CATHOLIC CENTRAL HIGH SCHOOL

STUDENT HANDBOOK 2026-2027

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PRINCIPAL: Ms. M. Cavallin

VICE-PRINCIPALS: Mr. Joe Castagna | Mrs. Jessica Renaud

SCHOOL MOTTO

Christ waits for us in others

MISSION STATEMENT

Catholic Central Catholic High School is a Catholic educational community in which we respect one another; take responsibility for ourselves, our relationships, and our environment; and pursue excellence in all aspects of our learning.

PRAYER TO ST. JOSEPH The Worker

Eternal Father, hear our prayer today through the intercession of our patron St. Joseph the Worker.

May we, the students and staff of Catholic Central,

Strive to live by his example of hard work through the practice of patience and humility.

Help us to serve one another over and above our own needs and to recognize and acknowledge the presence of Christ in others.

May we express our gratitude for our school community through works of charity and kindness and be an example of a peaceful global community.

St. Joseph the worker, Pray for us.

PRINCIPAL'S MESSAGE

Welcome to Catholic Central High School, a community that welcomes diverse learners and offers varied academic and extracurricular opportunities. From core compulsory classes, STEM technology programs, SHSM, sports academies, and English as a Second Language program, CCH offers a variety of choices for your child that reflect many students' interests, abilities, pathway goals and future aspirations, and a comprehensive staff faculty to support students' unique needs. Parents are invited to bring questions about their child's program to teachers, counselors, and administrators. We look forward to working with you to ensure that here, at Catholic Central High School, our students have the very best program that Catholic education has to offer. Wishing you much success in the coming year!

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.

THE WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD 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.

REGULAR DAILY SCHEDULE

DAILY SCHEDULE

8:10 AM - WARNING BELL

PERIOD 1 | 8:15 - 9:35

PERIOD 2 | 9:40 - 10:55

LUNCH | 10:55 - 11:35

PERIOD 3 | 11:40 - 12:55

PERIOD 4 | 1:00 - 2:15

MASS SCHEDULE

8:10 AM - WARNING BELL

PERIOD 1 | 8:15-10:20 (Including announcements)

CALLDOWNS/MASS | 9:15-10:15 (return to Period 1)

PERIOD 2 | 10:25-11:25

LUNCH | 11:25 - 12:05

PERIOD 3 | 12:10-1:10

PERIOD 4 | 1:15-2:15

ASSEMBLY SCHEDULE

8:10 AM - WARNING BELL

PERIOD 1 | 8:15-9:20

PERIOD 2 | 9:25-10:25

PERIOD 3 | 10:30-11:30

LUNCH | 11:30 - 12:10

PERIOD 4 | 12:15-1:15

ASSEMBLY | 1:15-2:15

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) 256 3174 as soon as possible*** (before school, if possible). I will check with my parent/guardian, 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. Disciplinary action is possible if I don't follow this policy.

...I AM SICK?

If I am sick, my parent/guardian will call the Attendance Line at 519.256-3174.

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?

If I report late for school during the first 15 minutes of Period 1 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 5 unexcused lates I will be given a parent/guardian notification letter from my classroom teacher. If lates persist, after the 5th late, further disciplinary action will be implemented as per the *Chronic Late Policy*.

...I'M LATE BECAUSE I HAD A LEGITIMATE APPOINTMENT?

I will report to the Attendance Office after a call by my parent has been made, or alternatively, with a note. The only valid reasons for lateness are illness, a scheduled appointment or other circumstances deemed appropriate by administration.

...I HAVE TO LEAVE DURING THE DAY FOR A SCHEDULED APPOINTMENT OR EVENT?

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 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 may result in disciplinary action.

...I HAVE TO LEAVE SCHOOL DURING THE DAY BECAUSE I

I will never leave the building without checking at the Attendance Office first. Failure to do so may result in disciplinary action. The office staff will make all reasonable efforts to contact the people listed on my record and obtain permission

AM ILL, OR I HAVE TO LEAVE FOR AN APPOINTMENT AND I FORGOT MY NOTE?	for me to leave. Arrangements will be made for me to be picked up or to otherwise walk home.
...I FEEL TOO ILL TO STAY IN CLASS?	***I will report immediately to the office***. I will not stay in the bathroom, or report to the LCC or cafetorium. Disciplinary action may follow should I not report immediately to the Attendance Office, as I will be considered truant from class.
...I AM ABSENT THE DAY OF A SCHEDULED EXAM?	***My parent will call the Attendance Office as soon as possible*** to inform them of my absence. I will arrange with my parent or guardian to see my physician and obtain a Medical Certificate at my 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 being missed. School Administration will arrange for a re-write of the exam at an alternate time.
...I AM LATE AND I MISSED AN ASSESSMENT DEADLINE?	***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 evaluation. If arrangements can be made, I will write the test prior to going to my next class.
...FIND A COURSE (OR COURSES) TOO DIFFICULT/EASY?	***I understand that I must follow my timetable until such time as I am permitted to drop/change the course from my schedule***. I will talk to my subject teacher and then my counsellor in Student Services and/or the Resource Teacher. I understand courses may be changed only within the first couple of weeks of each semester.
...I HAVE A PERSONAL PROBLEM THAT I NEED TO TALK ABOUT?	***Once I have checked in with my classroom teacher***, I will go to talk to my guidance counsellor, or I will go to 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 THE GUIDANCE OFFICE, CAMPUS MINISTRY, THE COOP OFFICE, THE MAIN OFFICE, THE FAITH AND WELLNESS HUB, OR OTHERWISE SPEAKING WITH A TEACHER, AND I MUST REPORT BACK TO CLASS?	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. I also understand that all unclaimed lost and misplaced items will be donated to charity at the end of each semester. I understand that the school is not responsible for my lost or misplaced item(s).
...I LOSE MY LOCK OR WANT TO PURCHASE?	I will purchase a new lock for $15.00 from the Attendance Office. If you would like to buy a used lock (supplies pending) report to the attendance office with $5.00.
...I NEED TO STAY AFTER THE SCHOOL DAY HAS ENDED?	I must arrange a ride or other plan for transportation in order to stay for scheduled activities beyond the school day.
...I NEED THE ELEVATOR TO GET TO CLASS ON 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.

ATTENDANCE PROCEDURES

ATTENDANCE GUIDELINES

Beginning in the 2026/2027 school year the Ministry of Education recognizes the impact that student presence in class has on achievement, final student grades will reflect attendance and participation. Excused absences do not negatively affect a student's mark. Excused absences are absences from school that are permitted under legislation or Board policy, as outlined in Ontario's Enrolment register instructions. These may include unavoidable circumstances, such as inclement weather or approved absences such as cultural days and holy days.

Parents / guardians must report their child's absence using one of the following methods:

Option A

You can access **the Safe Arrival program** or app on the SafeArrival Website. It can be downloaded from the Google Play or Apple App Store or you can access directly from the website itself.

The Safe Arrival instructions can be found HERE. To have an absence considered "excused", parents should include the comment, **"excusal requested"** and include the reason for the student's absence.

Option B

Parents / guardians can call the 24 hour attendance line at **519-256-3174** as soon as possible after realizing that school will be missed and include a clear, detailed message which includes:

1. The name of the student
2. Dates and reasons for the absence
3. Contact phone number in the event a follow-up is required.

If you are requesting that the absence be excused, parents / guardians can follow up the phone call with a note or email which indicates the name of the student, the date(s) of absence, the reason for the absence and that you are **"requesting that the absence be excused"**. You must sign the note and have your child bring it to the attendance office before school starts on the day of their return.

Clearing of absences is the student's responsibility. Students who have not cleared their absence upon their return to school may receive consequences.

FURTHER DETAILS

Fraudulent calls or notes may result in progressive disciplinary action.

Regular, punctual attendance is a significant factor in successful academic achievement, as legislated by the Education Act.

In the WECDSB, we know how important school attendance and established routines are for students to build knowledge, skills and confidence. We also recognize that ensuring consistent attendance at school relies on strong home/school relationships and consistent communication.

For students struggling with attendance, the WECDSB offers many supports including access to an Attendance Counsellor, Child and Youth Worker, Mental Health professional or other school staff including teachers and administrators. Referrals to community agencies can also be initiated from the school. These supports are in addition to the many ways schools ensure students keep connected and on top of their learning for periods when they have to be absent.

While Ontario Law states that children between the ages of 6 and 17 must attend school, we do understand that sometimes illness and other circumstances mean that a student must be away for a period of time. These situations, however, should be exceptions and school administrators have a responsibility to follow up and address extended absences with families.

Please know there are many supports and resources available at the school to promote regular attendance. Do not hesitate to contact the school if you have questions or concerns.

- Students are expected to come to school on time, prepared, and ready to learn.
- Please plan family vacations around the school calendar and arrange medical or dental appointments outside of school hours, if possible.
- It is the responsibility of each student to make up any work missed during their absence.
- **Parents are NOT permitted to call in an absence for their child while their child remains on school property and NOT in their classes.**

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 confirm that this information has been received by the Attendance Office. Students will receive an *Admit To Class* slip or an *Excused From Class* slip on these occasions.

Students are not permitted to leave the school without the prior approval of a parent or guardian and with confirmation from the attendance office.

Failure to sign out of the building using the proper procedures may result in disciplinary action. If at all possible, a call should be received, or a note presented to the Attendance Office, before 8:15 a.m. the day of the early departure.

In the case of illness or other emergency situations during the school day, the student must notify the Attendance Office before leaving the campus. **Students who are ill must report to the attendance office immediately. Students will be considered truant if this policy is not followed.** Students who are signed out of

class **MAY NOT** stay on school property nor attend any CCH events during school hours.

Students returning from appointments or otherwise arriving at school after the commencement of classes must sign in through the Attendance Office to receive an Admit to Class slip, even if a parent or guardian has called in the absence.

LATES

The second bell signifies the beginning of class at **8:15 am** and students are expected to be in their classroom ready to learn or they will be considered late.

Parents should be aware that sufficient time (5 minutes) is allotted to students to move from class to class.

The staff has been encouraged to work with students for whom chronic lates are a problem prior to referral to the Vice-Principals.

A student who is legitimately late (i.e. because of appointments or school activities) should report directly to the Attendance Office, with a note, in order to receive an **Excused Late** *Admit to Class* slip. Students reporting to period 1 ***after*** 8:30 am, or more than 5 minutes late for any other class must report to the Attendance Office for an *Admit to Class* slip.

EXTRACURRICULAR ACTIVITIES

Students must attend classes on the day of an extracurricular activity such as WECSSAA game, or the student will forfeit the right to attend the extracurricular event in any capacity.

EXTENDED ABSENCES DUE TO ILLNESS OR VACATION

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

Absences due to a vacation are not advised. Although we recognize that they may occur, any extended period of absence is difficult to overcome from an instructional point of view. It is the responsibility of the student to make up for any missed work.

For any absences that will exceed five or more consecutive school days, a *Request for Extended Absence* form must be completed by the student, their teachers, and signed by parents. If evaluations are scheduled during the absence, it is the student's responsibility to make arrangements to complete the evaluations, and it may be expected that these be completed before the vacation begins.

18-YEAR-OLD SIGN OUT PRIVILEGE

Students 18 years of age or older have the right to account for their own attendance and school affairs without parental consent. Should they choose to exercise this right, they are permitted a reasonable number of days per semester to sign out. **Once accepted, students will not be allowed to revert this right back to their parents. Documentation may still be required to validate any absence.**

The legitimacy of absence is determined by the school administration.

LATES

The bell signifies the beginning of class, and students are expected to be in their classroom ready to learn or they may be considered late.

- Lates 1 to 4 will be recorded and determined at the teacher's discretion. Teachers may notify administration of the student's fourth late and the student's parent/guardian will be contacted about the matter.

- On the fifth late the student will be assigned the Chronic Late Policy Form to be signed by the parent/guardian and returned to Administration.

- After the 5th late Administration will be involved in the correction of the issue and may issue discipline.

- If the student continues to be habitually late progressive discipline policies may be put into effect, resulting in greater consequences, including withdrawal from classes, or suspension.

TRUANCY

Attendance in school is mandatory by law. Thus, ***truancies are considered serious offences by the school***.

Students who are truant may receive a detention for their first occurrence. For further infractions, a call or a letter may be sent home informing parents of the situation. Subsequent truancies may result in parent/guardian meeting, and/or an out-of-school suspension. Any further occurrence of truancy may be reported to the school board truancy counselor.

Any student who is truant for a class *may* receive a mark of zero (0) for any assessments due in that class on that particular day; and truancies may be reflected on the Learning Skills and Work Habits section of the provincial report card.

The legitimacy of any absence or lates is at the discretion of the school administration.

ACADEMICS

MISSED ASSESSMENTS

Students are expected to be present for every evaluation.

It is the student's responsibility to account for an absence from an evaluation according to school policy. In the case of a one-day excused absence (excluding a school-related absence), the student is expected to complete the evaluation at a discussed upon time once returning to class.

For a test missed during a suspension, the student is expected to write the missed test within a reasonable timeline upon their return following the suspension.

SUBMISSION OF LATE ASSIGNMENTS

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 AND CHEATING (ACADEMIC DISHONESTY)

Academic honesty is a fundamental cornerstone of student learning. Students are expected to demonstrate academic honesty and integrity by relying on their own efforts and by doing their work to the best of their ability. Breaches of academic honesty are intentional attempts to gain credit for work that is not the student's own.

Plagiarism and cheating are specific types of academic honesty. Plagiarism is the act of using someone else's words or ideas, as though they were one's own. A student who plagiarizes takes the product of another person's mind (either deliberately or accidentally) and presents it as their own. It is imperative that credit be given to the source and author of those words and ideas. This includes the work curated through artificial intelligence. More broadly, cheating involves any type of activity through which a student misrepresents their own understanding and skill. It may involve giving or receiving unauthorized assistance for academic gain.

Detection and Consequences of incidents of cheating and plagiarism:

If a student is suspected of cheating or plagiarizing, the teacher will inform administration and meet with the student to determine the nature and extent of the incident and the student's understanding of the situation and intent.

Consequences of academic dishonesty will be progressive in nature and will reflect a continuum (as defined in the Administrative Procedure ST:05 - Student Discipline) and will take into consideration the following factors:

- o grade level of the student
- o maturity of the student
- o number and frequency of incidents
- o individual circumstances of the student

Consequences will be based on factors outlined above and may include the following:

- • student redoing part or all of the assignment or assessment;
- • student completing an alternative assignment or assessment;
- • disciplinary action (e.g.,detention, suspension, etc.) as per the school's progressive discipline process.

Teachers will report all incidents of cheating or plagiarism to an administrator, who will keep a record of the incident.

When a student plagiarizes or cheats, the student does not provide evidence of achievement. For grading purposes, an item that has been plagiarized or completed by cheating should be treated as a Missed Assignment. The student is expected to provide evidence of their achievement of overall expectations within a time frame specified by the teacher. Missing evidence of learning may impact a student's final grade.

In cases of plagiarism and cheating, administrators and/or teachers will communicate information to the parent/guardian about the infraction and the consequences. Please note that an assignment submitted in one course cannot be submitted in another course without prior permission from the teachers involved.

UNIFORM

DRESS CODE

Students are expected to dress in uniform at all times, unless specifically excused for a special occasion (i.e. out-of-uniform day). ***Students will not be allowed to attend class unless they are in full uniform***. Students are expected to dress appropriately for a school environment. 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. All students must adhere to the dress code when attending school.

OFFICIAL UNIFORM

Catholic Central 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.

The official school uniform comprises of the following items:

- Girls Skort
- Boys and Girls Dress Pant (Navy or Grey)
- Boys and Girls Cotton Pant (Navy)
- Short-Sleeved Golf Shirt (White)
- Long-Sleeved Golf Shirt (White)
- Walking Shorts (Navy or Grey)
- Long-Sleeved Jac Shirt (Blue or White)
- Short-Sleeved Jac Shirt (Blue or White)
- Hoodie and T shirt (as sold by the School)
- Gym shorts and shirt (as sold by the gym classroom teacher)

DRESS CODE RULES

- School uniforms are not to be altered. Freeds will only alter the dress pants and shorts. Any other alterations will result in the uniform pieces being considered unacceptable to be worn.

- Only a plain white short or long -sleeved shirt may be worn under school uniform shirts.

- Pants must be worn at the waistline, buttoned, and no undergarments can be exposed at any time.

- The skort must be worn at the original length. Students are not permitted to roll or alter the skort to a shorter length.

- For safety reasons, no open-toed footwear is permitted in any technical area, phys ed and/or in science rooms during labs.

- Students will wear the uniform to and from school and during school hours including lunch.

- Hats or hoods of a sweatshirt/jacket or sunglasses 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 for chronic issues.

- Non-uniform sweaters and sweatshirts may not be worn at any time.

- Inappropriate, offensive clothing or accessories (like jewelry, for example) are not permitted and such items may be confiscated, as it is contrary to the moral tone of the school.

- If you arrive at school out-of-uniform, you may be sent home or directed to correct the infraction.

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

Persistent violation of the dress code will bring disciplinary action.

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 Fridays. On Fridays the school spirit wear may be worn with proper uniform pants, shorts or skorts.

CASUAL DRESS DAYS

Appropriate attire for school is expected at all times. Students are expected to be dressed appropriately for a school setting.

Inappropriate or offensive clothing or accessories are not permitted, as they are contrary to the moral tone of the school.

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

Any student who is deemed to be in unacceptable wear will be required to make appropriate changes before attending any class.

PROVINCIAL CODE OF CONDUCT

EDUCATION ACT

Parents are expected to give the school authorities their positive co-operation by seeing to it that their sons and/or daughters abide by the following requirements outlined in the *Education Act*.

Under the *Education Act* students have the following responsibilities:

- The duty to attend school continuously or face penalties for being habitually absent from school.
- Be diligent in attempting to master such studies as are part of the program in which the student is enrolled.
- Exercise self-discipline.
- Accept such discipline as would be exercised by a kind, firm and judicious parent.
- Attend classes punctually and regularly.
- Be courteous to fellow pupils and obedient and courteous to teachers.
- Be clean in person and habits.
- Take such tests and examinations as are required by or under the Act or as may be directed by the Minister.
- Show respect for school property.
- Give the reason for an absence orally or in writing as required by the principal when returning to school after an absence.
- Be responsible for his or her conduct to the principal of the school that the pupil attends while:
- on the school premises,
- on out-of-school activities that are part of the school programs, and
- while traveling on school buses that are owned by a board or on a bus that is under contract to a board.

STUDENT EXPECTATIONS

Based on the *Education Act*, students should be expected to:

- attend and be respectful of celebrations of our Faith as they are scheduled;
- treat every student, staff member, and visitor with courtesy and respect;
- ensure that the safety and well-being of staff and students are not jeopardized in any fashion or manner;
- treat the school grounds, buildings and neighborhood properties with respect by avoiding damage, vandalism or litter;
- abide by the rules of the school at all school related activities; and
- support school activities and teams with appropriate enthusiasm and behavior.

Failure to meet the above expectations will result in serious consequences.

STUDENT CODE OF CONDUCT

The *Code of Conduct*, as provided by the Ministry of Education, sets clear provincial standards of behavior. It specifies the mandatory student consequences for student actions that do not comply with these standards. Full compliance is expected as a condition of being a student at Catholic Central High School.

A full list of provincial policies school boards must follow include:

- *PPM 9: Reporting of Children in Need of Protection*
- *PPM 120: Reporting Violent Incidents to the Ministry of Education*
- *PPM 123: Safe Arrivals*
- *PPM 128: The Provincial Code of Conduct and the School Board Codes of Conduct*
- *PPM 141: School Board Programs for Students on Long-Term Suspensions*
- *PPM 142: School Board Programs for Expelled Students*
- *PPM 144: Bullying Prevention and Intervention*
- *PPM 145: Progressive Discipline and Promoting Positive Student Behavior*

For further information, visit the Ministry of Education website at *http://www.edu.gov.on.ca/eng/te*

PARENT RESPONSIBILITIES

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents are partners in the education of their children.

As part of the *Code of Conduct*, parents:

- agree to respect and support the Catholic nature of the school;
- agree to sign permission forms when they approve a school request;
- are invited to contact the school if they have questions or concerns about a request;
- are encouraged to cooperate with the school if the student's program or performance requires special attention; and
- are encouraged to help their children be neat, appropriately dressed and prepared for school;

Parents further agree to fulfill the following responsibilities to their children:

- Persons of compulsory school age (<18 years) must attend school punctually and regularly. Parents agree to support this legal requirement.
- Parents are encouraged to become familiar with the Code of Conduct and school rules.
- When students are absent from school, parents are asked to inform the school of the reason.
- Parents are encouraged to work with school staff to resolve any behavioural problems, which may arise.
- Parents are encouraged to show an active interest in their child's schoolwork and progress.

BILL 13: THE ACCEPTING SCHOOLS ACT, 2012

LEGISLATIVE CHANGES TO THE SAFE SCHOOLS 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 existing safe schools-related policies, are outlined below. Please refer to Provincial (*The Accepting Schools Act, 2012,*) (*https://www.ontario.ca/page/creating-safe-and-accepting-schools*) and WECDSB (*http://www.wecdsb.on.ca/about/policies*) Policies and Procedures for a more detailed understanding of the legislative requirements.

The *Accepting Schools 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; and
- sexual orientation and gender identity. These groups may include Gay-Straight Alliances (GSAs).

BULLYING

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

- 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
- 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
- creating a negative environment at a school for another individual,

and

- 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 (i.e., *intimidation*)

CYBER-BULLYING

Online 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 well-being of our community.

Cyber-bullying includes:

- creating a web page or a blog in which the creator assumes the identity of another person;
- impersonating another person as the author of content or messages posted on the internet; and
- communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

WECDSB CODE OF CONDUCT

SCHOOL COMMUNITY RESPONSIBILITIES

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 AND SUPPORTING POSITIVE BEHAVIOUR

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).

ENVIRONMENTAL DUTY

The primary objective of any disciplinary or related action undertaken by the school authorities is correction, growth and safety, not merely punishment. General discipline within the school is the responsibility of all staff and students. Classroom discipline is the duty of the teacher. Teachers are expected to communicate specific concerns to the student and parent as a preventative measure. All matters of

discipline remain at the discretion of the Principal/Vice-Principal. Students may be asked to participate in Environmental Duty as their means to give back to the school for non-compliance to the Policies and Procedures as outlined in the *Student Handbook*.

NOTE:

- Failure to participate in an assigned Environmental Duty will result in a rescheduling of the activity.
- Continued failure to participate in Environmental Duty may result in the matter being pursued under the school's Progressive Discipline Policy. This will be considered defiance of school administration.
- Environmental Duty will take place after school on Monday, Tuesday, Wednesday Thursday or at another agreed upon time by administration.
- It is the responsibility of the student to inform their parents of their participation in Environmental Duty, however, school administration always reserves the right to have this communication with parents as well, when deemed necessary.

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, cannabis, or illegal drugs;
- being under the influence of alcohol, cannabis, or any other drugs;
- swearing at a teacher or at any person in a position of authority;
- committing an act of vandalism that causes extensive damage to school property at the student's school or to property on school premises;
- bullying, including cyber-bullying, or being a bystander;
- any act considered by the principal to be injurious to the physical or mental well-being of members of the school community, or to the moral tone of the school; or
- any act considered by the principal to be contrary to the WECDSB 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.

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 student be expelled by the board.

These infractions include but are not limited to:

- possessing a weapon, including a firearm;
- using a weapon to cause or 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 or in illegal drugs;
- committing robbery;
- 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;
- any other activities identified in school board policy;
- 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 WECDSB 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 OR EXPULSION

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. Transportation is not provided by the school or the school board.

PROGRAMS 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.

EXPULSIONS

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 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, E-CIGARETTES, VAPES 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 a minimum three day, out of school suspension and the e-cigarette or vape will be confiscated. A second infraction will result in a five day 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 board policy complements the *Smoke-Free Ontario Act*. For more information, visit *http://www.ontario.ca/laws/statute/17s26*

DRUGS & 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 multiple days (length will depend on the nature of the infraction) and parents/guardians may be invited to attend a conference to determine the student's status at Catholic Central High School.

Students and their parents/guardians are advised that Catholic Central 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 Catholic Central 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/possession and/or 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. Carrying or using knives, BB guns, pellet guns, water guns, fake/replica weapons is strictly prohibited and will result in consequences.

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 counselor. Progressive discipline will be followed with cases of persistent truancies.

BULLYING AND HARRASSMENT

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.

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.

EQUITY POLICY

It is our responsibility to promote, within our school community and in the broader community of our city and country, racial harmony and respect for men and women of every colour, ethnic origin, or sexual orientation. In our schools, we must ensure an atmosphere that in no way tolerates overt or subtle examples of racism, sexism, or ethnic bias. We have the right and responsibility to demand adherence to these principles by all of our students, board employees or visitors in our schools. Despite our best intentions however, incidents of racial, ethnic or gender prejudice may occur in our schools or at school related activities. Below are some examples of unacceptable behaviour. It is assumed that such behaviour will not be tolerated by students, board employees or visitors in our schools.

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;

NON-INTERVENTION (THE BYSTANDER)

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 AND 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.

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 at *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 electronic devices are permitted during school hours in the cafetorium, atrium and learning commons centre. Ear buds or earphones must be used when listening to electronic devices. Catholic Central will not take responsibility for any electronic devices that are lost or stolen.

Personal electronic devices are not permitted in the classroom, unless on a rare occasion they are approved by the teacher for instructional purposes (e.g. a cell phone). *Camera glasses are never permitted in the school or in the classroom.* Students not complying with the teacher's instructions will have personal electronic devices taken away and may be seen by school administration to get them back.

Cell phone misuse may result in the device being held for the remainder of the school day. Afterwards, a student may lose the privilege of having such a device with them during the school day.

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*.

CHROMEBOOKS AND COMPUTERS

Chromebooks and Computers may be assigned to students of Catholic Central.

- Users who willfully damage hardware 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.

- 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.
- For more information on the WECDSB Computer Usage Policy, please see Administrative Procedure *IT:01A Acceptable Use of Information Technology Resources* at *http://www.wecdsb.on.ca/about/policies*.

NETWORK ACCESS

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

Login = FIRSTNAME.LASTNAME@mytools2go.ca
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:

GENERAL POLICIES AND PROCEDURES

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 $60 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, Muskoka leadership, 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 16 major teams, over a dozen clubs, and events such as our Grade 8 Open House, and our Honour Roll Evening Celebration of Academic Excellence.

SUPERCOMMONS/ FOOD & DRINK

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

Students should behave in a mature, courteous manner to everyone, including the lunch supervisors, cafeteria and custodial staff. Sitting on the cafetorium tables and/or standing on chairs or tables is prohibited. Students must be in proper and complete school uniform during spares and during the lunch period.

Students who leave the school property for lunch assume the responsibility of returning to school on time for their next class. Students arriving late to school after lunch must check in through the Attendance Office.

GRIEVANCE PROCEDURE

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.

MEDICATION

Board policy is very explicit that we cannot dispense medication unless a medical professional has prescribed it. If your child has 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 *ST11: 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.

Parking is allowed in the lot on the WEST side student parking lot. 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. Cars parked in an unauthorized area will be secured, ticketed and/or towed at the owners' expense and parking privileges may be revoked. The spots in the driveway marked as "VISITOR," are not to be used by students.

Speeding, loud radios, screeching tires, improper parking, etc. will result in the suspension of parking privileges and/or disciplinary action. Students are not to loiter in the parking lot (inside or outside their cars) at any time during the school day (including lunch).

The school does not accept responsibility for any damage/theft to a car or its contents.

POSTERS AND 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.

VISITORS

All visitors to the school must identify themselves to the Main Office, where they must sign in and wait for a staff member to meet them. Visitors will not be allowed to walk the halls without an escort.

Students will not be allowed to bring guests to the school (i.e., shadowing).

SCHOOL EVENTS

ASSEMBLIES/ MASSES/ LITURGICAL CELEBRATIONS

Assemblies, masses and liturgical celebrations are mandatory for all students, including those on spare (excluding religious concerns). 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 speaking loudly, horseplay, throwing objects or disrupting others will be dealt with through disciplinary action.

Electronic recording of these events will not be allowed.

EXTRACURRICULAR ACTIVITIES

- 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

Field trips are out-of-school studies that are directly linked to specific subject curriculum expectations designed to enhance student knowledge and to provide students with a quality Catholic education, enabling all to grow to their potential. Attending field trips is a privilege, and the *Code of Conduct* will be strictly enforced.

Students will receive a parent consent form from the supervising teacher, which must be signed by the parent/guardian prior to the trip. The consent form will contain specifics, such as where the student will be traveling, the time and location of departure and arrival, and transportation details. Students are responsible for any and all work missed for an absence due to a field trip.

- Please note that administration reserves the right to exclude individuals from field trips for prior or frequent attendance, discipline or academic issues.
- Serious consequences will result in the student being dismissed from the field trip and being sent home at the parent/guardian's expense.
- As it would be for any school activity, the consumption, use, or possession of alcohol, drugs, tobacco, or e-cigarettes/vapes is strictly forbidden.

- Students may not elect to miss a field trip that they have already received permission to attend. They must attend the trip, or stay home with parental permission. Teachers may elect to assign students an alternative assignment to compensate for the lost learning opportunity.

SEMI-FORMAL/ PROM

- 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.
- As with any school function, students suspended on the day of the Event will forfeit their right to attend the Event. No refund will be given.
- Students must present their ticket and photo identification to be admitted to the Event.
- The school administration reserves the right to inspect bags, jackets, or coats.
- No alcohol, cannabis, drugs or vapes are permitted on the premises. Smoking and vaping are not permitted on the premises as this is a school event. Students will not be allowed to exit the building to smoke or vape outside.
- Students will not be allowed to re-enter the building once they have left. They will not be allowed to go to their vehicle, nor to the parking lot.
- 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.
- Students are responsible for their guests

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 . Students must stow their bags in their locker bringing only the required materials to class.

LOCKERS & PERSONAL PROPERTY

Do not leave your locker unlocked. Do not provide your locker combination to anyone.

Lockers are assigned on the first day of school. Students will keep the same locker for the duration of the year. Lockers are not to be shared, unless as directed by administration.

Students are responsible for the security of their personal property. The school assumes no obligation for any items taken or stolen from lockers.

Only school-issued locks are permitted. They may be purchased new from the Attendance Office for $15.00 or used for $5.00. Locks that are not school-issued will be removed at the student's expense.

It is the student's responsibility to maintain both the interior and exterior of the locker and keep it in good condition. Any pictures or materials deemed inappropriate will be removed.

Although it is for students' use, the locker belongs to the school. The school administration reserves the right to open and search any locker and its contents at any time if they deem such a search is necessary.

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.

TEXTBOOKS 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.

DIPLOMA REQUIREMENTS AND ACADEMIC POLICIES

ONTARIO SECONDARY SCHOOL DIPLOMA REQUIREMENTS

Diploma Requirements	Started Grade 9 in 2023 or earlier:	Started Grade 9 in 2024 or after:
Credits	• 4 Religious Education credits • 18 compulsory credits • 8 optional credits	• 4 Religious Education credits • 17 compulsory credits • 9 optional credits
Other Requirements	• 40 hours of Christian Service volunteer activities • the literacy requirement • at least 2 online learning credits	• 40 hours of Christian Service volunteer activities • the literacy requirement • at least 2 online learning credits • financial literacy requirement

Students entering Grade 9 September 2024

Compulsory: 17 / Elective: 13

- 4 credits in English (1 per grade)
- 3 credits in mathematics (9,10, and 1 credit in either 11 or 12)
- 2 credits in science
- 1 credit in technological education (Grade 9 or 10)
- 1 credit in Canadian history (grade 10)
- 1 credit in Canadian geography (grade 9)
- 1 credit in the arts
- 1 credit in health and physical education
- 1 credit in French
- 0.5 credit in career studies
- 0.5 credit in civics and citizenship
- 1 credit in STEM (science, technology, engineering, and math)

Note: Starting in September 2025, students must earn a new financial literacy graduation requirement as part of the compulsory Grade 10 mathematics course. A mark of 70% or higher is needed to pass this new requirement.

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.

COURSE SELECTION

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

- The sequencing of courses (for example, taking a Grade 11 course in Semester 1 and the Grade 12 follow-up in Semester 2) is generally not allowed.

- 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 one course 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 generally 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 firstI(midterm) 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 Super Commons. The spare should not be used for loitering on school property.

SUMMER SCHOOL

Summer school is available for many courses (but no course is guaranteed to run).

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 4O) 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 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.

Students with serious disciplinary issues nearing the end of the school year will lose the privilege to attend graduation.

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.

Catholic Central 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.

Catholic Central currently offers four SHSM programs: Non-profit & Educartion, Construction, Manufacturing, and Sports. For more information on Specialist High Skills Major programming, visit *http://www.edu.gov.on.ca/morestudentsuccess/shsm.html*.

SCHOOL SUPPORT SERVICES

CAMPUS MINISTRY

Campus Ministry contributes to the life of the Catholic Central 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.

RESOURCE SERVICES

Special Education services are available to students requiring extra support in order to enhance their opportunities to achieve academic success. These supports include:

- program accommodation and support in the regular classroom setting through an Individual Education Plan;
- resource withdrawal assistance for more intense intervention regarding literacy and numeracy skill support and the development of independent study habits; and
- basic course counselling and educational planning.

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 counselors.

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

counselors 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.

Student Success Services also runs the Breakfast Program (funded by the Ontario Student Nutrition Program) each morning.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

BULLYING PREVENTION/INTERVENTION MODEL

