



CATHOLIC CENTRAL HIGH SCHOOL

Christ waits for us in others

441 Tecumseh Rd., E. • Windsor, ON • N8X 2R7

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Principal | Ms. A. LoFaso
Vice-Principals | Mr. R. Coristine
| Mr. D. LaBute
| Mr. M. Naicker

THIS AGENDA BELONGS TO:

Name:

Student No.: **Hrm:** **SEM1**
SEM2

Address:

Phone:

SCHEDULE:

SEMESTER 1

PD 1 **Course:**
Rm:

PD 2 **Course:**
Rm:

PD 3 **Course:**
Rm:

PD 4 **Course:**
Rm:

SEMESTER 2

PD 1 **Course:**
Rm:

PD 2 **Course:**
Rm:

PD 3 **Course:**
Rm:

PD 4 **Course:**
Rm:

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CATHOLIC CENTRAL HIGH SCHOOL STAFF • 2011 - 2012

ADMINISTRATION

PRINCIPAL

Amy LoFaso

VICE-PRINCIPALS

Mr. R. Coristine

Mr. D. LaBute

Mr. M. Naicker

STUDENT SERVICES

COUNSELLORSMrs. M. Geiger, Dept Head
Mr. K. Cowan
Mrs. J. Fogal**CO-OP EDUCATION**Mr. P. Cusumano
Mr. J. Spina**CAMPUS MINISTER**

Mrs. C. Perich

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Mrs. S. Houlahan**SOCIAL WORKER**

Mrs. M. Evans

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ACADEMIC STAFF

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Mr. N. Basic
Mr. R. Facchineri
Mrs. R. Michelon
Mr. J. Nohra
Mr. C. Taouil
Ms. A. Wroblewski-Elias**MODERN LANGUAGES**

Mrs. K. Koekstat, Dept Head

SOCIAL SCIENCEMr. G. Naccarato, Dept Head
Mr. G. Atkin
Mr. C. Barrette
Ms. T. Piknjac-Phillips**TECHNOLOGY**Mr. C. Reynolds, Dept Head
Mrs. T. Andari-Wigeluk
Mr. G. Luff
Mr. M. Mallen
Mr. C. Reynolds
Mr. J. Spina
Mrs. P. Van Beek**SCIENCE**Mr. M. Carosella, Dept Head
Mr. I. Cullion
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Mrs. S. Ditchfield
Mrs. M. Pantea

SUPPORT STAFF

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Mrs. L. Doe
Ms. T. Pantano
Mrs. D. Sauve**INFORMATION SYSTEM SUPPORT**

Mr. T. Grayson

CARETAKERSMr. E. Bergamin
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Ms. H. Dietrich
Ms. C. Hunt
Mr. T. Power
Mrs. P. Marcoux**EDUCATIONAL ASSISTANTS**Mrs. S. Bellemore
Ms. M. Ciarnitaro
Mrs. D. Comartin
Ms. B. Diamond
Mrs. D. Ditty
Ms. R. Frauley
Mr. K. Hayes
Ms. T. Keirouz
Mrs. S. Krug
Mrs. R. LeClerc
Mr. B. Mazzei
Mrs. S. McBride
Ms. C. Staley

SCHOOL YEAR CALENDAR

SEMESTER ONE

Sept. 1, 2011 (Thursday) • Professional Activity (PA) Day
Sept. 2, 2011 (Friday) • Professional Activity (PA) Day
Sept. 5, 2011 (Monday) • Labour Day
Sept. 6, 2011 (Tuesday) • Semester One Begins
Sept. 19, 2011 (Monday) • Picture Day
Sept. 21, 2011 (Wednesday) • Grade 9 Parent Information Evening
Oct. 6, 2011 (Thursday) • School Liturgy
Oct. 10, 2011 (Monday) • Thanksgiving
Oct. 12, 2011 (Wednesday) • Semester 1 Progress Report
Oct. 21, 2011 (Friday) • Picture Retake/Makeup Day
Nov. 9, 2011 (Wednesday) • Term Two Begins
Nov. 11, 2011 (Friday) • Remembrance Day Ceremony
Nov. 14-17, 2011 • Distribution of Report Cards
Nov. 17, 2011 (Thursday) • Parent/Teacher Interviews (5:00 pm to 8:00 pm)
Nov. 18, 2011 (Friday) • Professional Activity (PA) day
Dec. 2, 2011 (Friday) • Blood Drive
Dec. 6, 2011 (Tuesday) • Challenge Day
Dec. 22, 2011 (Thursday) to Jan. 6, 2012 (Friday) • Christmas Break
Jan. 9, 2012 (Monday) • Classes Resume
Jan. 15, 2012 (Thursday) to Jan. 27, 2012 (Friday) • EQAO Grade 9 Assessment of Mathematics
Jan. 27, 2012 (Friday) to Feb. 2, 2012 (Thursday) • Final Examinations

SEMESTER TWO

Feb. 3, 2012 (Friday) • Semester Two Begins
Feb. 10, 2012 (Friday) • Professional Activity (PA) Day
Feb. 17, 2012 (Tuesday) • Blood Drive
Feb. 20, 2012 (Monday) • Family Day
Mar. 7, 2012 (Wednesday) • Semester 2 Progress Report
Mar. 12, 2012 (Monday) to Mar. 16, 2012 (Friday) • March Break
Mar. 29, 2012 (Thursday) • EQAO Grade 10 Ontario Secondary School Literacy Test
Apr. 5, 2012 (Thursday) • School Liturgy
Apr. 6, 2012 (Friday) • Good Friday
Apr. 9, 2012 (Monday) • Easter Monday
Apr. 18, 2012 (Wednesday) • Term Two Begins
Apr. 20, 2012 (Friday) • Professional Activity (PA) Day
Apr. 23-27, 2011 (Wednesday) • Distribution of Report Cards
Apr. 25, 2012 (Friday) • Blood Drive
Apr. 26, 2012 (Thursday) • Parent/Teacher Interviews (5:00 pm to 8:00 pm)
May 6, 2012 (Monday) to May 12, 2012 (Friday) • Catholic Education Week
May 21, 2012 (Monday) • Victoria Day
May 31, 2012 (Thursday) to June 15, 2012 (Friday) EQAO Grade 9 Assessment of Mathematics
June 15, 2012 (Tuesday) • School Liturgy
June 21, 2012 (Thursday) to June 27, 2011 (Wednesday) • Final Examinations
June 28, 2012 (Thursday) • Graduation Day
June 29, 2012 (Friday) • Professional Activity (PA) Day

DAILY SCHEDULE

On most days, Catholic Central High School will be operating on one of the following three schedules. Schedule 1 lists the regular daily schedule. Students should be at their desks for the beginning of morning exercises, at 8:35 a.m.

Students are dismissed from each class by a bell, and are given five minutes to travel between classes. Music is played for the first four minutes. When it stops, students have one minute to make it to class. Students not in class at the second bell are considered late for class.

SCHEDULE 1 Regular Schedule
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Travel	8:25 - 8:30
Period 1	8:30 - 9:46
Travel	9:46 - 9:51
Announcements	9:51 - 9:56
Period 2	9:56 - 11:12
Lunch	11:12 - 11:52
Travel	11:52 - 11:57
Period 3	11:57 - 1:13
Travel	1:13 - 1:18
Period 4	1:18 - 2:34

On most occasions where the regular day might be modified due to an assembly or the celebration of the Eucharist, Schedule 2 (Mass/Assembly Schedule) will be followed.

SCHEDULE 2 Mass/Assembly Schedule
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Travel	8:25 - 8:30
Period 1	8:30 - 9:30
Assembly	9:30 - 10:40
Travel	10:40 - 10:45
Period 2	10:45 - 11:45
Lunch	11:45 - 12:25
Period 3	12:25 - 1:25
Travel	1:25 - 1:30
Period 4	1:30 - 2:30

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 endeavour 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 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 CATHOLIC CENTRAL HIGH SCHOOL MOTTO

The Evangelist Luke writes (Chapter 17, Verses 20-21): Now when He was asked by the Pharisees when the kingdom of God would come, He answered them and said, "The kingdom of God does not come with observation; nor will they say, 'See here!' or 'See there!' For indeed, the kingdom of God is within you."

Catholic Central prides itself in the diversity of its cultural and spiritual traditions. Key to the success of this vibrant community is the recognition that each person has something to contribute to the school. We work to serve the needs of every single member of our school community. In doing so, we follow in the footsteps of Christ, for indeed, *Christ waits for us in others.*

THE WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD MISSION STATEMENT

We will strive, as a partnership of school, family and parish, to provide our students with a quality Catholic education rooted in Gospel teachings, enabling all to grow to their potential.

STUDENT PARLIAMENT

Prime Minister	SELENE LAUZON		
Deputy Prime Minister	BRIANNA CRAIG		
Minister of Finance	COURTNEY YOUNG	Minister of Extra-Curricular	SONYTA LY
Deputy of Finance	RIMA TOUKAN	Deputy of Extra-Curricular	KARISHMA SHAH
Minister of Internal Affairs	JASMINE O'HALLORAN	Minister of Communications	RILEY CAMPBELL
Deputy of Internal Affairs	SARA WAY	Deputy of Communications	MICHAEL BRAY
Minister of External Affairs	BRENDA HALIM	Minister of Public Relations	NATALIE SALAMUNEC
Deputy of External Affairs	LINDA DIEP	Deputy of Public Relations	GRACE NGUYEN
Secretary	CAROL YAKO	Parent Council Representative	JESSICA RABIDEAU
Assistant Secretary	INAYA HAMADANI	Student Senate Representative	ANNA MARIE NIEC
Gr. 12 Representative	ISABEL RODRIGO	Gr. 10 Representative	SHAWN QUICK
Gr. 11 Representative	MEGAN CRAIG	Gr. 9 Representative	TBA

STUDENT ATTENDANCE PROCEDURES

ABSENCE

Regular punctual attendance is a significant factor in successful academic achievement, as legislated by the Education Act. **All students are expected to come to school on time, prepared and ready to learn. Students must attend all scheduled classes.** Sleeping in, staying at home to study, working on a project for another class, shopping, hair appointments, and the like are not considered valid reasons for absence. 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.

NOTIFICATION OF ABSENCE

The *Education Act of Ontario* (Section 23, Regulation 298) states:

When a pupil returns to school after an absence, a parent of the pupil, or the pupil where the pupil is an adult, shall give reason for the absence orally or in writing as the Principal/Vice-Principal requires.

When a student legitimately misses school, their parent or guardian must notify the school by leaving a message with the Catholic Central Attendance Office (519-256-3174) on or prior to the day of the absence, if at all possible, but at the very least before 8:30 a.m. the next morning upon their return to school. The attendance line is available 24 hours per day. **Only a parent or guardian can excuse an absence, even if the person in question is on our contact list.**

If a call is not possible, a note with a parent's or guardian's signature may be submitted to the Attendance Office upon the student's return prior to 8:30 a.m. The Attendance Office is open every morning at 8:00 a.m.

Notes and phone messages may be randomly checked for validity. **Fraudulent calls or notes will result in automatic suspension.** No student recorded as absent for a period may be in the school without clearance from the Attendance Office.

Clearing of absences is the student's responsibility. Students who have not cleared their absence upon their return to school will receive a detention or suspension. Further, they will be considered truant for the period of their absence.

If a student is absent for more than three consecutive days, the student must submit documentation (e.g., doctor's note, appointment card, etc.) validating the absence. Chronic (habitual) absenteeism cannot be cleared by a parent or guardian.

STUDENTS 18+ YEARS OF AGE

Students who are 18 years of age or older are responsible for their own attendance, unless they have given permission to their parents/guardians to continue to be responsible for them. Students 18 years of age or older are permitted to call in for themselves/sign out 3 times per semester, but must still have legitimate reasons for absence. Abuse of this policy may result in the loss of this privilege. Additional absences will be considered truancy. Students signing out must leave the property promptly. **Personal days are not permitted.**

TRUANCY

Attendance in school is mandatory by law. Thus, truantries are considered serious offences by the school. Accordingly, any student who is truant for a class will receive a mark of zero (0) for assessments due in that class on that particular day. Further, students will be disciplined according to the Catholic Central *Chronic Truancy Policy*:

MAJOR TRUANCY INFRACTIONS

- | | |
|---------------------|--|
| Infraction 1 | The student will receive one detention per period skipped. |
| Infraction 2 | The student will report to the GAINS room for the day, at which time the student will be registered in an intervention program overseen by the Student Success Teacher and the Behaviour Specialist. |
| Infraction 3 | The student will be summoned by the Vice Principals at which time the student will be suspended. |

MINOR TRUANCY INFRACTIONS

Truancies 1 to 3	The student will receive detentions from the Vice Principals.
Truancies 4 and 5	The student will be summoned by the Vice Principals, at which time the student will report to the GAINS room for the day. At this time the student will be registered in an intervention program overseen by the Student Success Teacher and Behaviour Specialist.
Truancies 6 and 7	The student will be summoned by the Vice Principals, at which time the student will be suspended. Interventions from the GAINS program will be continued.
Truancies 8+	The student will be served with progressively longer suspensions. Parent meetings may be requested. Continued truancies may result in transfer or withdrawal from Catholic Central High School.

LATES

The school day commences at 8:35 a.m. Students must be in their classes at the assigned start time. In any period, a student arriving after the bell is considered late. Students are advised to carry with them their books for both of their morning classes, deposit them in their lockers at lunch, and then carry their books for both of their afternoon classes. Ideally, there should be no need for students to go to their lockers between classes. 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 tardiness is a problem prior to referral to the Vice-Principals.

Students considered chronically late for a particular period will be recorded, questioned, and counselled by the classroom teacher. Further, students will be disciplined according to the Catholic Central *Chronic Late Policy*:

Lates 1- 7	<i>The classroom teacher will issue consequences to the student and follow up with parents. All discussions will be recorded.</i>
Late 8+	<i>A Referral to KARE team will be made by teacher through the BBS referral form. Please include dates of contact made with guardian and any actions already taken. for action plan and discussion with student. Teacher will be apprised of plan and part of the implementation/facilitation of plan.</i> <i>If lates persist, the following steps will be followed:</i> <i>A letter will be sent home informing guardian of persistent lates, corrective steps already taken and consequences of continued tardiness. A copy will be maintained at the school.</i> <i>The student will be issued detentions for lunch and/or after school .</i> <i>The student will be referred to the Behaviour Specialist and will be assigned in-school suspensions to be served in the GAINS program.</i> <i>The student will be served with progressively longer out of school suspensions. Parent meetings may be requested. Persistent defiance of school policies may result in transfer or withdrawal from Catholic Central High School.</i>

A student who is legitimately late (e.g., because of appointments or school activities) should report directly to the Attendance Office with the note in order to receive an Excused Late *Admit to Class* slip.

Students reporting to period 1 past 9:00 a.m., or more than 5 minutes late for any other class must report to the Attendance Office for an *Admit to Class* slip.

DEPARTURES FROM AND ARRIVALS TO SCHOOL

Students leaving the school for any reason must record their departure through the Attendance Office. *Students*

are not permitted to leave the school without the prior approval of a parent or guardian. Failure to sign out of the building using the proper procedures will result in detention. If at all possible, a call should be received or a note presented to the Attendance Office before 8:25 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 are not permitted to be in the bathroom, cafeteria, outside, the hallways, campus ministry, the learning commons area, etc., because of illness. Students will be considered truant and will be consequence as such.

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.

STUDENT DISCIPLINE POLICY

BILL 212 • LEGISLATIVE CHANGES TO THE SAFE SCHOOLS ACT

The *Education Act*, as amended by the *Education Amendment Act (Progressive Discipline and School Safety)*, 2007 was implemented to effectively combine discipline with opportunities for students to continue their education. The legislative changes were implemented through Bill 212 and came into effect on February 1, 2008. Highlights of the legislative amendments are outlined on the following pages.

Please refer to Board policies and procedures for a more detailed understanding of the legislative requirements, available at www.wecdsb.on.ca/board-policies.asp.

CODE OF CONDUCT

OBJECTIVES

The purpose of any code of conduct is to meet the goal of creating a safe, caring, and accepting school environment by supporting the use of positive practices as well as consequences for inappropriate behaviour, including progressive discipline, which includes suspension and expulsion where necessary.

GUIDING PRINCIPLES

The provincial *Education Act* and *Code of Conduct* and the Windsor-Essex Catholic District School Board *Code of Conduct* create expectations for behaviour for all persons on school property. It is important that all pupils have a safe, caring and accepting school environment in order to maximize their learning potential and to ensure a positive school climate for all members of the school community.

Ontario Policy/Program Memorandum No. 128, *The Provincial Code of Conduct and School Board Codes Of Conduct*, lists standards of behaviour describing respect, civility, and responsible citizenship. 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;*
- *not swear at a teacher or at another person in a position of authority.*

EQUALITY 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 and ethnic origin.

In our schools, we must further ensure an atmosphere that in no way tolerates or appears to tolerate 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.

STUDENT RESPONSIBILITIES

Pursuant to the *Education Act*, pupils are responsible to the Principal for their conduct. In particular, Section 23, Regulation 298 of the *Education Act* indicates:

A pupil shall

- *be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;*
- *exercise self-discipline;*
- *accept such discipline as would be exercised by a kind, firm and judicious parent;*
- *attend classes punctually/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 of Education; and*
- *show respect for school and property.*

Students, by virtue of their registration, formally agree to accept the authority of the school, and to observe all school rules and regulations including but not limited to those governing attendance, classes, conduct, religious functions, studies, dress, relations with teachers, other students and visitors. All students of Catholic Central High School should respect other members of the community and treat them in a manner befitting a vibrant Catholic society.

IN THE CLASSROOM

In order to maximize their chances for success, all students should actively participate in and contribute to their learning environment. This can be as simple as coming to class prepared to work, or giving their full attention to the teacher during the lesson. All students should respect the rights of their peers to be educated in a positive classroom environment conducive to learning.

IN THE SCHOOL

All students must refrain from disturbing classes, running in the halls, defacing lockers, littering, etc. No food or drink is to be consumed in the hallways of the second and third floors at any time. Inappropriate language is not tolerated. Every student should show respect for all students, staff and their property.

TO AND FROM SCHOOL AND AT SCHOOL FUNCTIONS

As highly visible ambassadors of our school, students should display respect and concern for others and their property on the way to or from school, during the lunch period, on buses, or at school-sponsored activities. Students should not loiter or litter on neighbouring property. Students improperly crossing roadways, whether alone or in groups, may jeopardize their safety or the safety of others by interfering with traffic. ***Students who engage in unacceptable behaviours (fighting, intimidation, disrespect, language, etc.) in the surrounding community will be subject to school consequences.***

Obscenity, profanity and swearing are never acceptable in public situations either at school or at school-sponsored functions anywhere or at any time.

Students may not consume, be under the influence of, or be in possession of any illicit drug or alcohol on school property or at any school-sponsored activity, which includes dances, field trips, prom, etc. Failure to abide by this policy will result in the immediate suspension of the student. Parents will be notified and will be expected to come to the school with the student for an interview with the Principal and/or Vice-Principals at the end of the suspension period.

PARENT/GUARDIAN RESPONSIBILITIES

Pursuant to the *Provincial Code of Conduct and School Board Codes of Conduct* (Policy/Program Memorandum 128), 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.

BULLYING

Providing students with an opportunity to learn and develop in a safe and respectful society is a shared responsibility in which school boards and schools play an important role. Schools that have bullying prevention and intervention strategies foster a positive learning and teaching environment that supports academic achievement for all students and that helps students reach their full potential.

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

Students may attain or maintain power over others in the school through real or perceived differences. Some areas of difference may be size, strength, age, intelligence, economic status, social status, solidarity of peer group, religion, ethnicity, disability, need for special education, sexual orientation, family circumstances, gender, and race.

Bullying is a dynamic of unhealthy interaction that can take many forms. It can be physical (e.g., hitting, pushing, tripping), verbal (e.g., name calling, mocking, or making sexist, racist, or homophobic comments), or social (e.g., excluding others from a group, spreading gossip or rumours). It may also occur through the use of technology (e.g., spreading rumours, images, or hurtful comments through the use of e-mail, cellphones, text messaging, Internet websites, or other technology). (Ontario Policy/Program Memorandum 144, *Bullying Prevention and Intervention*).

Bullying behaviours contradict the Gospel values, which are centered in the teachings of Christ. Accordingly, the Board believes that all forms of bullying are unacceptable behaviours. Bullying adversely affects students' ability to learn. Bullying adversely affects healthy relationships and the school climate. Bullying adversely affects 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 (e.g., online) where engaging in bullying will have a negative impact on the school climate.***

Students will continue to be educated on what bullying is, how to report it, and what the consequences are should a student engage in such behaviour.

DISCIPLINE

The primary objective of any disciplinary action by school authorities is to provide counsel, heighten awareness of expectations and to provide students with a framework to correct and grow by accepting accountability and by taking responsibility.

In its capacity to define acceptable behaviour, discipline plays a very important part in a student's development. Thus, it is essential that a strong and clear policy be in effect at all times.

PROGRESSIVE DISCIPLINE

In order to promote and support appropriate and positive pupil behaviours that contribute to creating and sustaining safe, comforting and accepting learning and teaching environments that encourage and support students to reach their full potential, the Board supports the use of positive practices for prevention and positive behaviour management.

Progressive discipline is an approach that makes use of a continuum of interventions, supports, and consequences, building 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.

Progressive discipline may include early and/or ongoing intervention strategies such as verbal reminders, a review of expectations, and contact with the pupil's parent(s)/guardian(s). Progressive discipline may also include a range of interventions, supports and consequences when inappropriate behaviours have occurred. They should include learning opportunities for reinforcing positive behaviour while helping students make good choices, such as one or more of the following:

- meeting with the pupil, the pupil's parent(s)/guardian(s), and the Principal/Vice-Principal;
- referral to a community agency for anger management or substance abuse counselling;
- detentions;
- withdrawal of privileges;
- withdrawal from class;
- restitution for damages;
- restorative practices; and
- transfer.

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).

The Board also supports the use of suspension and expulsion as outlined in Part XIII of the *Education Act* where a pupil has committed one or more of the 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.

SUSPENSION

A Principal/Vice-Principal shall consider whether to suspend a student if they, after investigation, determines that the student has engaged in any of the activities below 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 considered by the Principal/Vice-Principal include:

- uttering a threat to inflict serious bodily harm on another person;
- possessing alcohol, or illegal or restricted drugs;
- being under the influence of alcohol or drugs;
- swearing at a teacher or at another person in a position of authority;
- committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school;
- bullying;
- any act considered by the Principal/Vice-Principal to be injurious to the moral tone of the school;
- any act considered by the Principal/Vice-Principal to be injurious to the physical or mental well-being of members of the school community; or
- any act considered by the Principal/Vice-Principal to be contrary to the Board or school Code of Conduct.

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

Prior to returning to classes a student completing a suspension must meet with the appropriate counselor to review the school behaviour policy. Only after this school official gives the student an *Admit of Class* slip can he/she return to classes. A parent or guardian may be requested to attend at the same time.

Students are responsible for all academics that are assigned during their suspension. Work is available upon request.

During the length of a suspension, the student is not eligible to participate in any extra-curricular or school related activities regardless of location. In an out-of-school suspension, the student is not permitted to be on Windsor-Essex Catholic School Board property. Failure to comply will result in additional consequences.

PROGRAMS FOR STUDENTS ON LONG-TERM SUSPENSION

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

Students suspended for a length of six to ten school days will be provided with a program that contains an

academic component to support the student in continuing their education. The Principal/Vice-Principal shall consider what types of supports, if any, the student may require and shall assist in making that support available.

The program for students suspended for eleven days or more will consist of both an academic component 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 the Board, as well as through community agencies, will be made accessible to the student.

EXPULSION

Subject to mitigating and other factors, a Principal/Vice-Principal shall suspend a student if they have reasonable grounds to believe that the student has engaged in any of the activities listed below 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/Vice-Principal will promptly conduct an investigation to determine if they will recommend that the student be expelled by the Board.

The infractions for which a Principal/Vice-Principal may consider recommending to the Board that a pupil be expelled from the pupil's school or from all schools of the Board include:

- possessing a weapon, including possessing a firearm;
- using a weapon to cause or to threaten bodily harm to another person;
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- committing sexual assault;
- trafficking in weapons, illegal, or restricted drugs;
- committing robbery;
- giving alcohol to a minor;
- an act considered by the Principal/Vice-Principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others;
- a pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others;
- activities engaged 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;
- 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;
- the pupil has demonstrated through a pattern of behaviour that they have not prospered by the instruction available to him or her and that they are persistently resistant to making changes in behaviour which would enable him or her to prosper; or
- any act considered by the Principal/Vice-Principal to be a serious violation of the Board or school Code of Conduct.

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

PROGRAMS FOR EXPELLED STUDENTS

A student may be expelled either from their school only, or from all schools of the Board. If a student is expelled from their school only, they will be assigned to another school of the Board.

If a student is expelled from all schools of the Board, they 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, they will be re-admitted to school.

THE TEACHER'S ROLE IN DISCIPLINE

Every staff member (teaching or otherwise) is authorized to correct and discipline students whenever misconduct is observed on the school premises. Within the classroom, the teacher is responsible for the enforcement of school policies. In addition to these general guidelines of conduct, the teacher may also have personal expectations for which students are responsible (relating to classroom safety in the science lab, for example).

Teachers may feel the need to involve the School Administration in certain discipline matters. Any student who is sent out of class to report to the Vice-Principals must report to the Attendance Office immediately. The student will remain in the Attendance Office until released by a Vice-Principal.

Students sent out into the hallway temporarily for disciplinary measures are required to remain by the classroom door, and are not to report to the Attendance Office.

DETENTIONS

Detentions may be assigned by the teacher for minor infractions of school or classroom policies, and served under their supervision at a designated time. The School Administration may assign detentions for chronic or more serious policy violations, which include (but are not limited to):

- truancy;
- being excessively or chronically late for a period;
- leaving the classroom without permission;
- being in an unauthorized area;
- disruptive behaviour or horseplay;
- failure to sign in or out of the building properly;
- failure to do the work assigned by the teacher;
- failure to follow the instructions of the teacher;
- failure to report back to the classroom in a timely manner;
- disrespectful behaviour, including inappropriate language or gestures;
- failure to serve a teacher-issued detention;
- possessing an electronic device in the classroom/hallways;
- food or drink in the hallways or classroom;
- vandalism;
- failure to validate an absence with a note or call; and
- failure to comply with the school uniform policy.

Office detentions will be served on Tuesdays, Wednesdays and Thursdays from 11:32 a.m. to 11:52 a.m. Failure to serve these detentions will result in their automatic rescheduling for 2:40 p.m. to 3:20 p.m. on the same day. Students failing to serve either detention will be suspended from school.

DRESS CODE

A committee of parents, students and staff has developed the Catholic Central Uniform Policy. This policy is reviewed and revised every spring. All members of the Catholic Central community are welcome to join the committee. New proposals may be submitted at any time, and will be subject to consideration for the following school year.

Uniforms are required to be worn at all times during the school day, including the lunch period. ***Students who are not appropriately dressed as outlined in the school uniform policy may be sent home to change.***

All uniform items are sold through Freeds of Windsor. The salespeople are bound to follow the Catholic Central Administration's directives regarding our school uniform policies. It is the responsibility of the parent to see that all items be tried on to ensure a proper fit before leaving the store. Further adjustments for the best fit will be made to your satisfaction on site at Freeds of Windsor. **All students are to be in proper uniform on the first day of school.**

Please contact Freeds of Windsor (519-258-6532) with any questions or comments.

UNIFORM POLICY

The following Catholic Central clothing items comprise the school uniform. Students are permitted to wear these items only.

Pants/Shorts

- Grey or Blue Dress Pant
- Grey or Blue Walking Short

Buttoned Shirts

- White Long- or Short-Sleeved Straight-Cut Shirt (*must be buttoned, but may be worn untucked*)
- White or Grey Long- or Short-Sleeved Dress Shirt

T-Shirts

- White T-shirt (*any plain white T-shirt is acceptable, so long as it is solid white, with no writing, patterns, logos, etc. They can be purchased anywhere, however Freed's of Windsor does sell them*)

Other Tops

- CCH Monogrammed Golf Shirt
- CCH Monogrammed Sweatshirt
- CCH Monogrammed Crewneck Sweaters

The Catholic Central School Store also sells a navy Nike-style hoodie and ash zipped hoodie as sweaters that are considered part of the school uniform and are available for sale during the school year.

Students who have purchased the black Comet Under Armour sweater will be allowed to wear it as school uniform, however these are no longer available for purchase.

All other items are considered spirit-wear and worn on designated days.

UNIFORM GUIDELINES

The following guidelines are listed with the purpose of identifying the most common issues regarding the uniform. This list is not exclusive, and the **Catholic Central Administration reserves the right to address other issues not listed here as they see fit.**

- All uniform items should be **worn as purchased**, and not altered in shape or length. Pantlegs cannot be slit and must be appropriately hemmed. Waist bands should not be rolled down. Shorts should not be rolled up.
- All shirts should not be unbuttoned more than two buttonholes. Students are responsible for mending any shirts missing buttons.
- Only **PLAIN WHITE** T-shirts or turtlenecks may be worn as undergarments **as long as these undergarment sleeves are not longer than the uniform blouse or shirt worn over top.**
- Non-uniform clothing (e.g., hats, bandanas, do-rags, coats, sweatshirts, sweaters, etc.) may not be worn in the classroom. Hats and other head apparel are not to be worn inside the school. Thus, all non-uniform clothing should be left in the student's locker during the school day. Failure to do so may result in the item's confiscation by the classroom teacher or the School Administration.
- Students may not wear accessories such as chains, studded collars and bracelets, and mesh gloves.
- **Spirit wear (i.e., team sweaters, jerseys, leadership/grad T-shirts, gym T-shirts, etc.) cannot be worn unless it is so indicated by the School Administration for special occasions.** Team uniforms/jerseys are not to be worn on game days without the **explicit approval** of the School Administration prior to the event. Athletic clothing may only be worn during the student's physical education class.
- Socks or stockings are to complement the school uniform in style (e.g., no fishnet) and colour.
- Campus Ministry has a limited number of uniform items that students in dire need may borrow. **Any student borrowing an item of clothing from Campus Ministry must leave an item of value (such as identification or another personal item) as a deposit.** When the student returns the borrowed item, their collateral will be returned.

Some courses have unique requirements as outlined in the course syllabus distributed on the first day of the course. The following list is not exclusive to other course apparel requirements:

Healthy Active Living

All physical education classes require the purchase of a school phys ed uniform. These uniforms may be purchased from the student's physical education teacher. Students without a phys ed uniform will be subject to the same discipline as those students not abiding by the school uniform policy.

No jewelry is to be worn in any physical education class.

Technical Studies

No open-toed footwear is allowed in the *Building Construction* class. Safety goggles must be worn in all classes located in the shop area.

Hairnets or server hats must be worn whenever preparing or serving food in the Food Services room. No open-toed footwear is allowed in the kitchen. Low platform shoes are required; high heels are not allowed. In addition, the local Board of Health does not allow cooks or servers to wear nail polish.

NON-UNIFORM DAYS

During the school year, there will be non-uniform days designated by the School Administration, when students will be allowed to wear clothes other than the school uniform.

Guidelines regarding hats and headwear, chains, collars and other accessories are still enforced on these days.

Students are expected to be clean and modestly dressed in a manner appropriate for a Catholic school (i.e., no bare midriiffs or sleeveless undershirts). Students cannot wear apparel that suggests inappropriate messages (such as language, violence, sex, drugs, or alcohol). Students failing to abide by these guidelines may be sent home by the School Administration in order to change into something more appropriate.

ACADEMIC GUIDELINES

CHEATING AND PLAGIARISM POLICY

Cheating is committing an act of deceit or fraud, or making improper use of another person's efforts. Examples include:

- using notes, study aids, or information from another student or student's paper on an assessment, including giving or receiving assistance from another student without the teacher's permission;
- altering a graded work after it has been returned and then submitting the work for re-grading;
- allowing another person to do one's work and to submit the work under one's own name; or
- submitting two copies of the same or nearly similar papers for two different evaluations and/or teachers without their prior approval.

Plagiarism is taking someone else's ideas, words or statements or other works as one's own without proper acknowledgment. Examples include:

- the use of any facts, statistics, graphs, emails, visual images, art work, music compositions, notes or any pieces of information that are not common knowledge, without giving proper credit to the original author or source.
- using quotations of another person's actual spoken or written words, without giving proper credit to the original author or source.
- paraphrasing another person's spoken or written words, without giving proper credit to the original author or source.
- copying all or some of another person's work and claiming it as one's own original work;
- submitting assignments, whole or in part, as one's own that have been purchased, traded, loaned or stolen.
- submitting as one's own, work that has been conceived jointly with others, without giving proper credit for the contributions of others.
- the use of informational software, the Internet, or electronic translation resources, in whole or in part, and claiming it as one's own original work without giving proper credit to the original author or source.
- incorporating the "cutting and pasting" of resources and claiming it as one's own original work, without giving proper credit to the original author or source.

CONSEQUENCES

Each form of plagiarism is unacceptable and demands consequences. In all cases, the teacher must contact the parent/guardian and explain the situation and the school policy on plagiarism.

Consequences for students who commit plagiarism or who are otherwise caught cheating may include but are not limited to:

- receiving a mark of zero for the assessment activity in question;
- redoing the assessment activity in order to demonstrate that they have developed the required skills and/or met the expectations for that assignment. This may be considered when determining a final grade; and
- suspension

HOMEWORK

The *Education Act* outlines that students are to be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled. One of the greatest contributors to a student's success in high school is a program of regular, systematic and effective home study. A satisfactory homework program includes:

- completion of daily assignments;
- review of work previously taken;
- revision of daily notes and assignments;
- preparation of major projects and assignments; and
- study for upcoming tests and examinations.

Parents are encouraged to help their child develop an efficient and comprehensive home study schedule. Students in Grades 9 and 10 can reasonably be expected to average 1.5 hours of homework per night. Students in Grades 11 and 12 can expect an average of 2 to 2.5 hours of homework per night.

The Guidance Department has sample study schedules and is pleased to share them with parents who may want to know how they can assist their son/daughter to become better organized. A homework schedule should provide for daily review of classwork.

COMPUTER USAGE POLICY

NETWORK ACCESS

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

Login: student ID number (9 digits)

Password: birthdate (MMDDYY)

Assigned passwords should be changed *immediately* upon accessing the account and that they not be shared or given out to others.

STUDENT PORTAL

Students can access the Student Portal from the WECDSB homepage at www.wecdsb.on.ca. The username and password for home access is as follows:

Username: student

Password: student

There are a number of excellent online resources behind the Student Portal as well as the logins for *CourseQuest* and *FirstClass*.

ACCEPTABLE USE OF THE INTERNET

WECDSB Policy SC:03 outlines acceptable usage of the computers and the Internet by students. The use of the Internet is a privilege and breach of any terms and conditions may result in a cancellation of those privileges and further disciplinary action. Students shall be responsible for appropriate behaviour on school networks just as they are in a classroom or a school hallway.

Students will be expected to have a completed *Student Agreement Form* for access to the Internet as well as a *Consent Form* for use of student work, photographs, etc. Students and parents are encouraged to read the Board's complete *Acceptable Use Policy* found at www.wecdsb.on.ca/board-policies.asp.

INTERNET ETIQUETTE

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- *Politeness.* No abusive messages are to be written, displayed or sent to others;
- *Use of appropriate language.* Swearing, using vulgarities or any other inappropriate language are unacceptable;
- *Privacy.* Students shall not give out their name or any information that identifies who they are or where they live. Students shall not give out their name or location of their school without permission. Students shall never agree to meet with someone they have "met" and communicated with on the Internet without first obtaining parent/teacher approval.
- *Respect for others.* Students shall not use the network in a disruptive and/or selfish way (downloading huge files during prime time, annoying other users).

- *Recognition.* All communications and information accessible via the network must be assumed to be private property and therefore subject to copyright restrictions.

SECURITY

Security on any computer system is a high priority, especially when the system involves many users.

- **The Computer Technician is the only person with the authority to load software onto any Catholic Central computer.** Users who are found to have installed illegal or unauthorized software will be subject to disciplinary action, including removal of computer access privileges, detention or suspension.
- Users who are found to be willfully modifying system files or other files not belonging to them or who are conducting activities which might be detrimental to the integrity of the computer system will have their access to the system denied for a period to be determined by the School Administration. Students may be disciplined further pending a review by the School Administration.
- ***Sending or receiving inappropriate messages, accessing inappropriate information sources, accessing blocked websites, using public email services, or game playing are not allowed,*** and will be handled in a similar manner. In addition, the police may be informed of any activity that is considered to be an illegal use of our computers.
- Users shall not share with or demonstrate to others a security problem, use another individual's account, nor give one's password to another individual.
- Students will be responsible for all actions taken using their access permissions. For this reason, students are required to log off any system if leaving the workstation for an extended period of time.
- Attempts to log on to the system as any other user and/or as a system administrator shall result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- Any attempt to manipulate, harm or destroy the data or equipment of Catholic Central or the Board shall be considered vandalism. This includes, but is not limited to, the deliberate infection of school computers with viruses.

LEARNING COMMONS AREA

Students are encouraged to use the Learning Commons Area (LCA) for quiet work and study. The Learning Commons Area should be considered a classroom. As such, all classroom guidelines regarding behaviour should be respected, including the use of electronic devices. Food and drink are not permitted in the LCA. Students should be in full uniform at all times. As in the regular classroom, coats, sweaters, and backpacks are not allowed.

Students may use the computers for school-based research, essays, report writing, or student career planning. Students may otherwise use the computers with the permission of the LCA staff. Students are expected to give up their computer should it be signed out by a classroom teacher. As a general rule, students should not be in the LCA during their regularly scheduled class time.

GRADE 9 ASSESSMENT OF MATHEMATICS

All students taking the grade nine applied- or academic-level mathematics course across the province must write the EQAO *Grade 9 Assessment of Mathematics*, which is based on the expectations of grade nine mathematics curriculum. Certain components of this provincial assessment will be included as part of the student's summative evaluation. The assessment takes place during the last full week of the semester. Students are required to be present in the same way they would be expected to attend their final examination. Absences must be accompanied by medical documentation or the like.

ONTARIO SECONDARY SCHOOL LITERACY TEST

Students are required to pass the EQAO *Ontario Secondary School Literacy Test* in order to successfully graduate and obtain a diploma. All students taking the grade 10 english course will be required to write the OSSLT. Students unsuccessful after a second attempt will be required to complete the OSSLT-equivalent Ontario Literacy Course (OLC) in grade 12.

COURSE CHANGES & SPARES

COURSE SELECTION AND CHANGES

It is the responsibility of students and parents, in consultation with our counsellors, to carefully select courses for the coming year. All course selections are made electronically through the Board's *CourseQuest* site.

Changes can be requested in the semester before a particular course is to be offered. Counsellors are available during the summer, in the week preceding the fall semester, to make any final adjustments to student timetables (usually as a result of summer school completion). **Course changes are granted for academic reasons only.**

Once classes begin, no further adjustments are to be made unless a student is enrolled in the wrong course level or unless the student's guidance counsellor initiates the adjustment. Timetable adjustments during the second week of school must have counsellor and administrative approval. No further timetable adjustments will be made after the second week, excluding those initiated by the School Administration.

SPARES

Only students who have successfully completed 24 courses as of the beginning of the school year are eligible to have a spare in that year. **Students on spare are to be in the Cafeteria, the Learning Commons Area, or out of the building. Students on spare should not be congregating in nor roaming the hallways.**

EXAMS

Final Summative Evaluations (including examinations, final projects, independent study units, etc.) comprise 30% of the grade of every course in the province. Students are to report to their classes at 8:35 a.m. for regular morning exercises. Students in Grades 9 and 10 have one-and-a-half hours in which to complete their examination. Students in Grades 11 and 12 have two hours.

ATTENDANCE PROCEDURES

Any student who is late must report to the Attendance Office to receive an *Admit to Class* slip. No extra time will be provided for the student to complete the examination.

If any student must miss an exam due to medical reasons, a note from the doctor must be brought to the Attendance Office prior to the day of the exam.

A student who is absent (except for medical reasons) will receive a mark of zero (0) on the examination. Failure to write an exam is considered a serious offence, which may result in an interview with the School Administration, detentions, suspension from school activities, refusal from summer school, and/or withdrawal from school.

EARLY DEPARTURE

Students are reminded that *the examination period is considered part of the school year and therefore students must attend school during this period. Students who intend to leave school early (prior to exams) MUST make arrangements with their teachers AND the school Administration to complete their course requirements.* Students obtaining permission from the CCH Administration will only be allowed to do this ONCE during their education at CCH.

Students will be required to submit documentation (i.e., a letter of request from parents/guardians, copies of airline tickets, and itinerary) at least four (4) weeks prior to leaving for the School Administration to assess whether or not the credit is achievable and/or to determine if a summative evaluation may replace the final examination. The submission of these documents does not necessarily guarantee the approval of the student's early departure.

In addition, please be aware that the completion of the examination or other summative evaluations does not guarantee that the student will receive their credit; only a satisfactory effort and performance throughout the year can do this.

EXAM PREPARATION

Students must bring only the materials necessary for the examination. All other possessions (including electronic devices, coats, backpacks, etc.) must be left in their lockers.

Students will not be allowed to leave the examination room during the examination period except for emergencies, at the discretion of the teacher.

Students must return their textbook before the exam. Students who still owe a textbook will be sent to the Attendance Office with a completed *Lost/Missing/Owed Textbook Form*. The student must return with an *Admit to Class* slip from the Attendance Office before being admitted into the examination. No extra time will be provided for the student to complete the examination.

Students should come to school in proper uniform unless given a pass granting permission to dress down. Any student who is out of uniform will not be admitted to the exam room.

FIFTH-YEAR STUDENTS

All students intending on returning to Catholic Central for a fifth year must make an appointment to meet with a Vice Principal. If accepted, an academic contract will be drawn up between the student and the CCH Administration, in which the student acknowledges the school's expectations regarding academics, attendance, and behavior. Failure to meet any or all of these expectations may result in the student's withdrawal from Catholic Central. Students will not be permitted to return solely to participate in extra-curricular activities.

STUDENT PARTICIPATION GUIDELINES

ASSEMBLIES AND EUCHARISTIC CELEBRATIONS

ASSEMBLIES

School assemblies are an integral part of our school's academic curriculum. In keeping with the *Caritas* spirit of community, students are asked to respect the presenters as well as the integrity of the presentation. Attendance at assemblies is mandatory. As a general rule, students are asked to sit with their classes under the supervision of their teacher. At the conclusion of the assembly, all students are to return to the class from which they were dismissed, unless directed otherwise.

EUCHARISTIC CELEBRATIONS

We invite all members of our community, regardless of their religious affiliation, to attend and participate fully in our Eucharistic Celebrations. Through Eucharistic Celebrations, we come together as a whole school to worship God in prayer and song and to celebrate the sharing of the Body and Blood of Christ. We reaffirm our commitment to the Gospel values and rededicate our lives to serving God. Whether at the church, in the gymnasium, or in the chapel, we encourage students to maintain an attitude of reverence and respect as they enter sacred space.

All students are invited to participate in the Communion procession. Students who are non-Catholic or not in communion with the Church may ask to receive a blessing from the Eucharistic Minister.

CLUBS AND ACTIVITIES

Throughout the school year, students will have the opportunity to become involved in many different clubs and activities. This type of involvement in high school allows students to pursue their own interests, share their talents with others, learn new skills, and make a contribution to the school and the community.

Comet Chronicle Newspaper	Pit Orchestra	Student Parliament
Art Studio	Homework Club	Prom Committee
Creative Writing	Student Administrative Council	Semi Squad
Poetry Club	Intramural Sports	NOW
School Play	Weight Room	Blood Drive
Jazz Ensemble	Dance Team	Chaplaincy
Choir	Reach for the Top	Liturgical Celebrations
Concert Band	Math Contests	Special Olympics

In addition to these activities, new clubs can be formed if there is enough student interest and a staff member to supervise.

ATHLETICS

There are a wide variety of sports available at Catholic Central. Students are encouraged to try out for the teams either as a player, scorekeeper or manager.

FALL SEASON

Jr. Boys Football
Sr. Boys Football
Jr. Girls Basketball
Sr. Girls Basketball
Cross Country (Girls/Boys)
Tennis (Girls/Boys)
Jr. Boys Volleyball
Sr. Boys Volleyball

WINTER SEASON

Jr. Boys Basketball
Sr. Boys Basketball
Jr. Girls Volleyball
Sr. Girls Volleyball
Boys Wrestling

SPRING SEASON

Track & Field (Girls/Boys)
Jr. Girls Soccer
Sr. Girls Soccer
Jr. Boys Soccer
Sr. Boys Soccer
Golf (Girls/Boys)

CATHOLIC CENTRAL EXTRA-CURRICULAR PARTICIPATION POLICY

Catholic Central has a long and rich history of extra-curricular (EC) excellence and achievement. All of our EC activities contribute to the life of the school, providing opportunities for school spirit and participation as well as enhancing the daily life of all of our students.

When a student makes a commitment to participate in an EC activity, the student is expected to fulfill the requirements of the group thoroughly and to the best of their abilities. This includes attending all practices, games, meetings and group activities unless the CCH Administration and/or the teacher/coach have approved the absence. **Students must be present in all classes to be able to participate in any EC activity on the same day, and detentions will not be rescheduled for EC activities.** A student is considered to be fully committed to an athletic team once his or her name appears on an official WECSSAA eligibility list.

EC STANDING

Participation in EC activities is a privilege and is open to all students in good standing at Catholic Central High School. Four areas will be reviewed to determine a student's 'EC good standing' status: *academics; citizenship; attendance and punctuality; and conduct and participation.*

Any student owing monies, textbooks or equipment to the school is ineligible to participate in any EC activity until such issues have been resolved.

As well, any student leaving one EC activity in poor standing will be ineligible to participate in other EC activity until steps have been taken, in consultation with the CCH Administration, to restore the student's good standing.

RETREATS AND FIELD TRIPS

RETREATS

As part of the religious education curriculum, all students from grades 9 through 12 (regardless of religious affiliation) are invited to participate in a day of reflection and/or retreat as scheduled and arranged through the Campus Ministry Office. ***These days are an integral part of the religious education courses and are mandatory*** for course completion. As such, they are not considered to be field trips. If a student elects not to attend, the absence will be considered as truancy. Students cannot decide to remain in their regularly scheduled classes on that day.

FIELD TRIPS

The opportunity for a student to participate in a field trip is a privilege, which is granted at the discretion of the School Administration. As representatives of the Catholic Central community, students are expected to be in uniform and to abide by the Student Code of Conduct.

Students missing classes as a result of field trips are responsible for making up the work they have missed. Students must see their respective teachers with the proper form for the teachers to sign. **Parent consent forms must be signed and returned in order for the student to participate.**

DAILY ROUTINES

ACCIDENTS AND INJURIES

If you sustain an injury while on school property, please report the injury to your teacher and/or the School Administration immediately. The Main Office must be informed of the accident or injury. You will be required to help complete an injury report.

Student insurance covering medical treatment or injuries is available at a nominal cost and is recommended for all students.

ANNOUNCEMENTS / POSTERS

All announcements made to the student body via the P.A. system must be approved by the staff member responsible for the event. Signed announcements must be submitted to the Main Office by 8:35 a.m. Announcements are made at the beginning of Period 2 only.

Posters or notices intended for the interior walls must be approved and initialed by the CCH Administration before posting and masking tape must be used to secure the poster or notice. All posters and other announcements must be removed from walls when redundant.

Students and/or businesses are not permitted to advertise or solicit for events occurring outside the school without the express consent of the School Administration. Students found passing out pamphlets or otherwise advertising for events/businesses will be suspended.

BICYCLES / SKATEBOARDS

BICYCLES

Bicycle racks are provided for students who bring their bike to school. Students are advised to lock their bicycles. Bicycles are not to be stored inside the school. Catholic Central High School and the WECDSSB accept no responsibility for the loss or damage to bicycles on school property.

SKATEBOARDS

Students are not permitted to bring a skateboard or any other recreational equipment (e.g., skates) to school.

CAFETERIA

The cafeteria provides a variety of food choices each day for students. Students may purchase milk, juice, sandwiches, hot meals, salads, pizza, soup, etc., as well as a daily special. In addition, the cafeteria always ensures that healthy choices are available. Costs are kept as low as possible.

The use of the cafeteria is a privilege. As the cafeteria is a public facility, students are asked to do their part in keeping it clean and safe. Garbage must be placed in the proper receptacles when the student is finished lunch or any other time the cafeteria is used.

Students on spare are permitted to use the cafeteria. No other students should be in the cafeteria during the regular school day.

ELECTRONIC DEVICES

Students are advised not to bring radios, CD players, mp3 players, or any other type of entertainment device to school. If brought to school, these items should be kept in the student's locker. ***Catholic Central High School takes no responsibility if any of these items are lost or stolen.***

Proper cell phone etiquette would dictate that cell phones should be turned off when entering the classroom (putting the phone on vibrate is not acceptable). **Receiving text messages, checking the time, or otherwise using the phone during class time is not permitted, unless with the express permission of classroom teacher for educational purposes.**

Cell phone use is forbidden in washrooms or change rooms. Posting of any images or other recorded files on social media sites could result in severe consequences from the Vice-principals and possible police charges.

Any communication with a parent during class time should be done through the main office. Parents should be reminded not to communicate with the son or daughter directly during class time. Parents should call the Main Office to contact students in an emergency.

Consequences for inappropriate use of cell phones or electronic devices during class time:

Infraction 1	Detention
Infraction 2	Parent to pick up device; detention issued
Infraction 3	Suspension

FOOD AND DRINK

Food and drink are not permitted in class. Food and drink are not to be consumed in the classroom, with the possible exception of water bottles, at the teacher's discretion. Students may not leave class to purchase or consume food or drink during the school day. Food and drink are not to be consumed in the hallways during the school day, and in the second or third floor hallways during lunch.

LUNCH

Students remaining in the building for lunch are welcome to use the cafeteria. **Food and drink are not to be consumed in the hallways on the second or third floors or in the classrooms.** Students are permitted to consume food and drink in the first floor hallways, provided the hallway is kept clean. Students are reminded that this arrangement is a privilege. Abuse of this privilege will result in it being taken away.

Students may leave the property for lunch but are reminded that they represent Catholic Central High School at all times, and are expected to conduct themselves in a respectable manner. Students should not loiter or litter on neighbouring property. Students improperly crossing roadways, whether alone or in groups, may jeopardize their safety or the safety of others by interfering with traffic. **Students who engage in unacceptable behaviours (fighting, intimidation, disrespect, language, etc.) in the surrounding community will be subject to school consequences.**

Students are not permitted on the premises or surrounding property of Kennedy High School, nor in the surrounding alleys.

SMOKING / ALCOHOL / DRUGS

SMOKING

Cigarette smoke has been proven to cause cancer, emphysema, and heart disease. **Students are not allowed to smoke anywhere in the school or on school property.**

Smoking is tolerated only before and after school. **There is absolutely no smoking allowed during or between classes,** which includes students on spare. Students violating this policy will be suspended immediately.

ALCOHOL/DRUGS

The possession of, consumption of, or being under the influence of alcohol or illegal substances during the school day or at any school-related function presents a potential danger to the student as well as a disruptive influence on the school community. Offenders will be suspended immediately, and police may be involved. Students suspended for violation of this policy may be asked to receive substance abuse counseling.

WECSSAA has introduced guidelines related to the use of steroids or other performance-enhancing drugs. Catholic Central High School will treat these infractions as we would any other substance abuse policy violation.

PARKING

The Catholic Central parking lot is intended for staff use only. Students are not to park, cruise, or otherwise loiter in the parking lot at any time throughout the day. Student parking is available on the surrounding streets in designated areas.

WEIGHT ROOM/GYMNASIUM USAGE

WEIGHT AND FITNESS ROOM

The Weight and Fitness Room is available for student use daily from 3:00 p.m. to 4:00 p.m., **provided a teacher moderator is present**. Use of the Weight and Fitness Room is a privilege, and can be revoked at any time. Proper workout attire is necessary.

GYMNASIUM

The gymnasium CANNOT be used at any time unless under the supervision of a teacher. This includes before school, during lunch, and after school.

ADMINISTRATIVE GUIDELINES

GUESTS

VISITORS

All visitors must report to the Main Office to receive permission to be in the school. Visitors are not permitted in the hallways unless they are accompanied by staff or have otherwise received the permission of the School Administration. Former students of Catholic Central, although welcome at the school, are encouraged to visit their teachers outside of school hours, as they will not be permitted to walk the hallways.

SHADOWING

Catholic Central High School does not support the practice of shadowing students. Inquiries regarding potential registration at the school can be made through the Guidance Office.

LOCKERS

All students are assigned a locker at the beginning of the school year. **Students must use approved locks only**, which are available through the Main Office. No student should reveal their combination to another student. **Students are not permitted to share a locker with another student.**

All lockers are the property of the school. **The CCH Administration reserves the right to search any locker**, particularly if it is believed to contain contraband or it appears to be the source of foul odours or infestation.

Students who damage or write on the lockers will be responsible for damages. Displaying inappropriate decorations and/or pictures in or outside the lockers may result in the loss of the privilege of using a locker. Masking tape is the only adhesive permitted for posting items in the locker. Magnets are also permitted.

Catholic Central High School and the WECDSB will not cover loss of or damage to personal articles.

STUDENT CARDS

All students will have their picture taken for the yearbook at the beginning of the school year. A student card featuring this picture will be issued to every student, usually in the month of October.

This card represents the payment of the activity fee and is to be used by the student throughout the school year. It will allow the student free admission to all regular season WECSSAA athletic contests featuring our Catholic Central Comets. The student card will also be required as identification for school dances.

Should a student lose their student card, a temporary replacement can be provided by the Main Office.

TEXTBOOKS AND OTHER SCHOOL PROPERTY

All items belonging to the school must be returned at the very latest at the conclusion of each semester. This would include textbooks, team uniforms, and library materials, for example. Payment may be required for lost or damaged property.

Students will not be allowed to write their exams until all school materials are returned or provisions have been made for their replacement. Any past debt must be paid before a student is issued any further school item. **In particular, students will not be issued textbooks for their second semester classes unless their first semester**

books have been returned.

Each student is responsible for purchasing and bringing to class all other materials, i.e., notebooks, pencils, mathematical sets, art supplies, etc.

LOST ITEMS

Catholic Central Catholic High School will not assume responsibility for lost or stolen articles. Expensive clothing, jewelry, electronic devices, large sums of money, or other valuables should not be brought to school. If it is necessary to bring valuables into the school, feel free to bring them to the Main Office for safekeeping. *Students in physical education classes, especially, should refrain from bringing such items with them into the change rooms.*

Clearly label as many of your possessions as possible (e.g., calculators, notebooks, gym clothes, uniform articles, etc.). All lost and found items should be reported to the Main Office, with the exception of gym equipment, which should be reported to the Physical Education Office.

EMERGENCY RESPONSE PROCEDURES

FIRE DRILLS

By law, all schools are required to conduct periodic fire drills. Exit instructions are posted in each classroom. Further, students will be informed of their exit route, alternate exit and designated meeting area outside.

When the fire alarm is sounded, **students are to exit calmly and to meet their teacher at their designated meeting area.** Attendance will be taken by the classroom teacher. Students not in the classroom at the time of the fire alarm should follow the instructions of the staff members closest to them.

TORNADO DRILLS

All schools are required to conduct at least one tornado drill per year. Relocation instructions are posted in each classroom.

When the tornado drill is conducted, **students are to exit calmly and to meet their teacher at their designated relocation area.** If a tornado were imminent, students would assume a position that protected the face and eyes. Attendance will be taken by the classroom teacher. Students not in the classroom at the time of the tornado drill should follow the instructions of the staff members closest to them.

LOCKDOWN PROCEDURES

The school will also periodically test its lockdown procedures in order to help deal with the threat of violent or otherwise armed intruders, police searches, medical emergencies, or other situations where it would be beneficial to restrict the motion of students. Students are encouraged to stay calm and to follow the instructions of their teacher.

STUDENT SERVICES

Student Services can provide assistance designed to retain students in the educational system, especially those adolescents who are encountering difficulties coping with expectations in a regular secondary school environment.

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.

Counsellors are also responsible for coordinating the services of the school social worker, psychologist and special education department to meet the individual needs of students. Parental involvement and input is always encouraged. To coordinate these efforts, the counsellors will meet with students on an ongoing, routine basis, as

well as through requests and referrals.

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

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, synervice messages, 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.
- apply for post-secondary programs and financial assistance (including OSAP, scholarships and bursaries) by the deadlines indicated on forms and web sites.

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.

STUDENT SUCCESS

The student success teacher is responsible for a variety of initiatives that are aimed at engaging students who might be considered "at-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 at-risk students;
- advocating for at-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 at risk; and
- being available to assist and advise students with daily or extraordinary issues.

CAMPUS MINISTRY

Campus Ministry contributes to the life of the Catholic Central High School community through service and outreach. The Campus Minister, along with staff and students, minister to 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.

ACADEMIC SUPPORT ROOM

The Academic Support Room has been set up partly to address the needs of students with serious behavioural concerns. These are students whose behaviour causes them to be unable to remain in their regular classroom for a variety of reasons. Their behaviour issues are often related to their poor academic achievement.

Students are recommended for the program by the Principal, Vice-Principals, classroom teachers, student services, or special education staff. The program is available during all four periods, every day.

Once admitted to the program, students are to report to the Academic Support Room when teachers feel it is necessary for them to be out of the regular classroom (i.e., when they need a quiet place to work, or when their behaviour becomes disruptive in the classroom). Usually, the student is allowed to report to the Academic Support Room after the lesson of the day has been delivered, and after they have collected the materials necessary to complete the work. ***The student cannot report to the Academic Support Room without the expressed permission of the classroom teacher.***

Students must be asked to participate in the program. Parents/guardians will then be contacted and asked to give their consent. Students who are accepted into the program will continue with their assigned timetable. Students in the Academic Support Room will be required to complete the work assigned by the classroom teacher.

Any student who is uncooperative or defiant in the Academic Support Room will be suspended.

SPECIAL EDUCATION RESOURCE CENTRE

Special Education services are available to students with special needs in order to enhance their opportunities to achieve academic success. These activities 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.

All members of the Catholic Central community are invited to discuss their individual concerns with the Special Education staff.

YOUTH SUPPORT SERVICES

There are many support services offered to youth in the Windsor Area. Please consult with a Guidance Counsellor or Social Worker, or contact any of the following for more information:

24hr Mental Health Hotline	519-253-9667	Futures - Hotline	800-387-0777
Aids Committee of Windsor	519-973-0222	Health Centre	519-256-6999
Aids Info Line	519-256-AIDS	Helplink Access Services	519-257-5437
Alateen	519-252-8474	Hiatus House	519-252-7781
BANA - Bulimia & Anorexia	519-253-7545	HIV Anonymous Test	519-258-6002
Brentwood - Teen Group	519-253-2441	Hotel Dieu/Grace Hospital	519-973-4444
Brentwood Recovery Home	519-252-7768	John Howard Society	519-252-3461
Bus Depot	519-944-4111	Kids Help Phone	800-668-6868
Cab Company	519-253-2621	Leone Residence	519-973-8330
Canada Employment & Immigration Social Insurance	519-972-3500	Maryvale	519-258-0484
Catholic Children's Aid - Hotline	800-265-4844	Metropolitan Hospital - Care Program	519-254-6115
Catholic Children's Aid Society (Windsor Office)	519-256-4521	Metropolitan Hospital	519-254-1661
Catholic Children's Aid Society (Leamington Office)	519-326-1771	PASS (Public Alternative Secondary School)	519-971-9934
Catholic Family Service Bureau	519-254-5164	Poison Control Centre	800-265-5609
Children's Aid - Hotline	800-265-5609	Police	519-255-6632

Children's Aid Society (Windsor Office)	519-256-2391	Salvation Army	519-255-2100
Children's Aid Society (Leamington Office)	519-326-4480	Sandwich Community Health Centre	519-258-6002
Children's Service Council	519-256-2391	Sandwich Teen Action Group	519-256-6999
Community Mental Health Clinic	519-257-5125	Sexual Assault Crisis Centre	519-253-3100
Community Health Centre	519-256-6999	St. Michael's Alternative High School	519-977-6161
Community Youth Crisis Line	800-661-3135	STD Clinic	519-258-2146 Ext. 216
Crime Stoppers	519-256-TIPS	Teen Health Centre	519-253-8481
Distress Centre of Windsor	519-973-5993	United Way	519-253-6351
Downtown Mission	519-973-5573	Welfare Social Services	519-255-5200
Family Planning Clinic	519-258-2146	Windsor Health Unit	519-258-3523
Family Service Bureau	519-256-1831	Windsor Western Hospital	519-257-1500
Fire/Police/Ambulance	911	YMCA Residence	519-253-3666
Futures	519-253-4461	Youth Employment Counselling Centre	519-253-4462

CATHOLIC CENTRAL ONLINE

Catholic Central High School maintains a webpage at www.wecdsb.on.ca/163. This student agenda is available there, as well as other important school guidelines and policies.

For Windsor-Essex Catholic District School Board information, memos, and policies, please consult www.wecdsb.on.ca. The WECDSB also provides helpful ideas and links for parents and students.

You can find all subject curriculum documents at the Ministry of Education website at <http://www.edu.gov.on.ca/eng/curriculum/secondary/>.