

## **Code of Conduct**

A school should be a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of our school community feel safe, comfortable, and accepted. All students, parents, teachers and staff members at St. Theresa's Catholic High School have the right to be safe, and to feel safe, in this school community. With this right comes the responsibility to contribute to a positive school climate.

The promotion of strategies and initiatives such as Student Success and character development and the promotion of our Gospel Values, along with the employment of prevention and intervention strategies to address inappropriate behaviour, foster a positive school climate that supports academic achievement for all students.

The provincial Code of Conduct sets clear provincial standards of behaviour. These standards of behaviour apply not only to students, but also to all individuals involved in the school system—parents or guardians, volunteers, teachers and other staff members - whether they are on school property, on school transportation, at school-related events or activities, or in other circumstances that could have an impact on the school climate.

Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

### ***Guiding Principles***

Our belief in our school as a holistic learning organization and the Simcoe Muskoka Catholic District School Board's key strategic directions speak to the importance we place on supporting and guiding students' faith formation and approaching discipline as a learning opportunity.

All members of the school community acknowledge that the Spirit of Christ must permeate the Code of Conduct in each school.

All members of the school community are recognized as unique creations of God and must be treated with respect and dignity. As a school system we promote learning that allows each student to learn in an environment which respects each individual.

### ***Purposes of the Code***

- To promote responsible citizenship by encouraging appropriate participation in the civic and spiritual life of the school community.
- To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility. Our goal is to champion continuous improvement in all students and the fostering of positive relationships.
- To encourage the use of non-violent means to resolve conflict.
- To promote the safety of people in the schools.
- To discourage the use of alcohol and illegal drugs.

### ***Roles and Responsibilities***

The **Principal**, under the direction of the Simcoe Muskoka Catholic District School Board, takes a leadership role in the daily operation of a school. She/he provides this leadership by:

- demonstrating care for the school community and commitment to academic excellence in a safe teaching and learning environment;
- holding everyone, under his/her authority, accountable for their behaviour and actions;
- empowering students to be positive leaders in his/her school and community;
- communicating regularly and meaningfully with all members of his/her school community.

**Teachers and School Staff**, under the leadership of their principals, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- help students work to their full potential and develop their self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff, parents, volunteers, and the members of the school community;
- prepare students for the full responsibilities of citizenship.

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

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, for others and for those in authority;
- is courteous to fellow pupils and obedient and courteous to teachers and school staff;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own action.

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

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

#### ***Parish and Community Partners and the Police***

Clergy and parish members provide support and resources in the development of the faith life, providing the foundation for the moral tone of our school communities. Other community members need to support and respect the rules of their local schools.

The police play an essential role in making our schools and communities safer. Police investigate incidents in accordance with the Simcoe Muskoka Catholic District School Board Police Protocol. This protocol is based on the provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

## **Standards of Behaviour**

### **Respect, Civility and Responsible Citizenship**

The Spirit of Christ must permeate all directives pertaining to conduct in each school.

As such, 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 opinions as each member is a unique creation of God;
- 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;
- dress in a manner that complies with the school dress/uniform code and is appropriate to school activities with regard to exposure, cleanliness and / or message;
- take appropriate measures to help those in need;
- respect all members of the school community, especially persons in a position of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- not swear at a teacher or at another person in a position of authority;
- take responsibility for any magazines or other reading materials brought on school property by the student. Magazines/books, which are deemed exploitative, will be confiscated and consequences will follow. No one is allowed to have these items on school property for any reason;
- **PEDs (Personal Electronic Devices)**  
Under direction of the Principal, the use of personal electronic devices, such as cell phones, pagers, MP3 players, iPods, video recorder, or other emerging technologies, is restricted while on school property. Any Personal Electronic Devices brought to the school have the potential for loss, damage or theft. Teachers may allow the use of some listening devices at appropriate times. No PED is to be present during assessment/evaluation activities. Failure to comply may result in confiscation of the PED, to be returned to student/parent at the discretion of school administration.

### ***Safety***

All members of the school community must not:

- be in possession of any weapon, including firearms;
- use any object that threatens or intimidates another person;
- cause injury to any person with an object;
- be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs;
- inflict or encourage others to inflict bodily harm on another person;
- engage in bullying behaviours;
- commit sexual assault;
- traffic weapons or illegal drugs;
- give alcohol to a minor;
- commit robbery;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias.
- commit an act of vandalism that causes damage to school property or to property located on the premises of the school.

Student behaviour that is contrary to this Code of Conduct shall be subject to investigation and response as outlined in the Student Discipline Procedures.

Staff behaviour that is contrary to this Code of Conduct shall be subject to investigation and appropriate response under the Simcoe Muskoka Catholic District School Board Human Resources procedures.

Parent and other community members whose behaviour is contrary to this Code of Conduct are subject to investigation and appropriate response by the principal.

## **Policies and Procedures**

### **Accidents**

If you are injured while at school or in conjunction with any school activity, please have someone contact the school office so that we can arrange for help. Make sure that an Accident Report form is completed as soon as possible. This form is for your own protection and is available at the Main Office.

### **Announcements**

Announcements will be made during opening exercises. If you wish to make an announcement, you must get the approval of a staff member. Only announcements completed and signed by a staff member will be read. If you wish to post an announcement or notice, you must get the signed approval of a School Administrator.

### **Attendance Policy**

School attendance is essential for every student to succeed. Students must be in class in order to obtain information and to participate in classroom discussions/activities that will allow them to accumulate credits. To that end, we have created an attendance policy that provides early warning of students who struggle with attendance at school. There will be an automated telephone system that will attempt to call the home of students who are absent without notification. This phone call will go home each evening for students with unexplained absences. Communication between the home and school is critical for our attendance policy to be effective. Parents/Guardians are encouraged to contact the school with any questions or concerns.

#### ***Attendance during Mass and other Liturgical Celebrations***

Attendance during religious celebrations of any sort is a mandatory requirement of all students in all grades regardless of whether or not students are enrolled in a class during the scheduled period or on a spare (in case of senior students). Students who have spares will be notified as to who they are to check in for attendance on Mass and Liturgy days at the beginning of each semester. **Students who elect not to attend will be considered truant and progressive discipline measures will apply.** If there are mitigating circumstances, these will be determined through the discretion of the school administration. We respectfully request that you do not sign your child out for appointments on mass days.

#### ***Absenteeism***

When a student is absent, section 21-2c of the Education Act, requires that a reason from the Parent/Guardian (that the Principal or designate deems appropriate) must be presented prior to returning to class. The reason should be in the form of a note and if a note is unavailable, then a phone call will suffice. It is expected that students attend class every day unless they are ill or exceptional circumstances arise. Upon arrival to the school at the beginning of the day, students are asked to go to the attendance desk with documentation from their parent/guardian, to obtain their admit slip.

Students who become ill during the day must report to the Main Office so that we may provide necessary assistance. **Students are not to leave the school without reporting to the Main Office.** If a student needs to leave we will contact a parent/guardian and make sure that they can be picked up or that we have their permission to allow the student to go home. If students do not come to the Main Office before leaving the school we will consider them TRUANT (even if the student comes with a note from a parent/guardian the next day).

If a student knows they have an appointment to attend during the day s/he must present a note to the attendance desk BEFORE SCHOOL STARTS. S/he will be given an excuse slip to give to her/his teacher when s/he leaves for her/his appointment. If a student does not have a note, s/he are to report to the office where a parent/guardian will be contacted.

#### ***Prolonged Absence***

In some rare instances it is not within the control of parents or students their circumstance. At these times it is necessary for a student to miss a series of days. The parent or guardian, or student if over the compulsory school age of 18, may apply in writing to the principal for a temporary excusal from school attendance. Parents or guardians are encouraged to make an appointment with the principal or vice-principal to discuss.

## **Truancy**

**Section 21 of the Education Act states:**

***“A child is excused from attendance only if the child is unable to attend school by reason of illness or other unavoidable cause.”***

**Students will be considered TRUANT if he/she:**

- a. Does not sign out of the attendance office
- b. Returns to school without signing in
- c. Is absent from school WITHOUT PRIOR PERMISSION of a parent/guardian
- d. Becomes ill and stays in any room of the school instead of REPORTING TO THE MAIN OFFICE
- e. Does not attend a scheduled class, school function (i.e. mass), and/or assembly
- f. Receives permission to go to specific location and does not report there
- g. Is in the school but chooses not to attend his/her scheduled class (i.e. ***it is not acceptable to go to the library or elsewhere to work on projects/assignments without teacher permission. Parents/Guardians may not excuse students from regularly scheduled classes to work on other assignments or projects in the school building.***)

**Truancy is a serious breach of school policy and students will be dealt with using a progressive discipline approach that may involve:**

**Parental Contact  
Counselling  
In School Discipline**

**Detentions  
Parental Meetings  
Suspensions**

## ***Attendance for Students of Legal Age***

While the school recognizes that students who are 18 years of age or older are adults, we also recognize that all parties (parents/guardians, student, teachers) involved in the life of a student need to be well informed of any problems that may occur with a student. Therefore, it is our policy to conduct the same communication with parents of students 18 years of age and older as for other students. If a student wishes to withdraw from this policy and write their own notes, a letter must be sent (with a parent/guardian signature authorizing this) to the school and this letter will remain on file.

If a student does utilize the privilege of signing himself/herself out of a test/assignment without prior consultation with the teacher or administration, he/she will be considered truant and this may result in a mark of zero being assigned.

## ***Absent from Assessment***

Students absent from a test or assignment due date will be required to either write their test or submit their assignment on their first day back from their absence. A signed note from home must be given to the subject teacher explaining the absence. If a student is absent without permission from class(es) he/she will be considered truant resulting in disciplinary action.

## ***Lateness***

It is the student's responsibility to arrive on time for school and for all scheduled classes. On rare occasions, circumstances beyond a student's control may result in late arrival at school. In such cases students are to report directly to the Attendance Desk to receive a late slip. If you are late to class during the day students are to report directly to class, where the matter will be addressed by your teacher. Students who are consistently late will be monitored by the classroom teacher and school administration in an effort to help improve the issue of lateness.

## ***Homeroom***

A warning bell will ring at 8:50AM. Students are to be seated in their homeroom class when the homeroom bell rings at 8:55AM. Attendance is taken during the homeroom period. The morning routine also includes daily prayer, the national anthem, and morning announcements. The expectation is that everyone will be respectful during the national anthem and prayer. If students are in the hallway, they need to stop for all morning exercises, including the morning announcements and remain respectful.

### **Students Sent to Office**

Students sent to the office for any reason are to go directly to the Office and remain there until seen by a Vice-Principal. Teachers are to contact the office when dismissing a student from class. Failure to report to the office will result in disciplinary action including suspension.

### **Uniform Policy**

The St. Theresa's School Community reviews the dress code on an annual basis at Parent and School Council meetings. These meetings are open to all students, teachers, staff, parents and guardians.

St. Theresa's Catholic High School is a uniform school. The school uniform identifies each student as a member of the St. Theresa's school community. It is our hope that students wear their uniform with pride as a visual representation of our school.

**Registration at St. Theresa's Catholic High School assumes that the student and parents/guardians understand and accept the commitment to the expectation of the school regarding the school uniform.**

Students are to be in full school uniform throughout each school day. **The uniform must be worn to and from school and during classes.** Jackets and hats must be removed upon entry into the school. Students are to store their hats and/or jackets in their lockers. In addition, students are required to wear their uniform on examination days, school trips, excursions and retreats unless otherwise approved by the Principal. Students are not permitted to change into other clothing throughout the school day.

The uniform must be worn properly every school day by all students. The uniform must be clean and in good repair. Ripped, torn, patched/ frayed clothing is not acceptable at St. Theresa's Catholic High School. The decision about acceptable uniform rests with the principal, vice-principals and teachers. If a student is not in complete uniform, there will be an appropriate consequence which may include being sent home to change, in-school suspension and suspension. Please note carefully, the uniform details below.

**The last "Teaching" Friday of each month (or as indicated on the calendar) may be set aside as CIVVIES DAY.**

#### **Basic Uniform (DNG Kilters Standard Logo Only)**

White/Navy Ladies'/Men's Golf Shirt  
Navy Blue Dress/Casual Pants. (DNG Kilters standard)  
Navy Blue Capri Pants (DNG Kilters standard)  
Navy Blue Men's Walking Shorts . (DNG Kilters standard)  
Navy Blue Ladies' Capri Pants (DNG Kilters standard)  
Navy Blue Ladies' Bermuda Shorts (DNG Kilters standard)  
Ladies' St. Theresa's High School Kilt. (Navy/Lt. Blue)  
Navy Blue Ladies'/Men's Full Zip Mockneck  
Blue/White Ladies'/Men's Rugby Sweater

**NOTE: McCarthy uniform items will still be permitted. Any substitutions to this basic uniform require the pre-approval of the school's administration. Cargos are not an acceptable substitute. "NAVY BLUE" is defined as the colour standard issued by DNG Kilters Clothing Company. Grade nine, ten, and eleven students must have St. Theresa's logo pants/shorts/capri's with embroidery.**

#### **Optional Items (DNG Kilters Only)**

Navy Unisex ¼ Zip Sweater  
Navy Unisex Crewneck Pullover

The following items have been discontinued and are no longer being sold, however, they may still be worn until 2018.  
Navy full zip sweatshirt  
Navy cardigan sweater

**Note: All optional/specialty items must be from DNG Kilters and monogrammed with the STHS ensign/crest.**

### Accessories

- **Only White T-shirts (plain – no graphics)** are permitted to be worn under any uniform items.
- T-shirts must be crew neck. T-shirts worn under any uniform top (golf shirt, mockneck, rugby sweater) must not extend beyond the bottom of the aforementioned clothing item.
- Nylons or tights must be Navy Blue, White, or Beige. NO leggings under kilts.
- Foot Socks (Worn with pants or kilt – Navy Blue/White/Black or Grey)
  
- All items such as jewelry, shoes, hair colour and hair accessories and makeup must be modest and appropriate with regard to the spirit of the school uniform. Also not acceptable are scarves, leg warmers, metal stud wrist bands and neck collars. Fluorescent hair colours are not permitted.
- Facial piercing may be deemed acceptable under the discretion/approval of school administration. Only two pieces of facial jewelry other than earrings will be permitted.

### Note:

- Students taking part in any Healthy Active Living courses will be required to purchase their Physical Education Uniform through the Athletic Office. These uniforms will be available for purchase throughout the entire school year.
- Only school sweaters may be worn inside the school. Outdoor coats and jackets are not to be worn indoors.
- The school kilt is to be worn at or slightly above the knee to a maximum of four inches (10cm) above the knee. No altered uniforms! (i.e. cut kilts, tapered pants.)
- Navy Blue Cotton Walking Shorts are to be worn at or slightly above the knee to a maximum of four inches (10cm), and must not extend below the knee (no cargo pockets permitted).
- Birkenstock Style Sandals ONLY are permitted. Beach sandals (rubber and/or plastic flip flops), athletic sandals, or any other style sandal are not permitted. Slippers are also not permitted footwear.
- **Shorts and sandals may only be worn after April 1st until December 1st ONLY.**
- All pants and shorts must be worn at the waist. Pants and shorts must meet the McCarthy standard. Oversize pants/shorts and tight-fitting, stretch, flare, cargo, legging style, jean style (patch pockets and /or grommets) and “mod robe” pants are not permitted.
- All uniform items (skirts, pants, shirts, shorts, etc.) must have a hem. **No cut offs.**
- Jackets, coats, hats, chain belts, metal studded belts, chain links or extra clothes are not to be worn within the school building and portables.
- Coloured undergarments, including t-shirts, or those with writing/graphics, are not allowed under the uniform.
- Co-operative Education Students must change at their Co-op placement. They must arrive and depart in uniform.

### Civvies Days

Students are expected to dress in a manner, which follows the spirit of St. Theresa's. Inappropriate dress will require parents to be contacted and the student sent home to change.

Articles, which are **NOT ACCEPTABLE** include:

- Torn, ripped or cut-off clothing
- Clothing which promotes drugs, alcohol, sex, violence, profanity or Satanism
- Abbreviated clothing such as gym shorts, short shorts, muscle shirts, tube tops, halter or tank tops.
- Tops that are sheer/see through
- No headgear of any kind to be worn in the school.
- Outdoor jackets are not to be worn in classrooms/portables during regular school hours (8:45 a.m. to 3:00 p.m.)
- No chain belts, collars, wristbands, metal stud belts, etc.
- Facial piercing may be deemed acceptable under the discretion/approval of school administration. **Only two pieces of facial jewellery other than earrings will be permitted.**

Uniforms may be purchased directly from DGN Kilters at 1-800-437-5872 or at [www.dgn-kilters.com](http://www.dgn-kilters.com). Orders will then be mailed directly to your home. Uniforms may also be purchased directly from DGN Kilters at 132 Commerce Park Blvd., Unit D, Barrie, Ontario. DGN operates an in-school uniform tuck shop every Friday from 11-4pm during the school year, with the exception of PA days and holidays.

## St. Theresa's Computer Acceptable Use Policy

### **Security**

- You accept responsibility for any misuse of your account, regardless of who used it. Therefore, you **MUST keep your password secret.**
- You will **use only your own account.** Any student who attempts to access any system using someone else's password will be seriously dealt with as required by School and Board policies and the Criminal Code.
- You will not use any school system to attempt to gain unauthorized access to information resources.

### **General Computer Use**

- You will ensure that your account is used only for educational purposes that reflect Catholic values and relate to classroom projects as directed by your teacher.
- You will not attempt to install any software or games on school systems, nor make any changes to a computer's setup or operating system.
- You will do nothing that could interfere with the functioning of systems or networks within the school or accessed through the school systems.
- You will treat all computer hardware (keyboards, monitors, mice, disk drives) and equipment respectfully, with an understanding that these are expensive resources that we must look after.
- You will print only what is required and not waste paper, ink, or other resources.
- You will not bring food or drink into the computer labs.

### **Use of the Internet**

- You will use the Internet for valid educational purposes. Aimless "surfing" and use of chat lines are not allowed. **You understand that all your activities on the Internet are logged and may be monitored at any time.** Your username, the date and time, the workstation used, and the sites and files accessed are all recorded in our log files.
- STHS has no control over material available through the Internet. While there are many educational sites of great value, there are also sites that contain material inappropriate to any school setting. You will use discretion and avoid areas that contain inappropriate material.
- You will ensure that your account is not used for:
  1. the gathering or distribution of any material which is offensive, obscene, racist, pornographic, malicious or slanderous.
  2. any activity that may be considered unethical, immoral or illegal.
  3. any activity which is for private commercial gain.
- You will assume any message you send could be read by anyone. Therefore, you will not share personal information (addresses, phone numbers, credit card numbers...) over the Internet. Never send a message you would not want to see printed in a newspaper.
- You will respect all applicable Federal, Provincial and Municipal laws, including the Criminal Code and the Copyright Act.
- You will only attempt to access the Internet with the permission and under the supervision of a teacher who is present in the computer lab.
- You will not download any programs or large files unless specifically asked to do so by a teacher.

### **Printing Limits**

- In order to encourage responsible use of school printing resources, we have limited the number of pages students can print on the computer network. Every student is given a \$5 credit to start each semester. Laser pages cost 10¢ each. Students who need additional pages for personal use, or because of wasted printing, may use the coin operated "Print Credit Kiosk" machine (located in the computer department) to purchase additional credit.
- This is not meant to unfairly restrict students who have a legitimate need for more printing for class assignments.



All users (both staff and students) of computer services provided by St. Theresa's High School must be familiar with, and adhere to the principles of this Acceptable Use Policy.

Staff and students at St. Theresa's High School (STHS) have the privilege of accessing a wide variety of computer resources, including the Internet. All users must acknowledge and accept their responsibilities regarding the proper use of these technologies in order to keep this privilege.

### ***Violations***

Any violation of this agreement will give the Principal (or supervisor) the right to terminate your access privileges and to pursue any further disciplinary action according to the Law, and the policies of St. Theresa's High School and the Simcoe Muskoka Catholic District School Board.

## **Assessment Policies**

### ***The Credit System***

A credit is granted in recognition of the successful completion of a course that has been scheduled for a minimum of 110 hours. Credits are granted by the principal on behalf of the Minister of Education. For the purpose of granting a credit, "scheduled time" is defined as the time during which students participate in planned learning activities designed to lead to the achievement of the curriculum expectations of a course. Planned learning activities will be delivered through classroom instruction and activities and/or through community placements related to work experience and cooperative education. Provincial course expectations must be met for a student to be eligible for a credit.

### ***Final Exams***

Compulsory final exams will be written in all subjects. Every student must write a final exam in each subject. Any student who misses any examination without just cause will receive zero on the examination. Serious illness, death in the immediate family, etc. are just cause. Holidays, tournaments etc. are NOT considered just cause for missing exams. Any student who is absent from a final exam due to illness will be required to submit a Doctor's Certificate validating their inability to write the examination. **Please refer to the 'Dates to Remember' section in order to assist with exam preparation.**

TO MAINTAIN THE INTEGRITY OF FINAL EVALUATIONS, THERE WILL NOT BE ANY ALTERNATE EXAM DAYS SCHEDULED.

### ***Interim Reports/Report Cards/Interviews***

Interim reports and report cards provide valuable information regarding student progress. Students and parents are encouraged to review and celebrate student learning by reading and discussing these reports together. Interim Reports and Report cards are provided on a regular basis. Please refer to the 'Dates to Remember' section in this agenda in order to determine when they are distributed / mailed or posted on the school website. Interviews for parents are scheduled following each interim report card. Communication between teacher and parents helps to ensure student learning.

### ***Assessment Evaluation and Reporting Policy (A.E.R.)***

Improving the learning of all students is the primary objective of assessment, evaluation and reporting. To this end, and in keeping with the vision of learning at St. Theresa's Catholic High School, assessment, evaluation and reporting procedures will not only provide information about student achievement but will also inform instructional strategies and programs. Our school is compliant with the AER document provided by the Simcoe Muskoka Catholic District School Board. Each teacher will be providing your child with a copy of our late, missed and plagiarism policies.

### ***Late and Non-Submission of Assignments***

Missed and/or incomplete work will impact a student's final grade if the assignment is a summative demonstration of learning, and the teacher has no other evidence of the student's achievement of the targeted expectation.

By completing tasks set out by the teacher, students increase their learning and demonstrate it to others. It is therefore important that students work toward completing all tasks, and that the teacher supports them in this process.

If a student neglects to submit or complete work, the teacher may have no reliable evidence of the student's learning. If the assignment targets key learning goals as determined by the teacher, the student's overall achievement will be affected. The purpose of gathering data is to determine a student's grade which accurately reflects achievement. A late submission form is located in the library.

### ***Academic Dishonesty***

Students must not plagiarize, cheat, copy, or knowingly and deliberately present the language, ideas, or thoughts of any source or individual as their own work. **It is not acceptable to use the same assignment or large portions of it for two different assignments.**

**Plagiarism** is defined as, *"Taking ideas, passages, written work etc. from another person and presenting them, unacknowledged, as one's own."* We take plagiarism very seriously at St. Theresa's and anyone caught doing so will be dealt with not only by the teacher but by administration. This may result in several consequences, including a zero being assigned and/or a suspension being issued. If a zero is assigned this may result in a loss of credit. Students must be sure to reference any work that is not their own to avoid any problems.

## **Discipline Policy**

### ***Suspensions***

When a principal's investigation of an incident, which should include consultation with the adult pupil or the pupil's parent/guardian and pupil, determines that a pupil has committed one or more infractions outlined below on school property, during a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate, a principal will consider whether that pupil should be suspended, taking into account any mitigating and other factors that might be applicable in the circumstances. The principal will also contact the police consistent with the Police School Protocol if the infraction the pupil is suspected of committing requires such contact. When in doubt, the principal will consult with his or her Superintendent.

The infractions for which a suspension may be imposed by the principal include:

1. Uttering a threat to inflict serious bodily harm on another person;
2. Possessing alcohol, illegal and/or restricted drugs;
3. Being under the influence of alcohol;
4. Swearing at a teacher or at another person in a position of authority;
5. Committing an act of vandalism that causes extensive damage to school or board property at the pupil's school or to property located on the premises of the pupil's school;
6. Bullying;
7. Any act considered by the principal to be injurious to the moral tone of the school;
8. Any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community;
9. Any act considered by the principal to be contrary to the Board or school Code of Conduct.
10. A pupil may be suspended only once for each incident of an infraction and may be suspended for a minimum of one (1) school day and a maximum of twenty (20) school days.

**When working with every student mitigating factors are considered and if consequences are delivered they are delivered with those factors in mind.**

### ***Progressive Discipline***

At St. Theresa's we practice a progressive approach to address inappropriate behaviour. We will use different strategies such as detentions, parent meetings, counselling, suspensions, as well as others to improve student behaviour.

### **Suspension Pending Recommendation for Expulsion**

If the pupil is to be suspended pending an investigation, the pupil should be suspended for (20) twenty school days. If the pupil has been suspended pending an investigation to determine whether the pupil will be recommended for expulsion, the principal must assign the pupil to a program for suspended pupils (LSP).

If the pupil has been suspended for twenty (20) school days, the principal must undertake an investigation to determine whether to recommend to the Discipline Committee that the pupil be expelled.

The enumerated activities are:

1. Possessing a weapon, including possessing a firearm;
2. Using a weapon to cause or to threaten bodily harm to another person;
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
4. Committing sexual assault;
5. Trafficking in weapons, illegal and/or restricted drugs;
6. Committing robbery;
7. Giving alcohol to a minor;
8. 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;
9. 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;
10. Activities engaged in by the pupil on or off school property that cause the pupil'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;
11. Activities engaged in by the pupil 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;
12. The pupil 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
13. Any act considered by the principal to be a serious violation of the Board or school Code of Conduct.

### **Student Behaviour**

#### **Respect, Civility, and Responsible Citizenship**

The behaviour of students at St. Theresa's Catholic High School is guided by the Simcoe Muskoka Catholic District School Board Code of Conduct and relevant provincial legislation.

As indicated in the Code of Conduct, "*Realistic Consequences for failure to meet the expectations of appropriate school conduct will be implemented and include suspension and expulsion according to the mandatory consequences of the Ontario Code of Conduct.*" Other consequences for violations of the Code of Conduct include warnings, detentions, essays, community service, and apologies. The active involvement and co-operation of parents is essential in dealing with issues of inappropriate behaviour.

#### **Smoking/Tobacco Products**

Smoking in school, and on school property is strictly prohibited. Smoking is hazardous to one's health and we encourage students not to smoke. Any smoking on school property, at any time (before and after school, in-between classes, during school dances/functions etc.) will result in consequences that may include suspension from school. The buying or selling of tobacco products is strictly prohibited. At the discretion of the principal, the Regional Tobacco Enforcement Officer may be called to impose a fine under Ontario's Tobacco Control Act.

#### **Alcohol and Drugs**

Possession and/or consumption of alcohol or non-prescribed drugs is not allowed on school premises or at any school sponsored event. Any violation will result in consequences that may include suspension, charges being laid, and possible expulsion from school.

***Fighting***

We encourage students to settle disagreements in a respectful manner in keeping with our Gospel values. Students who choose to resolve problems through violence will be dealt with appropriately by the Administration. A minimum 3-day suspension is the typical consequence for all involved.

***Vandalism***

Vandalism shows complete disrespect for the school and for school property and/or equipment paid at taxpayers' expense. Students who engage in vandalism (including graffiti of any kind) will be severely penalized. In addition to making full restitution for all damages, vandals will be prosecuted and subject to disciplinary action that will include suspension, and depending on the severity of the damage, may include expulsion.

***Harassment***

All students have the right to feel safe and comfortable and to be treated with dignity and respect. The expectation at St. Theresa's Catholic High School is that students treat each other and staff with respect, friendliness, kindness, and compassion. A student who experiences any type of harassment - personally, sexually, racially, religiously, ethnically or because of a handicap should report the incident immediately to a teacher, guidance counsellor or to the administration.

***Bullying***

Bullying is an act of aggression causing embarrassment, pain or discomfort to another. It can take a number of forms: physical, verbal, gesture, cyber, extortion and exclusion. It is an abuse of power. St. Theresa's Catholic High School treats such activity as an extremely serious matter and a violation of the school code of conduct which could lead to suspension and may include expulsion. Incidents of bullying should be reported immediately to a teacher, guidance or administration.

***Forgery***

A student is guilty of forgery if he/she falsely or fraudulently makes or alters any document, signature or note, etc. in an effort to deceive or pass it off as genuine. St. Theresa's treats such activity as an extremely serious matter and a violation of school policy which could lead to a suspension and/or criminal charges depending upon the severity of the situation.

***Displays of Affection***

Students are to refrain from excessive/inappropriate displays of affection on school property (affectionate hugging, kissing, etc).

***Gambling***

Gambling is not permitted on school property.

***Inappropriate Language***

Use of foul or inappropriate language is not acceptable.

**General Policies*****Allergies***

Students, who suffer from severe allergies (i.e. anaphylaxis), must notify the school in writing regarding the severity of the allergy. Students (or their parents) are responsible for assuring that the proper medication (i.e. epipens) accompanies them for both in-school and out-of-school functions. The school will not accept responsibility for any allergic accident if parents/students fail to provide the school with prior notification in writing of the allergy and fail to provide the school with appropriate access to proper medication. Students who suffer from anaphylaxis are required to fill out and submit the 'Anaphylaxis Alert Poster'. This form is to be picked up and returned to the main office.

***Medication***

School personnel are not permitted to distribute non-prescription medication to students.

### **Smoking**

In accordance with the Smoke Free Ontario Act, smoking is not allowed on school property at any time. A fine of \$305 will be issued for a first offence if you smoke on school property. A maximum fine of \$5,000 will be issued if it is a repeated offence. This law applies to everyone, anytime, anywhere on school property.

Smoking is permitted OFF school property and ONLY prior to the start of the school day, at lunch or after school. Smoking at ANY other time of the day will result in school consequences which could include progressive discipline measures.

### **Recreational Property**

The use of skateboards / roller blades / scooters / wheel shoes etc, are not permitted on school property.

### **Cafeteria**

Food and drinks are to be consumed only in the cafeteria. No food or drink is to be consumed in the classroom or hallways. Students use the cafeteria on the understanding that they will help clean the area (table, floor etc) where they have been sitting.

### **Lockers**

Each student will be assigned a locker and a lock. Lockers and locks are the property of St. Theresa's Catholic High School. The school reserves the right to inspect a student's locker at any time. Students are to use only the locker they have been assigned by the school. Students are not to change or share lockers. Students are not to write on any part of their lockers. "Permanent" decorations are not permitted. If students decide to decorate the interior of their locker, it must be done using good taste and common sense. Inappropriate decorations will be removed. Ensure that your locker is kept secure - do not share combinations! The school is not responsible for lost articles. Students are asked to vacate their lockers on the last day of classes in June. A locker clean out fee may be applied to students who do not clean out their lockers. Only school issued locks are permitted on school lockers. A lock replacement fee may apply.

### **Textbooks**

All textbooks are provided on loan. Students are required, in the space provided in the front of the text book, to write their full name, year and teacher. If a book that is assigned to a student is lost or damaged, the student will be required to pay to have it replaced. Students must keep the receipt when paying for a lost text. In the event the textbook is recovered, the receipt is required before any refund will be issued. In addition, students will have their computer privileges suspended until such book(s) are returned or paid for.

### **Student Parking**

Students who engage in unsafe or inappropriate driving practices will be banned from parking on school property. Students are not to sit in their vehicles on the school property. The speed limit in the parking lot is 10 km/h.

### **Physical Education**

All Grade 9 students are expected to participate in physical education. All students are to be properly attired with STH Phys Ed uniform. The Phys Ed Contract must be signed by both student and parent.

### **School Teams**

School team members must comply with the Code of Conduct and academic expectations of St. Theresa's Catholic High School. Members must pay a \$50.00 refundable uniform deposit.

### **School Clubs and Committees**

Members must comply with the Code of Conduct and academic expectations of St. Theresa's Catholic High School.

### ***Cell Phones and other Personal Technology***

Under direction of the Principal, the use of personal electronic devices, such as cell phones, pagers, MP3 players, iPods, video recorder, or other emerging technologies, is restricted while on school property. (Students in possession of cell phones must keep them turned off and in their school bags.) No PED is to be present during assessment/evaluation activities. Failure to comply may result in confiscation of the PED, to be returned to student/parent at the discretion of school administration. Headphones are not to be used during instructional time. They can be used during quiet seat work but only at the discretion of the teacher. Parents and students are reminded that the school is **NOT** responsible for lost or stolen items, and strongly encourage students to leave their cell phones and other electronic devices at home.

### ***Student Valuables***

The school cannot be responsible for the personal property of individual students. Consequently, students are cautioned not to bring large amounts of money, radios, cell phones, cameras, or other valuables to the school. Those who choose to take the risk and bring these items to school are requested to keep them in their locker and not leave them unattended. The school is not responsible for lost or stolen items.

### ***Lost and Found***

All text books and personal articles found within the school will be stored in the front office. Those students who have lost items may check there to see if they were found. Please check with the office staff when searching for your missing articles. There is a Lost and Found box located in the Upper Café. Students are encouraged to put identification on all of their possessions. Items that are not claimed will be donated to local social services agencies.

### ***Student Information Records***

Students are asked to complete appropriate forms in the office. Help keep our information accurate - notify the main office immediately of any changes in address, phone numbers, contact persons, etc.

### ***Emergency Procedures***

Procedures are in place to deal with emergencies pertaining to fire, weather, medical concerns, physical endangerment of students and unauthorized visitors to the school. Should an emergency require the evacuation of the school every attempt will be made to have students removed immediately to a safe location and parents will be notified after the safety of the students is assured. Parents can assist the school with safety issues by helping the school enforce its uniform policy and by encouraging their students not to bring guests to the school.

### ***Fire Alarm***

Fire drills are carried out regularly during the school year. All students are required to participate in these emergency procedures. Students are required to co-operate fully with all school staff. Students are required to remain with their class and follow the instructions of their teacher. It is a criminal offence to tamper with fire alarms or fire equipment.

### ***Lockdown***

The purpose of this procedure is to safely confine all students and staff from the danger of intruders and to maintain a calm atmosphere during a violent incident. A lock down will be initiated by the Principal or the Principal's Designate. Students are required to co-operate fully with all school staff. Students are required to remain with their class and follow the instructions of their teacher.

### ***Hold and Secure***

The procedure will be used when the school must be secured due to an ongoing situation outside and not related to the school (e.g. a bank robbery nearby). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

### ***Shelter in Place***

The procedure will be used for an environmental or weather-related situation, when it is necessary to keep all occupants within the school to protect them from the external hazard. Examples may include chemical spills, blackouts, explosions or extreme weather conditions.

### ***Inclement Weather***

St. Theresa's is part of the "NORTH" weather zone

The school will remain open for independent study except in extreme cases.

You are advised to listen to the local radio station (DOCK 104.1) or to B101 FM (101.1 FM), CHAY (93.1 FM), Rock 95 (95.7 FM) or log on to the board website [www.smcdsb.on.ca](http://www.smcdsb.on.ca) for information regarding school closures and bus cancellations due to inclement weather.

Teachers will not introduce new material when buses have been cancelled, and any assignments due can be handed in without penalty on the next school day.

Students and their parents are requested to use good judgment in assessing driving or walking conditions to and from school during inclement weather on snow days.

### ***School Bus Safety***

Students must observe the rules of riding the bus as outlined by their bus driver. Riding the bus is a privilege, not a right. Students who disregard the directions and instructions of the driver will face the removal of their bus privileges. Hockey sticks, skateboards, roller blades, skis, snowboards etc. are not permitted on the buses at any time. Transportation is provided for the student to get to and from school. It is not public transportation to get to work or a friend's house.

Note: If students need to take another bus for projects or assignments, they must first report into the main office, at **a minimum of one day before the bus change**, and ensure that the appropriate paperwork is completed. Bus notes are only given for school reasons.

### ***Visitors to the School (Including Parents/Guardians)***

The Safe Schools Act limits free access to schools to those who have legal school business to conduct. All visitors must receive permission from the school administration to enter the school building or grounds. All visitors are asked to first report to the main office to sign the guest book and obtain permission from the Principal/Vice Principal to be on school property. Upon receiving permission guest(s) will be provided with a 'Visitor's Pass'.

## **Support Services**

### ***Student Services***

Student Services is a vital and integral part of the program at St. Theresa's High School. In an effort to support students in their academic endeavours, career planning, and personal growth, a number of programs are offered by the Student Services Department. These programs are delivered through Chaplaincy Services, Guidance Services, Co-operative Education and the Student Success Program. As well as these services, there are a number of additional resources provided by the Simcoe Muskoka Catholic District School Board. Referrals to outside agencies can be coordinated through the Student Services Department.

### ***Chaplaincy***

A Chaplain oversees the spirituality of the school which incorporates many areas such as school masses, reconciliation, prayer services, and retreats for all students, and fund raisers for Social Justice. The Chaplain is also available for counselling.

### ***Guidance***

The guidance program is an essential part of the total school curriculum. It is a composite of the schools' instructional, counselling, consultation, co-ordination, and liaison activities that are planned and implemented to assist student orientation, program selection and preparation for the next level of student or entry to the working world. Counsellors are available to assist students and their families in this decision making.

### ***Timetable Changes***

Students must follow the printed timetable given to them on the first day of each semester. Students must make timetable changes prior to the start of the first day of the semester. The only timetable changes that will be made during the first week of the semester are for students who have been unsuccessful in a subject or need a level change during the first week of the semester. If you are under the age of 18, you must have written consent for all timetable changes.

### ***Subject Drops***

Students with 22 credits or less must carry a full timetable of 8 courses unless special arrangements have been made. All students must carry a minimum of three courses per semester.

### ***Student Success***

Through innovative programs developed as part of the Student Success Strategy, success for students who are struggling with the curriculum or are disengaged is a growing reality in Ontario schools. New approaches to engaging these students have been introduced. Some of these approaches include: improving the transition from elementary to high school, tracking the progress of students at risk of not graduating, re-engaging early school leavers, providing direct support and instruction for struggling students, and working with parents and the community to support student success.

### ***Special Education Department***

The goal of Resource Services at St. Theresa's is to provide a sense of self-worth and belonging within the school community. Our aim is to offer programming which meets the needs of each student. We also strive to help students make an easy transition to Grade 9.

Students are given the opportunity to receive assistance in a variety of subjects.

Resource teachers are available to help students with organizational time management and study skills. Students who have been receiving resource assistance at the elementary level may continue to receive it at the high school level through St. Theresa's Resource Service.

### ***Special Needs Department***

There are schools and institutions which develop our minds, but communities and families are schools of the heart, of love and of faithfulness to others. These schools teach us to be more open to others, especially to those who are different from ourselves, as well as helping us to learn about forgiveness and universal love." These words of Jean Vanier espouse the philosophy and beliefs of the St. Theresa's community. St. Theresa's staff and students, in keeping with the Guiding Principles of the Simcoe Muskoka Catholic District School Board are committed to developing an inclusive school culture that nurtures a respectful and collaborative community. We believe that "each student is capable of learning and achieving to the best of his/her ability and to contribute and benefit from meaningful participation in the life of their school". St Theresa's staff strives to provide meaningful programming and a positive learning environment for ALL students.

#### **SMCDSB Inclusion Statement**

***Inclusion is about relationships and belonging.***

***Inclusion is about the attitudes that we have and demonstrate through our actions towards each other.***

***Inclusion is the responsibility of everyone.***

***Inclusion is rooted in the Gospel.***

### **Guiding Principles**

- Each student is a unique gift from God with the right to an education in a caring and sharing Catholic learning environment. Each student is a valued and respected member of their school community.
- Inclusive education responds to the diverse learning styles of each student where every kind of learning is valued.
- An inclusive Catholic school culture nurtures a respectful and collaborative community that plans and problem solves together with students, parents, teachers, staff, and those within the extended community.
- Each student is capable of learning and achieving to the best of her/his ability and to contribute and benefit



from meaningful participation in the life of their school.

- Educating our children is not only a basic human right; it is also the vehicle for social inclusion and social change.

### ***Library Resource Centre***

The library is an open, quiet, welcoming environment where students and staff feel comfortable enough to come work, study, research, and perhaps find a good book or magazine. We continue to select, catalog and circulate resources to support curriculum and promote pleasure reading. Our walls and shelves are areas for displaying staff and student artistic work. A number of workshops are offered each semester to help staff and students with their class work and to introduce our patrons to authors and ideas and to support them in their reading. With the support of the Midland Public Library and the International Festival of Authors, we have been able to introduce students to Canadian Authors in the school.

- Workshops on EBSCO database
- How to sign out books
- How to login to the computers
- Documentation and Citation Workshops
- Ongoing editing & proof reading
- Research Assistance: online and printed material
- Thesis Development
- Use of e-books

### ***Cooperative Education***

This academic/work experience can be obtained through two and/or four credit packages (whole or half day). Students are encouraged to explore career choices through an employment model. A wide array of placements are available that encompass hospitality and tourism, parenting, technology and the world of work. These courses allow students to spend a portion of their day in a community work setting as an extension of the classroom program. Interested students should speak to their guidance counselor if this type of experiential learning interests them.

## **Student Life**

### ***Student Administrative Council***

The Student Administrative Council (S.A.C.) is a group of elected students who are responsible for the planning and implementation of many social events in the St. Theresa's community. The S.A.C. works hard to create and maintain a high level of school spirit, develop an effective social program for all students, provide effective leadership to all students in the school, provide effective liaison between students, teachers and school administration, and provide an opportunity for students to gain experience in government and business administration.

**Staff Advisor:** Sean Sparks

### **Positions on the S.A.C. include:**

<i>President</i>	<i>Vice-President</i>
<i>Secretary</i>	<i>Social Rep</i>
<i>Special Events Rep</i>	<i>Arts Rep</i>
<i>Promotions Rep</i>	<i>House System Rep</i>
<i>Grade Reps (3 from each grade)</i>	

All students who attend St. Theresa's High School, who are in good academic and behavioural standing, and are in their first through fourth year of high school, are eligible to run for a position on the S.A.C. Elections are held in September of each year. Students are encouraged to take part in the events that S.A.C. organizes throughout the year.

### **St. Theresa's House System**

The House System provides students with an opportunity to create a balance between their academic courses, and the equally important social aspects of daily school life. The system provides a sense of competition and fun through a range of school based activities, which seek to unite both juniors and seniors, as well as students and staff, in competitions that are based on fun and at times, charity.

All students and staff are assigned to one of four houses, depending upon the first initial in their surname.

*Blue House Barracudas:* (Surnames: A, G, M, N, R, U, V)  
*Red House Raiders:* (Surnames: B, H, J, P, Q, Y)  
*Green House Lumberjacks:* (Surnames: D, E, K, L, T, X, Z,)  
*Gold House Argonauts:* (Surnames: C, F, I, O, S, W)

Individual house committees are also organized in September, through which students can volunteer to be part of the organizing and leadership of their house. These committees are open to all students from all grades, and commitment involves attendance at lunch or after-school meetings in order to plan and organize events. In addition, there is a position on the student administrative council of St. Theresa's (S.A.C.) to represent the house system, and students are invited to run for this position in September's election.

All students who have house system related ideas, questions, or suggestions are encouraged to see Mr. Sparks, Mr. Gignac, or Mr. Fay for additional information or direction.

### **Co-Curricular Teams**

The following co-curricular teams may be offered at St. Theresa's Catholic High School.

#### **Girls**

Badminton  
Jr. Basketball  
Sr. Basketball  
Cheerleading  
Ball Hockey  
Curling  
Golf  
Ice Hockey  
Jr. Volleyball  
Sr. Volleyball  
Jr. Soccer  
Sr. Soccer  
Jr. Tennis  
Nordic Skiing  
Sr. Tennis  
Track & Field  
X country Running  
Mountain Biking  
Rowing

#### **Boys**

Badminton  
Jr. Basketball  
Sr. Basketball  
Ball Hockey  
Ice Hockey  
Jr. Basketball  
Jr. Golf  
Jr. Rugby  
Rowing  
Track & Field  
Jr. Volleyball  
Nordic Skiing  
Sr. Basketball  
Sr. Golf  
Sr. Rugby  
Sr. Volleyball  
X country Running  
Mountain Biking  
Tennis

#### **Clubs**

The following clubs may be offered at St. Theresa's Catholic High School:

Flash Newspaper  
Amnesty International  
Book Club  
Green Streak  
YEAH  
Musical Theatre  
Musical Instrument  
Anime Club  
Fitness Club  
Breakfast Club  
Outers Club  
Photography Club  
Prom Committee  
Stage Band  
Holy Doodle  
Peace Team

**Student Activity Fee**

The Activity Fee for all students for the 2015 – 2016 academic year will be:

- \$50.00 with a yearbook
- \$30.00 with no yearbook
- \$85.00 family fee with 2 students
- \$35.00 for each additional student

This fee includes: handbook, student card, student council events, and co-curricular events or teams. Should you wish to opt out of the Student Activity Fee the items and events listed will not be available to your student. *Reminder that all outstanding library books, textbooks or course fees from 2013 - 2014 must be paid or returned before receiving any of the above items.*

**Dance Rules**

- Students need a student card to attend any dance;
- Doors close at 8:30PM. Anyone wishing to be admitted later must see one of the council advisors to make arrangements to be allowed in;
- All coats and bags must be checked in the coat check area provided;
- Once students leave, they are not allowed in again;
- Any student wishing to bring a guest from outside the school must have his /her guest fill out a 'Guest Request' form. In addition, this guest is required to provide official photo identification;
- Any student found under the influence of alcohol or drugs will be disciplined accordingly.



## Ontario Secondary School Diploma Requirements

To receive your Ontario Secondary School Diploma you require:

### **18 Compulsory Credits**

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

- ✓ 4 credits in English
- ✓ 3 credits in Mathematics
- ✓ 2 credits in Science
- ✓ 1 credit in Canadian History
- ✓ 1 credit in Canadian Geography
- ✓ 1 credit in Arts
- ✓ 1 credit in Health and Physical Education
- ✓ 1 credit in French as a Second Language
- ✓ 0.5 credit in Career Studies
- ✓ 0.5 credit in Civics

### **Plus one credit from each of the following groups:**

- ✓ 1 additional credit in English, or French as a second language, or a Native Language, or a classical or an international language, or social sciences and the humanities, or Canadian and world studies, or guidance and career education, or cooperative education.
- ✓ 1 additional credit in health and physical education, or the arts, or business studies, or cooperative education.
- ✓ 1 additional credit in science, or technological education, or cooperative education.

### **Students must also complete:**

- ✓ 12 optional credits
- ✓ 4 CREDITS IN RELIGIOUS EDUCATION
- ✓ 40 hours of community involvement activities
- ✓ Successful completion of the Ontario Secondary School Literacy Test (OSSLT) or Ontario Secondary School Literacy Course (OLC 40)

### **Community Service:**

- 40 hours must be completed prior to graduation.
- Must be completed outside normal school hours.
- Students/Parents are responsible for maintaining a record.
- Principal determines if the student has met the requirements by signing the appropriate form.
- Community Involvement Brochures are available at the Guidance Office.

### **Ontario Secondary School Literacy Test (OSSLT):**

- To graduate all students must successfully complete the Ministry Literacy Test.(OSSLT).
- Students may write the test more than once until successful or complete the Literacy Course if two attempts at the test are not successful.

### Ontario Secondary School Certificate

The Ontario Secondary School Certificate is granted to students who leave high school before earning their OSSD. To receive your Ontario Secondary School Certificate you need 14 credits (7 Compulsory & 7 Elective)

**Compulsory Credits Required:**

- ✓ 2 English
- ✓ 1 Canadian Geography or Canadian History
- ✓ 1 Math
- ✓ 1 Science
- ✓ 1 Physical Education
- ✓ 1 Arts or Technology

### Certificate of Accomplishment

This certificate is used to recognize the achievement of students who leave high school before earning their OSSD. Students who plan to take certain vocational programs may receive a Certificate of Accomplishment.

### Educational Planner

Credits / Requirements	Subject	Year 1	Year 2	Year 3	Year 4
4	English (1 per grade)				
3	Math				
2	Science				
1	Canadian Geography				
1	Canadian History				
1	The Arts				
4	Religion				
1	French as a second language				
1	Health and physical education				
0.5	Career Studies				
0.5	Civics				
<b>Plus one additional credit from the following groups</b>					
1	1 additional credit in English, or French as a second language, or a Native Language, or a classical or an international language, or social sciences and the humanities, or Canadian and world studies, or guidance and career education, or cooperative education				
1	1 additional credit in health and physical education, or the arts, or business studies, or cooperative education				
1	1 additional credit in science, or technological education, or cooperative education				
12	Optional Credits (Including 4 Religion Credits)				
40 Hours	Community Service				
Literacy	OSSLT or OLC course				