
- No bathing suits/beachwear.

Once again, school administration has final say in what is appropriate for school and the final decision on whether the student is dressed in accordance with the school policies and moral tone. Any student who is deemed to be in unacceptable wear will be required to make appropriate changes before attending any class.

At the end of second semester, Grade 12 students will have the opportunity to donate their clean uniforms that are in good condition, in exchange for casual dress passes during final exams.



APPROPRIATE BEHAVIOUR

High school is a place where students develop spiritually, intellectually and physically. It is also a chance for young adults to develop proper social graces that will last a lifetime.

SCHOOL COMMUNITY RESPONSIBILITIES

The following Code of Conduct for the Windsor-Essex Catholic District School Board is aligned with the Provincial Code of conduct. All members of the school community must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching; and
- refrain from swearing at a teacher or at another person in a position of authority.

PROGRESSIVE DISCIPLINE

Progressive discipline is a whole school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behavior, and to build upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures will be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. Schools will utilize a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping students make good choices.

For students with special education needs, interventions, supports, and consequences will be consistent with the student's strengths, needs, goals, and expectations contained in his or her Individual Education Plan (IEP).

Any behaviour that is injurious to the morale tone of St. Anne High School will not be tolerated.

Examples of this type of behaviour (but not limited to these behaviours) are, fighting, harassing, stealing, vandalizing, bullying, lying, forging and cursing. Defiance, insubordination and disrespectful behaviour toward any staff member will not be tolerated.

Students whose behaviour is deemed injurious to the moral tone of the school will receive an appropriate punishment.

DETENTIONS Detentions are typically issued as a disciplinary measure when students violate school rules or policies. They serve as a means of addressing behavioral issues and encouraging responsible conduct. Detentions are meant to provide students with an opportunity to reflect on their actions, take responsibility for their behavior, and make amends. They also aim to maintain a conducive learning environment for all students by discouraging disruptive or inappropriate conduct. The issuance of detentions is part of a progressive discipline system, with the goal of helping students learn from their mistakes and develop into responsible individuals. It is important that you serve your detentions.

- Detentions will be served on Tuesdays and Thursdays at lunch: 10:55-11:15am. Students may be provided the option of serving detentions before or after school if they make prior arrangements with one of the vice principals.
- Absences: detentions will be rescheduled for the following week.
- Skipping Detentions: will create a 1-day suspension that will progress to 2 days and so on if the behaviour continues.
- Students serving detentions must be in proper school uniform and must bring school work/school reading material and a lunch.
- Students are not to go to the cafeteria prior to their detention to buy lunch.
- Cell phone use is not permitted during detention

SUSPENSIONS The Principal/Vice-Principal shall consider whether to suspend a student if he/she, after investigation, determines that the student has engaged in any of the following activities while at school, at a school-related activity, or in any other circumstances where engaging in the activity will have an impact on school climate, taking into account any mitigating and other factors that might be applicable in the circumstances.

The infractions for which a suspension may be imposed by the principal include but are not limited to:

- Uttering a threat to inflict serious bodily harm on another person;
- Possessing alcohol or restricted drugs.
- Vaping or smoking on school property.
- Being under the influence of alcohol.
- Swearing at a teacher or at another person in a position of authority;
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the student's school;giving alcohol or cannabis to a minor;
- Bullying, if the student has previously been suspended for bullying and the student's presence in the school creates an unacceptable risk to the safety of another person;
- Any activity for which a student can be suspended that is motivated by bias, prejudice or hate;

- A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others;
- activities engaged by the student on or off the school property that causes the student's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or board;
- any act considered by the principal to be a serious violation of the WECD SB or School *Code of Conduct*

A pupil may be suspended only once for an infraction and may be suspended for a minimum of (1) school day and a maximum of twenty (20) days.

Certain infractions may require police involvement as outlined in the Police/School Board Protocol.

Students on suspension cannot participate in field trips or extra-curricular activities, whether on or off the school premises. Students are not able to attend any school-sponsored events (including spectating).

**SUSPENSION
PENDING
EXPULSION**

Subject to mitigating and other factors, a principal shall suspend a student if he/she has reasonable grounds to believe that the student has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate. The principal will promptly conduct an investigation to determine if he/she will recommend to the board that the board expel the student.

These infractions include but are not limited to:

- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Trafficking in weapons, illegal or restricted drugs;
- Committing robbery;
- Giving alcohol to a minor;
- An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others;
- A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others;
- Activities engaged by the student on or off the school property that causes the student's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or board.
- Activities engaged in by the student on or off school property that have caused extensive damage to the property of the board or to goods that are/were on board property.
- The student has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and

that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper; or

- Any act considered by the principal to be a serious violation of the Board or school Code of Conduct.

Certain infractions may require police involvement as outlined in the Police/School Board Protocol.

PROGRAMS FOR STUDENTS ON LONG TERM SUSPENSION

A student who has been suspended for 6 school days or greater will be eligible to access an alternative to suspension program for suspended students developed by the board. Although a student is not compelled to participate in the program, they are strongly encouraged to do so.

Program for Students on a Suspension of Six to Ten School Days: The program provided for in the Student Action Plan will have an academic component to support the student on a long-term suspension of six to ten days in continuing his/her education. For students on a suspension of six to ten school days, the principal shall consider what types of supports, if any, the student may require and shall assist in making that support available.

Programs for Students on a Suspension of Eleven to Twenty School Days: The program for the student that is suspended 11 days or greater will consist of both an academic component as described above, and a non-academic component. The purpose of the non-academic component is to assist students on a long-term suspension in the development of positive attitudes and behaviours. Counselling through our board, as well as community agencies will be made accessible to the student.

EXPULSION

A student may be expelled either from his or her school only or from all schools of the board. If a student is expelled from his or her school only, he or she will be assigned to another school of the board.

If a student is expelled from all schools of the board, he or she will be assigned to a board program for expelled students. The program for expelled students will have an academic and a non-academic component (as described above) that the student must complete if the student decides to access the program.

When a student has successfully met the objectives of the program for expelled students, he or she will be admitted to school.

RECORDING AND DISTRIBUTION OF PROHIBITED MATERIAL

It is strictly forbidden to record, either by image, voice, or both, any teacher or student during the course of the school day or in-school activity regardless of the location. Special projects and special approvals will be considered if proper permissions are granted.

Posting to ANY social media site or distribution through cell phones of recordings, including, but not restricted to: fights, bullying, compromising photos of self or other staff or students, events within or outside of the classroom is strictly forbidden and may lead to, in the least, suspension and/or police involvement. Special projects and special approvals will be considered by administration if proper permissions are granted.

SMOKING, VAPING -CIGARETTES, AND OTHER TOBACCO PRODUCTS

The use or possession of cigarettes, e-cigarettes, vapes or any other tobacco product, such as chewing tobacco, is prohibited on school property at all times. In addition, this policy extends to field trips, all school activities and students who are on spare.

Students who are in violation will receive an out of school suspension and the e-cigarette or vape will be confiscated. A second infraction will result in a longer suspension from school.

Due to the social nature of vaping and e-cigarettes, all students in the direct vicinity of the person holding the contraband, who are adjudged to be a part of the incident, may be suspended equally along with the student holding the item.

NOTE: This is board policy that complements the *Smoke-Free Ontario Act*. For more information, visit <http://www.ontario.ca/laws/statute/17s26>

DRUGS AND ALCOHOL

Possession or use of cannabis, alcohol, or other drugs at school, school-related functions, or on school and/or chartered buses is strictly forbidden. If at any time a student is found to be under the influence of or in possession of drugs, cannabis or alcohol, in the context of school or school activity, the student will be suspended.

Violators will be suspended for a minimum of five to ten days (depending on the nature of the infraction) and parents/guardians may be invited to attend a conference to determine the student's status at St. Anne Catholic High School.

Students and their parents/guardians are advised that St. Anne Catholic High School will utilize the cooperation of law enforcement officials whenever necessary in enforcing this policy, and will ensure that provincial and federal laws relative to drugs, cannabis and alcohol are upheld.

Students who are determined by the school administration to be in need of help for substance abuse will be required to attend a recovery program as part of their ASP (Alternative Suspension Program). The student must complete a substance abuse program before he/she will be allowed back at St. Anne Catholic High School.

Students will forfeit the privilege of attending any/all school future functions. Repeat offenders may be removed from the school until such time that administration is convinced there will be no further incidents.

The student may also be suspended if their activities outside the school present a negative influence on their peers.

WEAPONS

The use and production of any object as a weapon will result in school disciplinary action and the offender will be subject to prosecution. Weapons of any kind, if found, will be confiscated immediately and the authorities will be contacted and criminal charges may ensue. Zero tolerance will be strictly enforced.

TRUANCY

Truancy jeopardizes a student's education and can often lead to other more serious infractions. Students who are truant will receive detentions for the period they are truant. Students who continually skip classes may be suspended and may be reported to the board attendance counsellor. Progressive discipline will be followed with cases of persistent truanancies.



BULLYING

The Safe Schools Act and Board policies apply at all school related functions on or off property, to and from school.

BULLYING PREVENTION AND INTERVENTION

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

Bullying adversely affects:

- a students' ability to learn;
- healthy relationships and the school climate; and
- a school's ability to educate its students.

Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances (i.e., online or cell phone) where engaging in bullying will have a negative impact on the school climate.

BILL 13: ACCEPTING SCHOOL ACT

The Education Act, as amended by the Bill 13, The Accepting Schools Act, 2012, was implemented to require all school boards to take preventative measures against bullying, issue tougher consequences for bullying, and support students who want to promote understanding and respect for all. The legislative changes implemented through Bill 13, as well as all existing safe schools-related policies can be found here: (<http://www.edu.gov.on.ca/eng/teachers/safeschools.html>). Please refer to Board Policy and Procedure for a more detailed understanding of the legislative requirements. The Act promotes the belief that all students should feel safe at school and deserve a positive school climate that is inclusive and accepting, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

Under Bill 13, boards and schools must allow students to form groups at their school to raise awareness and understanding of all students on topics such as:

- anti-racism;
- people with disabilities;
- gender equity;
- sexual orientation and gender identity. These groups may include Gay-Straight Alliances (GSAs).

BULLYING DEFINITION

"Bullying" behaviour includes the use of any physical, verbal, electronic, written or other means. It means aggressive and usually, but not necessarily, repeated behaviour by a pupil where,

a) the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,

(b) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or

(c) creating a negative environment at a school for another individual, and

(d) the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education; ("intimidation")

ELECTRONIC OR CYBERBULLYING

Electronic bullying can occur both on and off campus either during or after school hours. Any messaging that falls under the criteria listed, regardless of its source location, is considered an extension of our school environment because it impacts the health and wellbeing of our community.

For the purposes of the definition of "bullying" in subsection (1), bullying includes bullying by electronic means (commonly known as cyber-bullying), including,

(a) creating a web page or a blog in which the creator assumes the identity of another person;

(b) impersonating another person as the author of content or messages posted on the internet; and

(c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

HARASSMENT AND DISCRIMINATION

Any and all aggressive behaviour, including sexual, physical, verbal and non-verbal, (online included) will be considered harassment and dealt with by administration and/or legal authorities. Zero tolerance will be enforced in all areas of the school, school related functions and school transportation. Students who are being harassed may attempt to deal with it by asserting themselves and telling the person to stop. If this does not work, they should speak to their guidance counsellor or school administration about the situation.

TYPES OF HARASSMENT

a. non-verbal

- *avoidance* or *exclusion*: a direct or indirect attempt by a group to exclude others on the basis of sex, race or ethnic origin;

b. verbal

- *name calling*: regardless of intent, any demeaning description of or reference to people on the basis of race, gender or ethnic origin;
- *teasing* or *jokes*: regardless of intent (or of whether or not members of that gender or racial or ethnic group are present), demeaning stories, jokes or comments that target a particular group or perpetuate negative stereotypes;

- *slurs or insults*: statements, which are meant to demean or degrade whether or not there is an attempt to conceal the intention through humour;
 - *graffiti*: degrading or insulting words, messages, slogans, pictures, etc., written on or in school property;
 - *composition or distribution of derogatory material*: composing and/or distributing written or printed materials containing views, which are biased and harmful; the use of the internet is a powerful tool if used wisely; however, illegal and offensive use of it is unacceptable and may lead to serious consequences such as suspension or expulsion;
 - *threatening or terrorizing*: an event or series of events meant to intimidate or suggest harm to body or property; this also includes the solicitation of money or something of value from any person in return for protection or in connection with a threat to inflict harm;
 - *non-intervention incidents*: witnessing any of the above without attempting to prevent or report the incident; such lack of action may imply tacit approval;
- c. physical
- *vandalism*: destruction or mutilation of school and/or personal property;
 - *fighting or physical assault*: engaging in or inciting physical contact, which may inflict physical harm on a member of a specific group; this could be spontaneous or premeditated;

**“THE BYSTANDER” -
NON-INTERVENTION**

Witnessing any of the above without attempting to prevent or report the incident is not acceptable and may result in a suspension since such lack of action may imply approval.

**REPORTING
PROCEDURE**

Students who witness or are the victims of harassment should seek assistance from an adult, friend, or staff member when such a situation arises. Note that the identity of those who report will be kept anonymous/confidential.

As outlined in *Bill 212: Education Amendment Act (Progressive Discipline and School Safety)*, Unacceptable behaviour may lead to:

- suspension or expulsion;
- police involvement; or
- loss of school privileges and other consequences.

**PHYSICAL ASSAULT
OR AGGRESSION**

Any student who threatens to inflict, inflicts, or encourages others to inflict bodily harm on another student will be suspended.

Physical assault causing bodily harm requiring professional medical treatment, or sexual assault, will result in immediate suspension and may result in a referral to the Board for expulsion. A violent incident report will also be placed in the student’s OSR.

All activities, even off school property, that may have a negative impact on the climate of the school and/or against the moral tone of the school, will be addressed and consequences may be handed out.



INFORMATION/COMMUNICATION TECHNOLOGY

WECDSB IT RESOURCES

The WECDSB is committed to providing users with Information Technology resources for educational and business purposes dedicated to improving student success, achievement, and well-being within the context of the teachings of the Catholic faith.

The Internet is a rich source of information and provides opportunities to enhance learning. All students and staff will have access to the Internet, which raises issues that must be addressed and understood. The WECDSB has addressed these issues through the following policy and procedures:

- *Policy IT:01 Acceptable Use of Information Technology Resources*
- *Procedure PR IT:01A – Acceptable Use of Information Technology Resources*
- *Procedure IT:01B – User Access Management*
- *Procedure IT:01C – Passwords for User Accounts*
- *Procedure IT:01D – Procurement & Disposal of Information Technology Resources*
- *Procedure IT:01E – Personal Electronic Devices (PED)*
- *Procedure IT:01F – Privacy Protection & Information Management*
- *Procedure IT:01G – Email and Electronic Communication*

The above applies to students, staff and all other users of IT resources accessed through the facilities of the Board, including the Internet. These policies and procedures include sections covering personal safety rules, unacceptable sites and materials, use guidelines, prohibited uses and activities, on-line publishing, and liability. These policies and procedures are available on the Board's website: <http://www.wecdsb.on.ca/about/policies>.

ONLINE SAFETY PLEDGE

The following are the WECDSB's expectations for our students when working online. Students are required to comply fully with these rules and regulations:

- I will not give my name, address, telephone number, school, or my teachers'/parents' names, addresses, or telephone numbers to anyone I meet on the Internet.
- I will not give out my email password to anyone (even my best friends) other than my teachers/parents.
- I will not send a picture of myself or others over the Internet without my teachers'/parents' permission.
- I will not fill out any form or request online that asks me for any information about my school, my family, or myself without first asking for permission from my teachers/parents.
- I will tell my teachers/parents if I see any inappropriate language or pictures online, or if anyone makes me feel nervous or uncomfortable online. I will never agree to get together with anyone

I “meet” online without first checking with my teachers/parents. If my teachers/parents agree to the meeting, I will be sure that it is in a public place and that I am accompanied by an adult at all times.

- I will not use any articles, stories, or other works I find online and pretend it is my own.
- I will not use bad language online.
- I will practice safe computing, and check for viruses whenever I borrow a disk from someone, download something from the Internet, or receive an attachment.
- I will be a good online citizen and not participate in any activity that hurts others or is against the law or my school’s policy.

ELECTRONIC DEVICES

Cell phones and personal electronic devices (PED) are permitted during school hours in the cafeteria, atrium and learning commons centre. Earbuds or earphones must be used when listening to electronic devices. The use of PEDs is a privilege, not a right and can be removed if it interferes with student learning or staff productivity. St. Anne will not take responsibility for any electronic devices that are lost or stolen.

Use of electronic **devices in the classroom is permitted solely at the teacher’s discretion**, for academic purposes. The PED shall be concealed and silenced during instructional time unless directed otherwise by the teacher. Students not complying with the teacher’s instructions will have them taken away and must be seen by school administration to get them back.

The first offence for PED misuse may result in only a warning and the device being held for the remainder of the school day. Progressive discipline measures will result if a student continues the unauthorized use of a PED, including loss of use of the device.

The WiFi network available to students is an educational network only, and is to be used as a research tool. Using electronics to take pictures, audio or video on school property is forbidden and may constitute a suspension. Posting videos or pictures online is an invasion of student and staff personal privacy and may constitute suspension.

For more information on the WECDsB Electronic Device Policy, please consult Administrative Procedure IT: 01E - Personal Electronic Devices at <http://www.wecdsb.on.ca/about/policies>.

COMPUTERS/ SCHOOL EQUIPMENT

- Users who willfully damage computers or other school equipment, including hardware systems or modify system files or other files not belonging to them will be subject to disciplinary action (including removal of network access, detention or suspension).
- No outside devices may be plugged into the school network via Ethernet cabling. Only legally obtained software may be loaded on any individual computer or the school computer network and only by the Computer Software Technician. Illegal software will be removed.
- Users who are found to be willfully accessing and/or modifying system files or other files for which they have not been given access, who are using logins other than their own, or who are conducting activities that might be detrimental to the integrity of the computer system will have his/her access to the network

suspended and disciplinary action will be taken. Police involvement may be required.

- For more information on the WECDSB Computer Usage Policy, please see *Acceptable Use of Information Technology Resources* at <http://www.wecdsb.on.ca/about/policies>.

NETWORK ACCESS

- Internet access is offered to students for research purposes only. Sending and receiving e-mail is not allowed except with specific permission. Internet apps (i.e., Facebook, Twitter, Instagram, etc.) are not allowed.
- Internet users are expected to practice proper etiquette (i.e., classroom standards of behaviour and language) and safe surfing (do not identify yourself or school by name, address or phone without permission). Students are expected to exercise good judgment when selecting Internet sites to visit. Board firewalls are in place, and any attempt to circumnavigate them will result in school discipline, including removal of network privileges.
- Please keep in mind that a student's online actions are subject to school discipline if they are found to affect the moral tone or climate of the school, as determined by school administration.

TOOLS2GO

All students are assigned a username and password to log into the school computers. The Novell logins are as follows:

Login = student ID number (9 digits)

Password = MMDDYY (birthdate)

It is imperative that the assigned passwords are changed immediately upon accessing the account and that they not be shared or given out to others.

WECDSB STUDENT PORTAL

The WECDSB provides educational resources to students online through their website. Students can access the Student Portal from the WECDSB homepage at <http://www.wecdsb.on.ca>. The username and password for home access is as follows:

Username = student

Password = student



ACCIDENTS All accidents/injuries involving students and staff must receive immediate and appropriate First Aid attention. All accidents/injuries must be reported to the supervising teacher and a school Administrator in the Attendance Office.

ACTIVITY FEES *An activity fee of \$50 is collected from each student with their Course Selection Form in March.* This fee is used for various school activities such as retreats (on- and off-site), sports teams (equipment, uniforms, tournaments, etc.), referees, post-season play including transportation and accommodations, WECSSAA fees, Dance Team, Muskoka leadership, Ontario Drama Festival, Best Buddies through Life Skills, Student Parliament, publication of student work, robotics, Science Olympiad, guest speakers, and special excursions, among many other things. In all, the school supports or subsidizes over 20 major teams, over a dozen clubs, and events such as our Grade 8 Open House, and our Evening of Excellence for academic proficiency.

CAFETERIUM/LUNCH Students must be in proper and complete school uniforms during spares and the entire lunch period.

No food or drinks are to be consumed in the classrooms.

Students are to ensure that all garbage is disposed of in the proper containers immediately after eating. Failure to do so will result in cafeteria duty.

Behave in a mature, courteous manner to everyone, including the lunch supervisors, cafeteria and custodial staff.

The throwing of any item is forbidden. Due to the danger in throwing objects of any kind, all students are advised that such behaviour will automatically result in discipline and if repeated possible termination of cafeteria privileges.

Sitting on the tables and standing on chairs or tables is prohibited.

Due to safety and security reasons, book bags, backpacks, gym bags or any large carryall bags are not permitted in the cafeteria, classrooms or the Student Center.

Students who leave the school property for lunch assume responsibility to return to school on time for their next class. Failure to do so (regardless of the reason) will result in a detention.

FIELD TRIPS

- For one day trips backpacks are not permitted and all baggage including purses are subject to inspection by administration prior to the trip.
- Any incidences of contraband will be subjected to disciplinary action once the student returns to school.
- Students missing classes for field trips are responsible for making up the work they missed.
- Students must see their subject teachers with the proper form for the teacher to sign, as well as have a parent consent form signed and returned before being allowed to attend the trip.
- Since our school will be judged by students' behaviour while on the field trip, the code of conduct and the school dress code will be in effect. Dress code may be altered with the permission of the Administration.
- All school rules apply when students are participating in a school sponsored offsite event or field trip.

GRIEVANCE

If a student has a grievance with a teacher he/she should follow the proper procedures:

- Contact the teacher, make an appointment before or after class, or during lunch, and discuss the problem thoroughly and honestly.
- If this fails, students should have their parents contact the teacher to try to resolve the issue either over the phone or by appointment.
- If this fails, parents can contact school administration to arrange a meeting with the teacher to discuss the problem.

LEARNING COMMONS (LCC)

The LCC is a student centre designed for students to work independently or in small groups therefore, unduly loud or inappropriate behaviour will not be tolerated. Access to the LCC is through the side door across from the attendance office.

All classroom rules apply in the LCC from being in proper school uniform to no gym bags or backpacks allowed. We discourage cell-phone use for such things as texting as it is a study area. Absolutely NO phone calling is permitted in the LCC – if you must take a call students must step out into the atrium or outside.

MEDICATION

Board policy is very explicit that we cannot dispense medication unless a medical professional has prescribed it. If you have prescription medication that needs to be taken during the school day, there is a form that must be completed and an administrator in the office will distribute the medication. Copies of this medical form can be found in the Main Office. Please call our secretary for a copy of this form. The form must be signed by both your physician and yourself and returned with the medication to the Main Office. The medication must be packaged in its original container as supplied by the pharmacist.

For more information, please consult WECDSB policy *Student Health Support Appendix A: Explanatory Letter Regarding the administration of Medication* at <http://www.wecdsb.on.ca/about/policies>.

The school will keep a record of any medication dispensed. Please contact the office if there is a change or expiration in medication (for example, Epi-pens).

PARKING *Please note that student parking is a privilege.*

- Every year, students must register their vehicle(s) with a Vice-Principal in order to obtain a parking pass. Parking passes are distributed on a first-come first-served basis. Students must present a valid G2 drivers license.
- Parking is allowed in the lot on the north side only. No student will be issued a specific spot; parking is on a first-come first-served basis. These are the only parking spaces for students on campus.
- Speeding, loud radios, screeching tires, improper parking, etc. will result in the suspension of parking privileges and/or disciplinary action.
- Cars parked in an unauthorized area will be secured, ticketed and/or towed at the owners' expense and parking privileges may be revoked.
- The school authorities do not accept responsibility for any damage/theft to a car or its contents.
- Students will exit the parking lot at the end of the day only after all of the buses have left the property. Any interference with the buses will result in immediate suspension and suspension of parking privileges indefinitely.
- Overflow parking is available at the municipal lot down the road from the school.

POSTERS/FLYERS Students or clubs must obtain permission from the Principal or Vice-Principal before posting any flyers, and only in designated areas. Regulation 298, Section 25 of the *Education Act* states that any canvassing or fund-raising activity on school property by the pupil is carried on only with the consent of the board that operates the school.

**SKATEBOARDS/
ROLLER BLADES** Skateboards and roller blades are not to be used on school property at any time. The school will not reimburse students for lost or stolen items.

TRANSPORTATION

- For information regarding student bussing see the board website or www.buskids.ca.
- Students will only be allowed to ride the bus they were assigned by Student Transportation Services. The bus company does not accept notes for students wishing to ride a different bus than the one assigned to them.
- Any type of disruptive behaviour will result in the loss of bus privileges.

VISITORS All visitors to the school must identify themselves to the Main Office. Students wishing to bring guests to the school must see an administrator at least 5 days prior to the visit for approval. We discourage this practice and administration has the final say in whether a visitor's pass will be issued.



SCHOOL EVENTS

ASSEMBLIES/MASSES/ LITURGICAL CELEBRATIONS

Assemblies, masses and liturgical celebrations are an important part of Catholic Education and community building for all students, including those on spare. Appropriate etiquette is expected at all times, which includes not talking during a performance or presentation, and not using electronic devices. Inappropriate behaviour such as catcalls, horseplay, throwing objects or disrupting others will be dealt with through disciplinary action.

Electronic recording of these events will not be allowed.

EXTRACURRICULAR ACTIVITIES

All athletes must pay a one time \$25.00 sports fee **prior to playing their first WECSSAA game or competition.** This fee includes the student's athletic banquet ticket and all student athletes are encouraged to attend this banquet, and shall be paid via Cash Online.

St. Anne Catholic High School has always prided itself on its outstanding athletes and extracurricular tradition. This tradition is indeed a credit to staff and students alike, and has formed the basis of many friendships and even careers. All students regardless of age are urged to participate in a programme(s) of their choice. It will add a dimension to education that has to be experienced to be believed!

- Extra-curricular activities are a vital part of a student's education. Academic performance, school attendance and behaviour (discipline record) will determine eligibility.
- Students representing the school must act in an appropriate manner showing respect for self, coaches, referees and other players.
- In order for students to be eligible to participate in an extra-curricular event, they must be present in class the entire day of the event.
- ***Students currently serving a suspension are not permitted to participate in any school activities or be present at any school-sponsored event regardless of location or venue.***

FIELD TRIPS

- For one day trips backpacks are not permitted and all baggage including purses are subject to inspection by administration prior to the trip.
- Any incidences of contraband will be subjected to disciplinary action once the student returns to school.
- Students missing classes for field trips are responsible for making up the work they missed.
- Students must see their subject teachers with the proper form for the teacher to sign, as well as have a parent consent form signed and returned before being allowed to attend the trip.
- Since our school will be judged by students' behaviour while on the field trip, the code of conduct and the school dress code will be in

effect. Dress code may be altered with the permission of the Administration.

- All school rules apply when students are participating in a school sponsored offsite event or field trip.

SEMI-FORMAL/PROM

Students that fail to attend at least 2 classes on the day of Prom or Semi, for any reason, will forfeit the opportunity to attend the event.

Only students in good standing will be allowed to purchase a ticket. This includes resolving any issues surrounding outstanding fees, textbooks or equipment owed to the school. Grade 12 students must submit their 40 hours of community service in order to be eligible to purchase a ticket for the Prom.

No student will be admitted into a dance without either a current student card or a guest pass issued from the office through the Principal/Vice-Principal. If a student has a guest pass, the St. Anne student to whom the pass was issued for admission to the dance **MUST** accompany the guest.

As with any school function, students suspended on the day of the Event will have forfeited their right to attend the Event. No refund will be given.

The school administration reserves the right to inspect bags, jackets, or coats. Backpack and other types of bags will not be permitted into the dance/prom/etc.

If a student leaves during a dance, he/she **will not be readmitted**. Students are not permitted to go to their vehicle or parking lot. No exceptions.

Any student found smoking on the property of the semi/prom will be asked to leave the event and will face disciplinary action at school.

Any student found intoxicated, or carrying alcohol (or drugs) will be ejected from the event and held and released to a parent/guardian. Furthermore, he/she will be suspended from all school activities for an amount of time to be determined by the principal/vice-principals and disciplinary action will be taken. In the case of drugs, the police will be involved.

Fighting and general misconduct by any student will result in his/her expulsion from the dance. Further disciplinary action will be taken.

Students are responsible for their conduct and behavior. If their choices or actions cause damage to any property, they may be held liable for the cost of its replacement or repair, and potentially to further disciplinary action.

All students must show respect for the authority of teachers/supervisors during a dance/event.



PERSONAL AND SCHOOL PROPERTY

BICYCLES Do not leave bicycles unsecured.

Bicycles are not allowed in the school building. The school assumes no responsibility for loss or damages to bicycles.

BOOK AND GYM BAGS *Backpacks, gym bags or other large bags are not permitted in classrooms or the cafetorium during the school day.* Students must stow their bags in their locker bringing only the required materials to class and lunch.

LOCKERS & PERSONAL PROPERTY Lockers are assigned on the first day of school and students will keep the same locker for the duration of the year. Students are expected to have their locker secured promptly.

Lockers are not to be shared.

Students will not damage their own or any other locker.

ONLY locks purchased through the school will be permissible. Other locks will be removed and not replaced. A new school lock costs \$15.00.

Although it is for your use, the locker belongs to the school. The Principal or Vice-Principal reserves the right to open and search any locker and its contents at any time if they deem a situation warrants a search.

Any pictures or materials deemed inappropriate will be removed.

Students are responsible for the security of their personal property. The school assumes no obligation for any items taken or stolen from lockers, hallways, classrooms, change rooms or other storage areas.

LOST AND FOUND Lost valuables may be turned in or claimed by contacting the Attendance Office.

Lost items will be cleared monthly, after which they will be given to charity.

TEXTBOOK AND OTHER SCHOOL PROPERTY Textbooks and other school supplies issued to students must be kept in good repair and returned when required.

The cost of lost or damaged texts and other materials will be charged to the student at the current replacement cost. Students who have outstanding equipment/supplies/school property may be forced to make alternative arrangements for exams, and may not be allowed to participate in any school activity outside the classroom until restitution is made.

THEFT AND VANDALISM

Any direct or indirect involvement in theft will result in a suspension. The incident may result in the notification of and subsequent prosecution by civil authorities.

Deliberate vandalism to the school building, equipment or supplies may result in suspension and may result in prosecution under the vandalism laws. Criminal charges are possible.

Accidental damage to the school building, equipment or supplies shall be reported immediately. Damage that is left unreported will be seen as deliberate and dealt with accordingly.

The school will not be held responsible for theft of vandalism to vehicles or student property.

Since all students are directly affected by the actions of a few, it is up to all students to see that vandalism and theft are reported to the school administration.



ONTARIO SECONDARY SCHOOL DIPLOMA REQUIREMENTS

Students commencing a secondary school program as of September, 1999 will earn an Ontario Secondary School Diploma upon successful completion of the following components:

- a. A minimum of eighteen (18) compulsory credits must be earned, and distributed as follows:
 - 4 credits in English (1 per grade)
 - 1 credit in French as a second language
 - 3 credits in Mathematics (at least one 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
 - 0.5 credit in Civics
 - 0.5 credit in Career Studies

as well as:

- 1 additional credit in English, or a third language, or Social Sciences and Humanities, or Canadian and World Studies, or Guidance and Career Education, or Co-operative Education
 - 1 additional credit in Health and Physical Education, or the Arts, or Business Studies, or Co-operative Education
 - 1 additional credit in Science (Grade 11 or 12), or Technological Education (Grade 9 to 12), or Co-operative Education
- b. Students must also earn twelve (12) elective credits by successfully completing courses that they have selected from the school course calendar.
 - c. Complete 40 hours of community involvement activities. Acceptable activities are outlined on the back of the sheet. For more information, please see *Policy/Program Memorandum No. 124a: Ontario Secondary School Diploma Requirement: Community Involvement Activities in English-Language Schools* at <http://www.edu.gov.on.ca/extra/eng/ppm/124a.html>
 - d. Successful completion of the Ontario Secondary School Literacy Test or the equivalent Ontario Literacy Course.
 - e. Beginning with students that entered Grade 9 in the 2020-21 school year, students must earn at least two online learning credits to get their Ontario Secondary School Diploma.

CERTIFICATE OF EDUCATION

A student who decides to leave school before earning an Ontario Secondary School Diploma shall receive the Ontario Secondary School Certificate of Education, upon request, if he/she has earned a minimum of fourteen (14) credits distributed as follows:

- a. A minimum of seven (7) compulsory credits must be earned, and distributed as follows:
 - 2 credits in English
 - 1 credit in Mathematics
 - 1 credit in Science
 - 1 credit in Canadian Geography or Canadian History
 - 1 credit in Physical and Health Education
 - 1 credit in the Arts or Technological Studies
- b. Students must also earn seven (7) elective credits by successfully completing courses that they have selected from the school course calendar.

GENERAL COURSE SELECTION POLICIES

- A student may generally not repeat a course in the second semester that was taken in the first semester.
- Students entering their final year of high school who wish to select fewer than six credits must get approval from their guidance counsellor and/or school administration when the option sheet is submitted.
- Students will not be permitted to take only two courses in a semester.
- Although universities generally require six U/M credits in order to be eligible to apply, it is highly recommended that a seventh course be chosen in order to mitigate any academic issues.
- Students entering their fourth year with a minimum of 24 credits will be allowed to select up to two study periods.

DROPPING COURSES

Students in Grade 9 or 10 are not eligible to drop courses.

Under the provincial full disclosure policy, if a Grade 11 or 12 student withdraws from a course within five instructional days following the issue of the first provincial report card, the withdrawal will not appear on the student's Ontario Student Transcript.

STUDY HALL/SPARE

- Only students who have successfully completed 24 or more credits by September of their graduating year are eligible for a spare.
- The purpose of the spare is to allow the student an opportunity to work on the course work for his/her other classes.
- Students on spare are permitted to work in the cafeteria, the atrium, or Learning Commons Centre (LCC).
- The spare is not to be used for hanging out in the courtyard or other parts of the building.

SUMMER SCHOOL Summer school is available for many courses.

Full Credit offerings allow students to register in classes they may not be able to schedule during the regular school year, or otherwise improve upon grades they have already earned. Traditionally, the WECDSB has offered English, Mathematics, and Science courses, however other courses are periodically available. The Ontario Literacy Course (OLC 40) has been offered consistently as a Full Credit course, due to its dual nature as a senior-level English credit, and a substitute for the OSSLT.

Credit Recovery offers students an opportunity to revisit only those areas of a particular course in which they were not successful. The final grade in the credit recovery course is determined by blending the original mark with the work completed during the summer, in accordance with *Growing Success*.

Co-operative Education, e-Learning, and Dual Credit programs are all available pending enrollment.

Students and parents are encouraged to register for summer school programming early. Information is generally released in late April.

**THE ONTARIO
SECONDARY SCHOOL
LITERACY TEST
(OSSLT)**

The Ontario Secondary School Literacy Test (OSSLT) is administered in a student's Grade 10 year, and success on this assessment is a requirement for graduation. The OSSLT evaluates a student's cross-curricular literacy skills up to, and including, Grade 9. The Board will provide remediation and accommodations as outlined by the Education Quality and Accountability Office, and deferrals or exemptions where necessary. Support and sample activities can be found through EQAO at <http://www.eqao.com>.

For students who are unsuccessful in completing the OSSLT requirements, the Ontario Literacy Course has been developed to provide students with an alternative means of demonstrating their literacy skills through intensive support in a classroom learning environment. Students who successfully complete this course will have met the provincial literacy requirement for graduation and will earn one credit.

**COMMUNITY SERVICE
HOURS**

As stated in Ontario Secondary Schools, Grades 9 to 12: Program and Diploma Requirements, 1999 (OSS), every student must complete a minimum of 40 hours of community involvement activities as part of the requirements for an Ontario Secondary School Diploma (OSSD).

Completed hours must be submitted by the end of the first semester. College and/or university applications will be incomplete until these hours are submitted. In addition, students cannot receive a high school diploma until these hours are submitted and recorded.

GRADUATION

The Guidance Department is responsible for distributing information about upcoming college, university, apprenticeship and workplace initiatives such as workshops, visits, application deadlines and information. Important dates and initiatives will be distributed through daily announcements, newsletters, School Messenger, assemblies, on school bulletin boards, school calendars or classroom visits.

Counsellors will meet with graduating students upon request, and as a group at various times throughout the year. However students are advised to begin their planning for their post-secondary career as soon as possible.

Students should:

- ensure that they have the credits necessary for graduation. Students are provided with a tally of earned credits on their report cards, along with a list of remaining requirements;
- stay familiar and current with the correct prerequisites and other requirements for their post-secondary destination. Many institutions change their requirements from year to year. Students should become familiar with these requirements before applying;
- sign up and attend all appropriate group workshops, presentations, assemblies, and guidance appointments. Parents are encouraged to take an active role in their son or daughter's post-secondary planning by attending evening presentations, facilitating on-campus tours, dialoguing with their son/daughter, and keeping involved in the process; and
- apply for post-secondary programs and financial assistance (including OSAP, scholarships and bursaries) by the deadlines indicated on forms and websites.

GRADUATION CEREMONY

In order to participate in the graduation festivities (which would include the ceremony itself, as well as the class composite), students must have earned at least 28 credits by the end of the year.



ALTERNATIVE SCHOOL PROGRAMS

CO-OPERATIVE EDUCATION

Co-operative Education provides the opportunity for students to develop the knowledge, skills and attitudes essential in today's society. The program is based on a partnership between the school and business/industry. Senior students integrate classroom theory with practical experience in the workplace. Students spend at least half of each day with their employer learning "on-the-job".

Co-operative Education helps students formulate appropriate post-secondary career goals and earn credits toward their Ontario Secondary School Diploma.

If interested in Co-operative Education, please contact the Co-op Office for further information.

DUAL CREDIT

Dual credit programs are ministry-approved programs that allow students while they are still in secondary school, to take college or apprenticeship courses that count towards both the Ontario Secondary School Diploma (OSSD) and a postsecondary certificate, diploma, or degree, or an apprenticeship certification.

The primary focus is on students who have the potential to succeed but are at risk of not graduating from high school and students who left high school before graduating and are now returning to school. Students enrolled in approved Specialist High Skills Major (SHSM) programs, Ontario Youth Apprenticeship Programs (OYAP), and apprenticeship programs may also earn dual credits.

Dual credit programs are intended to assist secondary school students in the completion of their diploma and provide a successful transition to college and apprenticeship programs. Students have the opportunity to earn high school and college credits at the same time. This unique arrangement allows the student the chance to experience life and learning in a college environment while completing their secondary education.

CREDIT RECOVERY

Credit recovery programs help students earn the credits they have previously failed to achieve, as they develop the learning skills needed for academic success. These programs:

- focus on improving learning skills;
- target particular curriculum expectations that students have failed to achieve;
- may include behavioural or other supports;
- may involve the recovery of more than one credit;
- can involve both independent and group learning; and
- may be combined with remedial programs, and may accommodate continuous intake.

St. Anne's currently offers one credit recovery class per semester. For inquiries, please contact the Guidance Department.

SPECIALIST HIGH SKILLS MAJOR (SHSM) CERTIFICATION

Specialist High Skills Majors let students focus on a career path that matches their skills and interests while meeting the requirements of the Ontario Secondary School Diploma (OSSD). Students receive the SHSM seal on their diploma when they:

- complete a specific bundle of eight to ten courses in the student's selected field;
- earn valuable industry certifications including first aid and CPR qualifications; and
- gain important skills on the job through co-operative education placements.

Grade 11 and 12 students have the opportunity to gain important skills on the job with actual employers, at skills training centres and at school, as well as earn valuable industry certifications, including first aid and CPR qualifications.

St. Anne Catholic High School currently offers four SHSM programs:

- Health and Wellness
- Information & Communication Technology
- Justice Community Safety & Emergency Services
- Manufacturing
- Transportation.

For more information on Specialist High Skills Major programming, visit <http://www.edu.gov.on.ca/morestudentsuccess/shsm.html>.

OYAP The Ontario Youth Apprenticeship Program (OYAP) allows students to explore and work in apprenticeship occupations starting in Grade 11 or Grade 12 through the Cooperative Education program. Students must be at least 16 years of age and have 16 credits towards their Ontario Secondary School Diplomas in order to qualify for the program. To find out more about OYAP programs offered by the WECDSB: <https://www.wecdsb.on.ca/programs/pathways/oyap>

FRENCH IMMERSION

Learning a second language is beneficial for students. Having the advantages that come with being bilingual not only builds on creative thinking skills but also ensures excellent communication skills to be ready to succeed in today's competitive workplace. Through our French Immersion Program you will learn a second language while expanding career opportunities, gaining a deeper understanding of cultures, and thus being a multilingual citizen of the world. Find out more about French Immersion by [clicking here](#).

STEM ACADEMY

Science, Technology, Engineering, Math Academy(STEM) education creates critical thinkers, increases science literacy, and enables the next generation of innovators. Find out more about the St. Anne STEM Academy by [clicking here](#).



CAMPUS MINISTRY Campus Ministry contributes to the life of the St. Joseph's Catholic High School community through service and outreach. The Campus Minister, along with staff and students, serve one another by using their talents and gifts to build the Catholic, Christian character of our school. Some of the activities under the umbrella of Campus Ministry include masses and liturgical celebrations, retreats, times of reflection, the sacrament of Reconciliation, vocation awareness, prayer services, service projects in the school and in the community, and bereavement and hospital visitations. Campus Ministry provides a ministry of presence and a welcoming gathering space for students and staff alike.

GUIDANCE DEPARTMENT The Guidance Department is available to assist students in all aspects of their growth and development. Counsellors are available for academic guidance, assisting students in making wise choices in their school program, as well as career decisions and personal problems at all levels. This "total concern" for each student helps them to reach realistic academic, career and social goals.

Additional available services include:

- computer-assisted career exploration, providing information on occupations, schools and programs for further education.
- information relating to study skills, coping with stress, university and college registration, student assistance information, goal setting, scholarship and bursary information, and career information.

Students and parents are encouraged to consult frequently with the guidance counsellors.

Counsellors, in conjunction with the rest of our support team, are also responsible for coordinating the services of the school social worker, psychologist and Special Education Department to meet the individual needs of students. Parental involvement and input is always encouraged. To coordinate these efforts, the counsellors will meet with students on an ongoing, routine basis, as well as through requests and referrals.

The Guidance Department, Campus Ministry, social workers and community services provide ongoing counselling for individual students and their families. Group counselling is available for students who might benefit from this approach.

LIFE SKILLS The Life Skills Programme is designed to give support to students with special needs. The main focus of the programme is to provide the student with the best course of study, a combination of classroom and life skill courses. Students will participate in work experience to further broaden their school life.

Peer helpers are important in forming friendships and connections in the school population.

STUDENT SUCCESS

The Student Success teacher is responsible for a variety of initiatives that are aimed at engaging students who might be considered “in-risk” of not successfully completing a secondary school program. All of these initiatives are to address the areas in which comprehensive intervention is needed to promote student achievement. These areas include:

- increased contact with parents to develop real strategies and student accountability for learning;
- comprehensive monitoring of student attendance and absences;
- monitoring student progress through homework, assessments, and discussions with the classroom teacher;
- mentoring in-risk students;
- advocating for in-risk students and parents within the school community;
- leading a success team of professionals who will be meeting regularly to develop action plans for students in risk; and
- being available to assist and advise students with daily or extraordinary issues.