

THE ST. ANNE HIGH SCHOOL MISSION STATEMENT

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

SCHOOL PRAYER
Teach us goodness, discipline and knowledge that in our daily existence we may become instruments of Your love. Be our light Lord, to show us the way as we go through our high school years at St. Anne High School. Help our parents, teachers and fellow students to grow in Your friendship and love.
Amen.

WE ENVISION ST. ANNE HIGH SCHOOL AS A COMMUNITY WHERE:

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

THEREFORE WE ASCRIBE TO THE FOLLOWING VALUES:

*Dignity Integrity Acceptance Trust Respect
Compassion Justice Sharing*

AND WE STRIVE TO LIVE OUT THESE VALUES BY:

1. Being role models for one another by living authentically the Christian values we espouse.
2. Caring for, encouraging and supporting one another.
3. Placing the common good ahead of personal needs.
4. Accepting differences and appreciating the value of each individual.
5. Seeing ourselves as mutually responsible for the well being of the entire school community.
6. Having a commitment to teamwork and collaborating with one another, parents, parish and our community.
7. Creating a climate of justice, mutual respect and consistency throughout the entire school.
8. Handling conflict in a spirit of mediation, cooperation and reconciliation.
9. Participating in and contributing to school activities.
10. Recognizing that we are part of the global community and using our gifts and talents to promote justice and peace.

THE MINISTRY OF EDUCATION'S FOUR PILLARS:

LITERACY / NUMERACY / PATHWAYS / COMMUNITY, CULTURE AND CARING

STUDENT NAME: _____

PARENT SIGNATURE: _____

A FULL COPY OF THE STUDENT HANDBOOK CAN BE FOUND ON OUR SCHOOL WEBSITE

PRINCIPAL'S MESSAGE

Welcome to St. Anne Catholic High School!

One of the keys to success in high school is study habits, good time management and organizational skills. High marks help determine the kinds of jobs students can get and the post-secondary options that are attainable. It is also important that you become involved in extra-curricular activities in order to enrich your high school experience and develop your talents and skills.

Good luck this year as you create your path to your future!

Sherrilynn Colley-Vegh
Principal, St. Anne CHS

“Continuous effort – not strength or intelligence – is the key to unlocking our potential.”
Winston Churchill

SAINT ANNE HIGH SCHOOL DRESS CODE

Students are expected to dress in good taste and appropriate uniform at all times, unless specifically excused for a special occasion (i.e. out-of-uniform day.) **No student will be allowed to attend class out of uniform.** Failure to follow the Dress Code will result in detention and may have academic consequences if class time is lost due to non-compliance. Repeated infractions will result in suspension. A committee made up of parents, teachers, students and administration annually reviews the uniform. All students will follow this standard of dress when attending school.

OFFICIAL UNIFORM

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

DRESS CODE RULES

- Students will not be allowed to attend class unless in full uniform.**
The skort cannot be rolled up or altered – after three warnings the student will forfeit her right to wear the skort.
- Uniform policy will be enforced beginning the first day of school.
- Students will wear the uniform to and from school and during school hours including lunch.
- Only plain white short sleeved undergarments may be worn under school shirts. A white turtleneck can only be worn under a long sleeve uniform shirt or sweater.
- Hats are **not to be worn within** the school buildings **and are not to be brought to class. They will be confiscated if worn in the building or brought to class.**
- Non-uniform sweaters and sweatshirts may not be worn in the main buildings. Jackets and coats may be worn at designated times of the year and stored in the portables for those students using portables for class. They are not to be brought to class in the main building, nor worn in the main building, nor left in the hallways.
- Only non-textured nylons/leotards in solid, matching colours are allowed.
- For safety reasons, no open toed footwear is permitted in any technical area.

9. Inappropriate, offensive jewelry/spiked jewelry are not permitted and such jewelry will be confiscated.
 10. Walking shorts are allowed from March Break until December 1st.
 11. **No** alterations of the school uniform are permitted.
 12. All parts of the uniform must be purchased from the school or from the school uniform supplier, Freeds of Windsor (258-6532).
 13. Persistent violation of the dress code will bring disciplinary action.
 14. Shirts are to be buttoned to within two buttons from collar. You cannot pull back the shirt and tighten it using any kind of fastener or tie. Pants must be buttoned (done up) at the waist.
 15. If you arrive at school, out-of-uniform you will be sent home/directed to correct the infraction. Any academic time lost will be made up by the student **and a detention may be issued.**
 16. The Principal/Vice-Principal is final arbitrator of any uniform or clothing issue. Interpretation of the policy is at the discretion of the school authorities.
- *** Please note - School spirit wear is not part of the official uniform and is not deemed acceptable classroom attire. This includes team shirts, St. Anne sports wear, team jerseys, etc.

Out-Of-Uniform Days (as approved by Administration)

Proper attire is expected at all times. Tanks tops, muscle shirts, clothing with holes or any other article deemed inappropriate is unacceptable. Once again, acceptable uniform/clothing wear is determined by the school administration. Any student that is deemed to be in unacceptable wear will be required to make appropriate changes before attending any class. **Seniors will be allowed to return one complete uniform set (1 top/1 bottom) that must be cleaned and pressed and presented on a hanger for each day out-of-uniform for final June exams.**

ADMINISTRATION

**MRS. S. COLLEY-VEGH - PRINCIPAL
 MR. S. SLEIMAN - VICE-PRINCIPAL
 MRS. S. PATTERSON - VICE-PRINCIPAL
 FR. PETER HRYTSYK – VICE-PRINCIPAL
 MRS. M. QUIGLEY - ADMINISTRATIVE ASSISTANT**

SUPPORT STAFF

**MS. L. ROCHELEAU - ATTENDANCE SECRETARY
 MS. M. PIROUET - GUIDANCE SECRETARY
 MRS. D. CARROLL - FINANCIAL SECRETARY
 MRS. N. THOMPSON - RECEPTIONIST**

**FR. DAVID BUTLER - SCHOOL PRIEST CHAPLAIN
 MRS. R. FUERTH- CAMPUS MINISTER**

**MRS. M. BEVANS - SCHOOL SOCIAL WORKER
 MS. K. GAYOWSKI - COMPUTER TECHNICIAN**

MR. R. ROSAASEN - COOP

**MRS. K. PRITCHARD - LIFE SKILLS
 MRS. S.SCHILLER - LIFE SKILLS
 MR. J.P. BONDY - LIFE SKILLS
 MR. B PARRY - LIFE SKILLS
 MR. B. PERRIN - LIFE SKILLS
 MRS. C. SHOLDICE - LIFE SKILLS
 MRS. D. MAHON - LIFE SKILLS
 MRS. K. SUTHERLAND - LIFE SKILLS
 MRS. K. CABRAL - LIFE SKILLS
 MRS. J. SHEPPARD - LIFE SKILLS**

**MRS. A. LLANES - CUSTODIAN
 MR. J. LLANES - CUSTODIAN
 MR. T. LEGAULT - CUSTODIAN
 MR. T. TOURANGEAU - CUSTODIAN
 MR. P. ROURKE - CUSTODIAN
 MR. F. MELUSO - CUSTODIAN
 MS. R. LEBOEUF - CUSTODIAN
 MR. G. BEAUSOLEIL - CUSTODIAN
 MR. C. DAVIES - CUSTODIAN**

ACADEMIC DEPARTMENTS

MS. B. ALARCON	MS. T. GESUALE	CATHOLIC
MS. K. AMYOT	DEPT. HEAD -	STUDIES
MR.M. BALLAY	SPECIAL	MR. L.MOSCONE
MS. R. BENTLEY	EDUCATION	DEPT. HEAD -
MS. Jen BOISMIER	MR. D. GIGNAC	MATHEMATICS
MS. J. BOISMIER	MS. K. GRATTON	MR. J.
MR. S. BURKE	MS. L. GUADAGNO	NEHMETALLAH
MS. J. BUSHNELL	MS. S. HART	DEPT. HEAD -
MR. S. BYRNE(LOA)	MRS. D. HERDMAN	TECHNOLOGY
MS. B. CARLTON	DEPT.HEAD	MS. E. NUSSEY
MS. T. CASSIDY	SCIENCE	MRS. R.
MS. M. CAVALLIN	MRS. A. HOGAN	PALAZZOLO
DEPART. HEAD -	DEPT. HEAD-	MR. K PROCYK
ENGLISH	GUIDANCE	MR. R. RENAUD
MS. D. CECILE	MR. D. HUGHES	MR. S.
MS. D. CHEVALIER	MR. G. IDONE	RICHARDSON
MR. N. CHEVALIER	MS. B. JEFFORD	DEPT.HEAD-
MR. S. CIPPARONE	MR. A. KISS	MODERN
MR. M. COSTELLO	MRS. B. LABUTE	LANGUAGES
MR. M. COUVION	MR. R. LAFORET	MRS. J. ROY
MR. J. CUZZOCREA	MS. K. LAMOS-	MRS. L. ROZIC
MS. B. D'AMORE	BULL	MS. S. SEMENTILLI
DEPT.HEAD -	MR. C. LAROCQUE	MRS. J. SENJANIN
PHYSICAL	MS. K. LIOLLI	SR. MONICA
EDUCATION	MS. J. LIVERMORE	MR. D.
MS. S. DAYUS	MR. B. LOEBACH	SPADAFORA DEPT.
MR. R. DELUCA	MR. L. LOEBACH	HEAD - SOCIAL
MR. J. DIDOMENICO	MS.M.	SCIENCE
MR. J. DILUCA	MACDOUGALL	MS. S. STACEY
MS. B. DYKEMAN	MS. P. MAUROVIC	MS. E. STANSKI
MR. M. ECKART	MS. J. MAY	MR. R. STEWART
MR. R. FAZEKAS	MS. B. McCABE-	MS. M. SYLVESTRE
MS. M. FORMOSA	FUERTH	MS. J. TAYLOR
MRS. G. FOSTER	MS. M.A. MCRAE	MRS. D. ULCH
MR. D. FUERTH	MR. J. MELOCHE	MRS. A. VEITCH
MR. G. GAGNON	MS. V. MELOCHE	MRS. A. VILLELLA
DEPT. HEAD - ARTS	MRS. MINELLO-	MRS. C. WILLIAMS
MR. M. GARANT	GYEMI	
MR. A. GEREMIA	DEPT. HEAD-	

ST. ANNE CATHOLIC HIGH SCHOOL COUNCIL

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

EXECUTIVE STUDENT COUNCIL 2010-2011

Prime Minister	(Grade 12)	
Deputy Prime Minister	Julie Shaloub	(Grade 12)
Secretary	Katrina Wasyluk	(Grade 11)
Public Relations Rep.	Drake Genna	(Grade 12)
Sports Rep.	Adrian Pona	(Grade 12)
Environmental Rep.	Madison Mc Mullin	(Grade 12)
Social Activities Coordinator	Angelo Teodorescu	(Grade 12)
Technology Representative	-----	(Grade 12)
Arts Rep.	Samantha Bitonti	(Grade 11)
Grade 12 Rep.	Dan Dicarlo	(Grade 12)
Grade 11 Rep.	Mackenzie Cushing	(Grade 11)
Grade 10 Rep.	Saira Al-Hamid	(Grade 10)
Grade 9 Rep.	TBA	(Grade 9)
Appointees	Taylor Ulch	(Grade 12)
	Kathleen Winger	(Grade 12)
	Alex Jaworisky	(Grade 12)
	Cybthia Zokvic	(Grade 11)
	Chelsea Drouillard	(Grade 12)
	Josh Rosassen	(Grade 11)
	Mayce Mirza	(Grade 11)
	Nick Tonial	(Grade 10)
	Nakita Alagha	(Grade 12)
	Michael Mannina	(Grade 11)
	Amanda Mallat	(Grade 10)
	TBA	(Grade 9)
	TBA	(Grade 9)

Advisor
Miss Tanya Cassidy

SCHOOL DAY SCHEDULE**Semestered School: 4 courses per day, per semester**

Period	Time	
	8:05	10-minute warning bell
1	8:15 - 9:35	
2	9:40 – 10:55	
3	1 st lunch 11:00 -11:40 Class 11:40 - 12:55	
	2 nd lunch 12:15-12:55 Class 11:00-12:15	
4	1:00 - 2:15	Buses depart at 2:25

RESOURCES AND IMPORTANT PHONE NUMBERS

AMBULANCE, FIRE, POLICE.....	911
Adolescent Crisis Centre.....	519-252-2720
Aids Info / Aids.....	519-973-0222
Alateen.....	519-252-8474
Brentwood Recovery Home for Alcoholics.....	519-253-2441
Bulimia, Anorexia Nervosa Association (B.A.N.A.).....	519-969-2112
Catholic Children's Aid Society.....	519-256-4521
Community Crisis Centre	519-973-4435
Distress Centre (after 5:00 p.m.).....	519-256-5000
Hotel Dieu-Grace Hospital.....	519-973-4444
Maryvale	519-258-0484
One in 10 Hotline (Gay Youth).....	519-973-4951
Poison Information.....	1-800-268-9017
Problem Gambling Services	519-254-2112
Public Health Unit	519-258-2146
Sexual Assault Crisis.....	519-253-3100
24-Hour Crisis Line.....	519-253-9667
The Inn of Windsor	519-252-7768
Teen Health Centre.....	519-253-8481
Turning Point.....	519-776-4947
Windsor Regional Hospital - Metropolitan Campus.....	519-254-5577
Windsor Regional Hospital - Western Campus.....	519-254-5577
Windsor Essex Catholic District School Board	519-253-2481

CHAPTER ONE: GENERAL POLICIES

Please note your call is important to us and it will be returned in a timely fashion if the message is left in a teacher's or the general mail box.

ATTENDANCE

1. Many researchers have identified regular attendance as the single, most important factor in student achievement.
2. All classes are compulsory for all students except in the case of illness or special circumstances when the approval of the Principal or Vice-Principal has been granted.
3. Students will not be penalized for missing class due to a school related activity or excused absence, but it is the student's responsibility to catch up on work and assignments missed.
4. Grade 9 students are not permitted to leave the school property during school hours.
5. All students are encouraged to carry their student card with them at all times.
6. Failure to attend classes on the day of an extracurricular such as a WECSAA game, the Prom or Semi-Formal means the student has forfeited the right to attend the extracurricular event either as participant or spectator.

Notification of Absence

1. Notes must be **signed and dated** by a parent/guardian.
2. **Notes may not be written to excuse students from classes except for illness or legitimate appointments/emergencies. If a student is signed out they should not be in the building. Signing out to work in another class or to sit in the cafeteria or student mall area is not permissible.**
3. When a student misses school or is coming to school late due to a valid reason, his/her parent/guardian must notify the school on the 24 hour attendance line (519-971-7076) within a 24 hour period.
4. If a phone call is not possible, the absent student must present a signed note to the attendance office explaining the absence upon returning to school. If a note is not presented the student will be required to serve one detention for each class missed. **Upon receipt of the note all but one of the detentions will be cancelled.**
5. A medical note is required for absences of five or more consecutive days or in instances of 10 or more cumulative absences that puts the credit in jeopardy. It is imperative to be in class each day as each day missed puts the student at risk of not attaining their credit.
6. There are consequences for not following the attendance procedure.
7. **Under no circumstances may students leave the school without proper authorization and signing out at the main office.** Disciplinary action will follow for those who do not comply with this procedure.
8. Absence due to a vacation outside of normal school vacation times is not in keeping with education as a priority. Although we recognize that it may occur it is the responsibility of the student to make up any missed work. If tests or assignments are scheduled during the time away it is the students' responsibility to make arrangements to write the tests or submit the assignments before the vacation begins.
9. Students 18 years of age or older, with a parental notification form, may sign their own notes. This privilege may be used a **maximum of three times per semester** after which all subsequent attempts will go through a vice-principal. Abuse of this privilege will result in its revocation.
10. **Legitimacy of absence is determined by the school administration.**

Illness

1. During the school day, students who are too ill to remain in class are to inform their teacher and then **report directly** to the Main Office. They will be authorized to sign out after receiving permission from a parent or guardian. See Appendix A.
2. Under **NO CIRCUMSTANCES** may a student leave the school without authorization and signing out through the attendance office. Discipline will follow regardless of the reason. See #7, notification of absence.

Lates

1. Students who are late for class will be marked late by the teacher. As the lates occur, the teacher should call home informing parents of the problem. On the third late, the classroom teacher will counsel the student. On the 4th late, an office detention will be issued by the Vice-Principal and a letter will be mailed home informing parents of the continuing problem. On the 5th late another office detention will be issued and the Vice-Principal and a call home will be made. Any subsequent late will result in suspension.
2. If the student arrives at school before 8:40 a.m. he/she should report directly to class.
3. If the student arrives at school after 8:40 a.m. or if the student is coming to school for the first time that day, they must report directly to the attendance office for "processing".
4. Students without valid reasons (sleeping in, missing the bus, a long line up at McDonald's, out for lunch with family are not valid reasons) will be issued a detention.

Truancy

1. Truancy jeopardizes a student's education and can often lead to other more serious infractions.
2. Students who are truant will receive a detention for their first occurrence. A letter will be mailed home informing parents of the situation. Students skipping classes for the second time receive a one day out-of-school suspension and may be reported to the board truancy officer.
3. Any further truancy will result in longer suspensions or withdrawal. Legitimacy of any absence or lates is at the discretion of school authorities.

Academic Penalties and Consequences**Missed tests:**

Students are expected to be present for every test. Generally tests are announced approximately one week in advance. It is the **student's responsibility** to account for their absence from a test in the appropriate time and manner. It is the **student's responsibility** to make-up the missed test if they are eligible to do so. IF A STUDENT IS TO MISS AN ASSESSMENT (QUIZ, TEST, PRESENTATION, ETC.) DUE TO A SCHEDULED APPOINTMENT THEY ARE TO INFORM THEIR TEACHER PRIOR TO THE DAY OF THE ASSESSMENT.

- In the case of a one day, valid absence (including a school-related absence) the student is expected to **write the missed test on the first day back following the absence.**

- **Tests missed due to an unaccountable absence (i.e. skipping) will receive a mark zero (0).** This includes being signed out only for the period of a test.

- For a test missed due to a prolonged excusable absence the assessment is up to the discretion of the teacher.

- For a test missed during a suspension the student may receive a "no mark" or may be asked to write the test at a time and location designated by the classroom teacher.

Cheating and Plagiarism:

If it is determined that a student has cheated/plagiarized, teachers will use their professional judgment to address the issue. Cheating and plagiarism will not be condoned and may result in a mark of zero as per the WECDSB assessment and evaluation policy document 2010(administration may be consulted with regard to the further discipline).

Missed Assignments:

It is expected that students complete assignments in a timely fashion. It is the responsibility of the student to complete sufficient materials for evaluation.

SETTING DEADLINES FOR MAJOR ASSIGNMENTS		
Phase 1 Primary Due Date	Phase 2 Special circumstances' Zone	Phase 3 Closure Date
A primary due date is set. *	A period of time decided by the teacher between the primary due date and the closure date, during which assignments can still be handed in. Extensions will not be given during the penalty zone.	After this date the assignment is missed and a mark of zero (0) will be assigned.

HOMEWORK

1. It is important that each student value the benefits to completing high school and obtaining an OSSD.
2. Regular home study is essential for academic success.
3. Home study includes not only assigned homework but also regular review of notes and materials.
4. Time spent on homework will vary for each student according to the grade level: Gr. 9 & 10: 1-2 hours per evening; Gr. 11&-12: 2-3 hours per evening.

EXAMINATIONS

1. Examinations will be written in classrooms.
2. No books, pencils, pens, calculators, etc., may be lent or borrowed.
3. Only books required to write the exam may be brought into the examination room.
4. All text and materials must be returned to the teacher, paid for, or set up arrangements prior to writing any examinations. Failure to do so may result in less time to complete the exam.
5. If a student is sick, their guardian must contact the office before 9:00 a.m. and provide a doctor's certificate to verify the illness. An alternate date and time will have to be scheduled to write the exam with the classroom teacher. Failure to supply the doctor's certificate will result in a "0" for the exam.
6. No student will be allowed to leave the examination room before 10:00 a.m. in order to reduce disruption to those still writing exams. Once dismissed, students are to go home immediately or to the designated waiting area.
7. Anyone caught cheating during the examination will have his/her examination confiscated, a mark of "0" will be recorded on their record, their parents/guardians will be informed and disciplinary action will be taken.
8. Proper dress code will be enforced during the exams. If you are not properly dressed you will be sent home to change before you will be admitted to the examination room. The time missed will **NOT** be made up at the end of the examination.
9. For students connected with Belle River High School, Essex High School or L'Essor bus routes, buses will arrive at the regular times. Students will have to make their own transportation arrangements if they are unable to stay. All other buses will be at the school by 2:15pm.
10. Rescheduling of examinations must be approved by the principal, and should be for **exceptional circumstances only**.

REPORT CARDS AND PARENT/TEACHER INTERVIEWS

1. Progress reports will be handed out to the students, to be taken home the first week of October for semester one and the first week of March for semester two.
2. Report cards are distributed twice per semester.
3. In November (Semester 1) and April (Semester 2) mid-term report cards will be available at the school and parent/teacher interviews will be held one week later.
4. Final report cards will be handed out to students in February (for Semester 1) and will be picked up at the school in early July (for Semester 2). Students will only be

allowed to pick up their report card if: they are 18 and have proper identification; or have a signed note from their parent(s)/guardian(s).

THE ONTARIO STUDENT RECORD (OSR)

Every school in Ontario keeps an OSR for each student. The OSR contains achievement results, credits earned and diploma requirements completed, and other information important to the education of the student. Students and their parents (if the student is not an adult) may examine the contents of the OSR.

THE ONTARIO STUDENT TRANSCRIPT (OST)

The OST provides a comprehensive record of a student's overall achievement in high school. In Grade 9 and 10 it will include credits gained for successfully completed courses. In grade 11 and 12 it will include a list of all courses taken or attempted with grades. Senior courses dropped within five days of the receipt of the report card will not have a grade appear on the transcript. The OST will also indicate withdrawn and repeated courses as well as the completed community involvement requirement and the final result on the provincial secondary school literacy requirement.

STUDY HALL/SPARE

1. Only students who have successfully completed 24 credits may have a spare.
2. The purpose of the spare is to allow the student an opportunity to work on the course work in his/her other classes.
3. Students are to be in one of three places if they are on spare, the cafeteria (working), the atrium (working) or home.
4. The spare is not to be used for hanging out in the courtyard or other parts of the building, including the smoking area.

ACCIDENTS

1. All accidents involving students and staff must receive immediate and appropriate first aid, and must be reported to the supervising teacher or the main office.
2. Accident forms are available in the office, and must be completed by the supervising teacher or staff.

ASSEMBLIES/MASSES/LITURGICAL CELEBRATIONS

1. Assemblies, masses and liturgical celebrations **are mandatory for all students, whether on spare or not.**
2. The theme of the assemblies may vary from a Student Council presentation to a guest speaker. **Student organized plays and skits must be previewed by an administrator a reasonable time before presentation to the student body.**
3. All persons present shall refrain from talking during a performance or presentation.
4. Applause is a proper way to show appreciation.
5. Inappropriate behaviour such as catcalls, horseplay, throwing objects or disrupting others will be dealt with severely.
6. Electronic recording of these events will **NOT** be allowed.

BICYCLES

1. Bicycles are not allowed in the school building.
2. All bicycles must be properly secured on the bike rack north of the building.
3. The school assumes no responsibility for loss or damages.

BOOK AND GYM BAGS

1. Book, gym or other large bags are not permitted in classrooms, the cafeteria or the Student Center. Students must stow their bags in their locker bringing only the required books/instruments to class.
2. Bus departure has been delayed to allow students time to visit their lockers before proceeding home.

ELECTRONIC DEVICES

1. St. Anne will take no responsibility for any electronic devices that are lost or stolen

2. Cell phones/electronics are only allowed during lunch and only in the cafeteria and the atrium areas (or outside). They cannot be used in the academic wings.
3. Music electronics such as MP3 players and iPods can be used in the cafeteria, in the atrium outside the building during lunches only (must use ear buds).
4. Not between classes.
4. Using electronics to take pictures or video on school property is forbidden and may constitute a suspension. Posting these videos on the web is an invasion of student and staff's personal privacy and will constitute a suspension.
5. The WiFi network available to students is an educational network only and is to be used as a research tool.
6. The use of electronics/network in class is determined by the teacher as they see fit for the lesson at hand. The classroom teacher is the authority on the use of electronics in their classroom.

CAFETERIA/LUNCH PERIODS

1. Students must be in proper and complete school uniforms during spares and the entire lunch period.
2. No food or drinks are to be consumed in the classrooms.
3. Students are to ensure that all garbage is disposed of in the proper containers immediately after eating. Failure to do so will result in cafeteria duty.
4. Behave in a mature, courteous manner to everyone, including the lunch supervisors, cafeteria and custodial staff.
5. The throwing of any item is forbidden. Due to the danger in throwing objects of any kind, all students are advised that such behaviour will automatically result in discipline and if repeated possible termination of cafeteria privileges.
6. Sitting on the tables and standing on chairs or tables is prohibited.
7. During the lunch period students will be allowed in the cafeteria, Student Center, adjoining washrooms, the atrium and the student courtyard. Entry to the rest of the building 5 minutes prior to class time is prohibited.
8. Due to safety and security reasons, book bags, gym bags or any large carryall bags are not permitted in the cafeteria, classrooms or the Student Center.
9. Students who leave the school property for lunch assume responsibility to return to school on time for their next class. Failure to do so (regardless of the reason) will result in a detention.

DANCES/SEMIFORMAL/PROM

1. No student will be admitted into a dance without either a current student card or a guest pass issued from the office through the Principal/Vice-Principal. If a student has a guest pass, he/she **MUST** be accompanied by the St. Anne student to whom the pass was issued for admission to the dance.
2. All students carrying bags, or purses must open them to ensure that no alcohol, drugs, weapons or cigarettes are being brought into the dance.
3. If a student leaves during a dance, he/she will not be re-admitted. No Exceptions.
4. Any student found smoking on school property or at the semi will be asked to leave the dance. Federal Law and disciplinary action will be taken.
5. Any student found intoxicated, or carrying alcohol (or drugs) will be held until a parent/guardian is notified. Furthermore, he/she will be suspended from all school activities for the remainder of the year, and disciplinary action will be taken. In the case of drugs, the police will be involved.
6. Fighting and general misconduct by any student will result in his/her expulsion from the dance. Disciplinary action will be taken.
7. All students must show respect for the authority of teachers/supervisors during a dance.
8. The semiformal is intended for students in grades 9 and 10 only and the prom is intended for students in grade 11 and 12 only.
9. Failure to attend at least 2 classes on the day of Prom or Semi for any reason will forfeit the students' opportunity to attend the event.

FIELD TRIPS

1. Students missing classes for field trips are responsible for making up the work they missed.
2. Students must see their subject teachers with the proper form for the teacher to sign, as well as have a parent consent form signed and returned before being allowed to attend the trip.
3. Since our school will be judged by the students' behaviour while on the field trip, the code of conduct and the school dress code will be in effect. Dress code may be altered with the permission of the Administration.

GRIEVANCE PROCEDURE

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

1. Contact the teacher, make an appointment and discuss the problem thoroughly and honestly;
2. If this fails, write a formal letter listing the details of your grievance and present this letter to the appropriate Vice Principal and
3. If this fails to resolve the grievance, go to the Principal to arrange a meeting with the teacher to discuss the problem.
(See Board policy on back of WECDSB yearly calendar)

BULLYING**Non-verbal**

1. Avoidance or exclusion: A direct or indirect attempt by a group to exclude others on the basis of sex, race or ethnic origin.

Verbal

2. Name calling: Regardless of intent, any demeaning description of or reference to people on the basis of race, gender or ethnic origin.
3. Teasing or Jokes: Regardless of intent (or of whether or not members of that gender or racial or ethnic group are present), demeaning stories, jokes or comments that target a particular group or perpetuate negative stereotypes.
4. Slurs or Insults: Statements, which are meant to demean or degrade whether or not there is an attempt to conceal the intention through humour.
5. Graffiti: Degrading or insulting words, messages, slogans, pictures, etc., written on or in school property.
6. Composition or distribution of derogatory material: Composing and/or distributing written or printed materials containing views, which are biased and harmful. The use of the Internet is a powerful tool if used wisely. However illegal and offensive of it is unacceptable and may lead to serious consequences such as suspension or expulsion.
7. Threatening or Terrorizing: An event or series of events meant to intimidate or suggest harm to body or property. This also includes the solicitation of money or something of value from any person in return for protection or in connection with a threat to inflict harm.

Physical

1. Vandalism: Destruction or mutilation of school and/or personal property.
2. Fighting or Physical Assault: Engaging in or inciting physical contact, which may inflict physical harm on a member of a specific group. This could be spontaneous or premeditated.

CyberBullying

Cyber-bullying is the use of the internet and/or related technologies (text, email, messenger, etc...) to harm (physical or emotional) other people, in a deliberate, repeated, and hostile manner. Cyber-bullying will not be tolerated at St. Anne's and will be dealt with accordingly and may include suspension.

Activities off school property and/or against the moral tone:

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

Non-Intervention in Incidents: Witnesses and bystanders of any of the above who do not attempt to prevent or report the incident are considered guilty of the offence as well.

Consequences of Harassment as indicated in Bill 81 "Safe Schools Act":

Unacceptable behaviour may lead to:

1. Suspension or expulsion
2. Police involvement
3. Loss of school privileges and other consequences.

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

LOCKERS & PERSONAL PROPERTY

1. Lockers will be assigned on the first day of school and the student will keep the same locker for the duration of the year. **(Lockers are not to be shared)**
2. Students will not damage their or any other locker.
3. **ONLY** locks purchased through the school will be permissible. Other locks will be removed and not replaced. A new school lock costs \$8.00.
4. Although it is for your use, the locker belongs to the school. The Principal or Vice-Principal reserves the right to open and search any locker and its contents at any time.
5. Any pictures or materials deemed inappropriate will be removed.
6. **Students are responsible for the security of their personal property. The school assumes no obligation for any items taken or stolen from lockers, hallways, classrooms, change rooms or other storage areas.**

LOST AND FOUND

1. Lost valuables may be turned in or claimed by contacting the Main Office.
2. Lost items will be displayed monthly after which they will be given to charity.

PARKING

1. **STUDENT PARKING IS A PRIVILEGE AND AVAILABLE BY MEANS OF A PARKING PASS OBTAINED FROM THE OFFICE. Students must register their vehicle(s) with a Vice-Principal in order to obtain a parking pass. Parking passes are distributed on a first-come first-served basis. Students must present a valid drivers' license.**
2. **PARKING IS ALLOWED IN THE LOT ON THE NORTH SIDE ONLY. THESE SPACES BEGIN WITH THE LETTER "S". NO STUDENT WILL BE ISSUED A SPECIFIC SPOT, PARKING IS ON A FIRST-COME FIRST-SERVED BASIS. THESE ARE THE ONLY PARKING SPACES FOR STUDENTS ON CAMPUS.**
3. Speeding, loud radios, screeching tires, improper parking, etc. will result in the suspension of parking privileges and/or disciplinary action.
4. **CARS PARKED IN AN UNAUTHORIZED AREA WILL BE SECURED, TICKETED AND/OR TOWED AT THE OWNERS' EXPENSE**
5. The school authorities do not accept responsibility for any damage/theft to a car or its contents.
6. Students will exit the parking lot at the end of the day only after all of the busses have left the property. Any interference with the exiting busses will result in immediate suspension and suspension of parking privileges indefinitely.

POSTERS AND FLYERS

1. Students must obtain permission from the Principal or Vice-Principal before posting any advertisements.
2. Flyers which do not have office approval and stamp will be removed.
3. Posters/Flyers may only be placed in designated areas. (See the Main Office

for details.)

PUBLIC PHONES

1. **Students will use the public pay phones for telephone calls.**
2. Cell phone use is restricted to before and after school hours and during the lunch periods.
3. Use of office phones will be restricted to **EMERGENCIES** only.
4. Misuse of any telephone will not be tolerated especially emergency number 911 use. Violators will face disciplinary action by school and police authorities.

ACTIVITY FEES

1. Activity fees are collected with each registration in March.
2. This fee of \$50.00 is used for various school activities such as transportation for minor school trips, yearbooks (which can be picked up in the fall), and some school events.

SKATEBOARDS/ROLLER BLADES/ELECTRONIC DEVICES

1. Skateboards and roller blades are not permitted on school property at any time.
2. Electronic devices, including cellular phones, IPODS, etc. are not permitted to be used in the classroom, unless specific teacher approval has been given. If a teacher deems that a device that is being used is distracting to the lesson or distracting to other students, a detention will be issued for the infraction. If the issue is one that is recurring, the phone will be confiscated by school administration for parental retrieval. These devices are allowed to be used before school, after school and at lunch time. No students will be allowed to use these devices in academic halls during lunch. Once again, these devices are brought to school on an **“at your own risk”** basis. The school will **not** reimburse students for lost or stolen items.

TRANSPORTATION

For transportation information, please contact the following for route schedules:

1. **Student Transportation Services – 519-776-6431**
2. Students will only be allowed to ride the bus they were assigned by Student Transportation Services. No notes will be provided by the school for students to ride a bus other than the one originally assigned by the bus company.
Disruptive behaviour will result in the loss of bus privileges.

VISITORS

All visitors to the school must identify themselves to the Main Office. Students from other schools (friends of St. Anne High School students) must receive a note from their Vice-Principal and present it to the Vice-Principal of St. Anne High School the day before he/she is to visit. The guest is to report to the Vice-Principal in order to obtain a guest pass. Please note that bringing guest to school is discouraged as this may distract from the learning environment of the students and is a potential supervision problem. All visitors must be appropriately dressed. There will be no visitors allowed on “out-of-uniform” days or Fridays.

CHAPTER TWO – CODE OF CONDUCT

APPROPRIATE BEHAVIOUR

High school is a place where students develop spiritually, intellectually and physically. It is also a chance for young adults to develop proper social graces that will last a lifetime. This includes polite conversation, respect for others, and general consideration of people and property. Inappropriate behaviour, such as rudeness, insulting comments, spitting, and defacing property will be dealt with using standard school discipline procedures.

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 Policy and Procedure for a more detailed understanding of the legislative requirements.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD CODE OF CONDUCT

The following Code of Conduct for the Windsor-Essex Catholic District School Board is aligned with the Provincial Code of conduct.

All members of the school community must:

- Respect and comply with all applicable federal, provincial, and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas, and their opinions;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- Respect the rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Respect all members of the school community, especially persons in positions of authority;
- Respect the need of others to work in an environment that is conducive to learning and teaching;
- Not swear at a teacher or at another person in a position of authority.

SUSPENSIONS

ACTIVITIES LEADING TO A POSSIBLE SUSPENSION

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

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

- Uttering a threat to inflict serious bodily harm on another person;
- Possessing alcohol or restricted drugs.
- Being under the influence of alcohol.
- Swearing at a teacher or at another person in a position of authority;
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the student's school;
- Bullying;
- Any act considered by the principal to be injurious to the physical or mental well-being of members of the school community; or to the moral tone of the school; or
- Any act considered by the principal to be contrary to the Windsor-Essex Catholic District School Board or School Code of Conduct.

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

SUSPENSION PENDING EXPULSION

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

These infractions include but are not limited to:

- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Trafficking in weapons, illegal or restricted drugs;
- Committing robbery;
- Giving alcohol to a minor;
- An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others;
- A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others;
- Activities engaged by the student on or off the school property that causes the student's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or board.
- Activities engaged in by the student on or off school property that have caused extensive damage to the property of the board or to goods that are/were on board property.

- The student has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper; or
- Any act considered by the principal to be a serious violation of the Board or school Code of Conduct.

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

PROGRAMS FOR STUDENTS ON LONG TERM SUSPENSION OR EXPULSION

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

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

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

EXPULSIONS

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

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

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

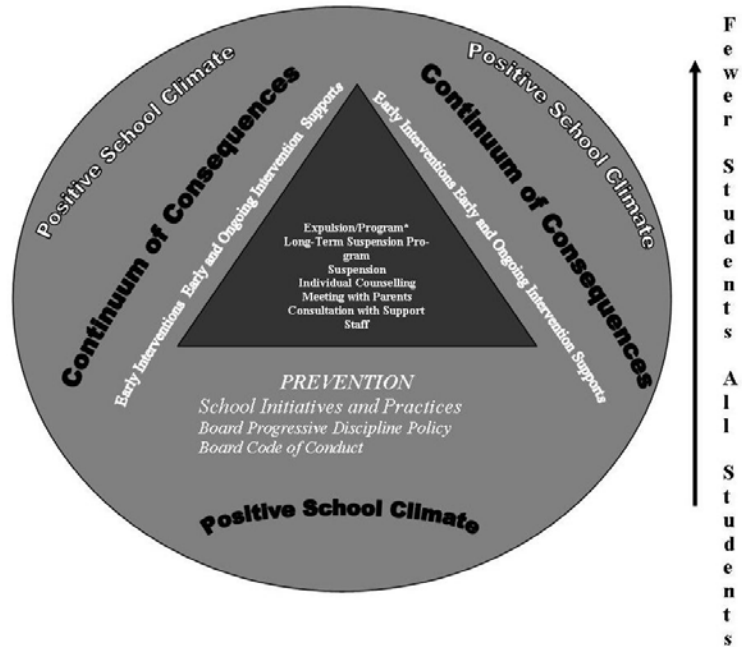
PROGRESSIVE DISCIPLINE AND SUPPORTING POSITIVE BEHAVIOUR

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

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

The chart below provides a model of Progressive Discipline as applied in all schools of our board.

Progressive Discipline and Promoting Positive Student Behaviour



BULLYING PREVENTION AND INTERVENTION

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

Bullying 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 adversely affects:

- A students’ ability to learn.
- Healthy relationships and the school climate.
- 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 (eg. online) where engaging in bullying will have a negative impact on the school climate.

A suspension or an expulsion can have severe repercussions on your education and future. The best way to stay out of the suspension / expulsion quagmire is to live by Christ’s Golden Rule - treat others as you would like to be treated.

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

DETENTIONS

It is important that you serve your detentions. Missed detentions will result in rescheduling of detentions- one time, second missed detention may result in suspension.

1. All detentions are lunch detentions and are assigned for Tuesday or Thursday. They are to be served in room _____ first lunch and in room _____ second lunch
2. Students serving detentions must be in proper school uniform and must **bring school work/school reading material and a lunch. Students are not to go to the cafeteria to buy lunch on days they have been assigned a detention.**
3. **Students who are truant from a school detention will serve additional detentions and/or suspensions.**
4. After ten (10) detentions, students will automatically receive an out of school suspension.

SUBSEQUENT OFFENCES

1. Students will serve 1-day, 3-day, 5-day and 10-day out-of-school suspensions for continued infractions.
2. After lengthy suspensions parents/guardians must accompany the student back to school for an interview with Administration before the student is re-admitted to school.
3. Undisciplined, repeat offenders will be withdrawn from St. Anne High School until they are prepared to make the necessary commitment to themselves and to the school.
4. Expulsion procedures will be used as required.
5. Students on suspension may not trespass on school property. Suspended students may not attend or participate in any school activities.
6. It is the responsibility of the suspended student to make up for all missed assignments.
7. **Any student suspended where drugs/alcohol or defiance are involved or where the duration of the suspension is greater than 5 days will forfeit the option of attending school dances, the semi-formal and or the prom.**

INFORMATION/COMMUNICATION TECHNOLOGY

Internet Acceptable Use Policy

Students need to be aware of the policies around acceptable behaviour when accessing the Board's network as well as the Internet. Students and parents are encouraged to read the Board's Acceptable Use Policy found at

<http://www.wecdsb.on.ca/pdf/policies/SC03InternetAUP.pdf>.

Students are also 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.

Novell Usernames and Passwords

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

Students: (Grade 7 to Grade 12)

Login = student ID number (9 digits)

Password = MMDDYY (birthdate)

It is imperative that the assigned passwords 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 First Class.

Online Safety Pledge

The following are the Windsor-Essex Catholic District School Board's expectations for our students when working online. Students are required to comply fully with these rules and regulations.

1. I will not give my name, address, telephone number, school, or my teachers'/parents' names, addresses, or telephone numbers; to anyone I meet on the Internet.
2. I will not give out my email password to anyone (even my best friends) other than my teachers/parents.
3. I will not send a picture of myself or others over the Internet without my teachers'/parents' permission.
4. I will not fill out any form or request online that asks me for any information about my school, my family, or myself without first asking for permission from my teachers/parents.
5. I will tell my teachers/parents if I see any bad language or pictures on the Internet, or if anyone makes me feel nervous or uncomfortable online.
6. I will never agree to get together with anyone I "meet" online without first checking with my teachers/parents. If my teachers/parents agree to the meeting, I will be sure that it is in a public place and that I am accompanied by an adult at all times.
7. I will not use any articles, stories, or other works I find online and pretend it is my own.
8. I will not use bad language online.
9. I will practice safe computing, and check for viruses whenever I borrow a disk from someone, download something from the Internet, or receive an attachment.
10. I will be a good online citizen and not participate in any activity that hurts others or is against the law or my school's policy.

ALCOHOL & DRUGS

1. Possession of / use of drugs and/or alcoholic beverages at St. Anne High School, at school-related functions or at school or chartered buses is strictly forbidden.
2. If at any time a student is found to be under the influence of or in possession of drugs or alcohol, in the context of school or school activity, the student will be suspended as soon as possible.
3. Violators will be suspended for a minimum of 8-10 days and parent/guardians may attend a conference to determine the students' status at St. Anne High School.
4. Students and their parents/guardians are advised that St. Anne High will utilize the cooperation of law enforcement officials whenever necessary in enforcing this policy and seeing that provincial and federal laws relative to drugs and alcohol are upheld.
5. Students who are determined by the school administration to be in need of help for substance abuse will be required to attend a recovery programme.
6. The student must complete a substance abuse program before he/she will be allowed back at St. Anne High School.
7. Students will forfeit the privilege of attending any/all school functions.
8. Repeat offenders may be removed from the school until such time that administration is convinced there will be no further incidents.
9. Finally, the student may also be suspended if their activities outside the school present a negative influence on their peers.

SMOKING

1. Smoking is not permitted on school property at any time. This is a Board policy.
2. There is no smoking during or between classes. This includes students who are on spare.
3. Students violating this procedure will receive a one-day suspension. Any

subsequent infraction will result in longer suspensions.

CONDUCT INJURIOUS TO THE MORAL TONE OF THE SCHOOL

1. Any behaviour that is injurious to the morale tone of St. Anne High School will not be tolerated.
2. Fighting, harassing, stealing, vandalizing, bullying, lying, forging and cursing are at the top of the list, but there are others. Defiance, insubordination and disrespectful behaviour toward any staff member will not be tolerated.
3. Students whose behaviour is deemed injurious to the moral tone of the school will receive an appropriate punishment.
4. Repeat offenders will be suspended then withdrawn from St. Anne High School.

NEGLECT OF DUTY

Students not completing homework/handing in assignments on a regular basis, face out-of-school suspension if they neglect their responsibilities as active members of any classroom. Parents will be contacted by both the classroom teacher and a guidance counselor before suspension is considered. Whenever a student is suspended for "Neglect of Duty" they cannot return to class until all of the work from all of their classes is complete.

REQUIREMENTS OF STUDENTS

From the education Act regulations

23. (1) A pupil shall
- Be diligent in attempting to master such studies as are a 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 and regularly;
 - Be courteous to fellow students and courteous and obedient to teachers;
 - Be clean in personal habits
 - Take such tests and examinations as are required by or under the Act or as may be directed by the Minister; and
 - Show respect for school property
- (2) When a pupil returns to school after an absence, a parent of the pupil, or the pupil where the pupil is an adult, shall explain the reason for the absence orally or in writing as the principal requires.
- (4) Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends,
- On the school premises;
 - On out-of-school activities that are a part of the school program; and
 - While traveling to and from school

PROMOTION AND DIPLOMA REQUIREMENTS

1. To complete any course successfully a student must obtain a minimum of 50%. Any subject where less is obtained must be repeated for the credit to be gained.
2. Students who obtain very low passing marks in academic coded (D) courses, should consider the advantages of proceeding at the applied coded (P) courses, whenever possible.
3. Similarly, students doing well in applied coded (P) courses might consider taking academic coded (A) courses after talking with a counselor in Student Services. (A transfer course may be required)
4. In order to be on the Honour Roll or to receive a Gold Cord at St. Anne's High School the following requirements must be met:

Honour Roll:	Gr. 9-11	80% average for eight (8) subjects during current year.
Gold Cord	Gr. 12	80 % average in the best six (6) gr. 12 subjects. The subjects may be taken prior to the current year.
Ontario Scholar		A total of 480 marks in six Level 4 (U/M/C) courses. The average cannot be rounded to 80%. (The subjects may be taken prior to the current year).

GRADUATION CEREMONY

Students will be notified in March about the procedure to be followed if they wish to take part in the Graduation Ceremony. Deadline for registering is usually at the beginning of April. **It is the student's responsibility to make sure that they receive the necessary material and meet the application deadline.** Students graduating at the end of Semester 1 should contact the school in March in order to be included in the ceremony.

DIPLOMA REQUIREMENTS

The Ontario curriculum states all high school students must complete 18 compulsory credits, 12 elective credits, community involvement and a literacy test (or equivalent course where the test was not passed) in order to receive the Ontario Secondary School Diploma. A credit is granted in recognition of the successful completion of a course.

Course outlines and the Ontario Curriculum Policy documents are available on the Ministry of Education website: www.edu.gov.on.ca

The COMPULSORY CREDITS (Total of 18) are listed below:

- 4 credits in English (1 credit per grade)
- 1 credit in French - as a second language
- 3 credits in Mathematics (at least 1 credit in Grade 11 or 12)
- 2 credits in Science
- 1 credit in Canadian History
- 1 credit in Canadian Geography
- 1 credit in the Arts
- 1 credit in Physical and Health Education
- .5 credit in Civics and .5 credit in Career Studies
- 1 additional credit in English or a third language, or a Social Science, or Canadian and World Studies, or Guidance and Career Studies, or Cooperative Education. (Group 1)
- 1 additional credit in Health and Physical Education, or Business Studies, or the Arts (music, art, drama or dance), or cooperative education. (Group 2)
- 1 additional credit in Science (Grade 11 or 12) or Technological Education (Grades 9 - 12), or Cooperative Education (Group 3)
- A maximum of 2 credits in cooperative education can count as compulsory credits.
- Substitutions for compulsory credits are available when necessary.

OPTIONAL CREDITS (TOTAL OF 12)

- 12 optional credits from available courses.
- **Community Involvement** - minimum 40 hours over four years, starting in the summer before the student enters Grade 9 and to be completed prior to graduation. *40 Hour Community Involvement Information Manual* is available upon request.
- **We highly recommend that student complete their community hours commitment early so as not to affect their participation in events like prom or graduation**
- **Literacy Test** - (OSSLT) The Ontario Secondary School Literacy Test is to be administered in Grade 10 and must be successfully completed to meet graduation requirements. The Board will provide remediation and accommodations, deferrals/exemptions where necessary. Support and sample activities can be found through the **Education Quality and Accountability Office (EQAO)** www.eqao.com.

Appeal of Student Results: Principals must submit requests for appeals of student result electronically by mid-September.

Literacy course: The Ontario Literacy Course has been developed to provide students who have been unsuccessful on the test with intensive support in achieving the required reading and writing competencies, and with an alternative means of demonstrating their literacy skills. Students who

successfully complete this course will have met the provincial literacy requirement for graduation, and will earn one credit. Eligibility requirement: Students who have been unsuccessful on the OSSLT are eligible to take the course.

RELIGION COURSES

It is the policy of the Windsor-Essex Catholic District School Board that students take a Religion course for each year of high school.

CHAPTER THREE: SCHOOL PROGRAMMES AND POLICIES

ALTERNATIVE SCHOOL PROGRAMS

A major problem in Ontario schools today is the high percentage of students dropping out before graduating. In an attempt to help these students meet with more success, we have established an "Alternative School Programme", which will meet the students' needs in a different way. Our programme to meet the needs of these students is delivered at St. Michael's, Essex campus. A student is recommended for the Alternative Programme if they have:

1. experienced a history of TRUANCY
2. a potential DROP OUT issue.
3. not responded to the demands of a TRADITIONAL school setting
4. been out of school for a while
5. suffered an emotional/and or social problem
6. low self esteem
7. few life coping skills.

The philosophy and goals of the alternative school program are to provide an environment where the student may develop intellectually, psychologically, emotionally and socially. Contact Student Services for details.

* Summer school is available for many courses. A full course is required when the course has not been taken at all or where a grade of below 35% was obtained. An improvement course is required where the course was taken and a grade of 35% or better was obtained.

** Students and parents should take note of summer school requirements and make arrangements early for students at risk by registering by early May. Information will be announced to the students prior to deadlines, generally at mid-term in the second semester.

*Night school information is available prior to the beginning of each semester.

Music Certificates: A student who has successfully completed Grade seven Practical and Grade 1 Rudiments or Grade 3 Theory may receive a grade 11 credit. A student who has successfully completed Grade 8 Practical and Grade two Rudiments or Grade 4 Theory may receive a grade 12 credits.

PLAR (Prior Learning Assessment and Recognition) PLAR procedures are carried out under the direction of the school principal, who grants credits. The PLAR process

developed by a school board in compliance with ministry policy involves two components: "challenge" and equivalency. Challenge credits are for students who have never left school. Equivalency credits are for students who transfer to Ontario secondary schools from non-inspected private schools or schools outside Ontario.

Correspondence Courses: Please see the WECDSB website www.wecdsb.on to see the e-learning courses available. Students may also see courses offered at www.ilc.org.

INTERNATIONAL LANGUAGES

International languages, other than English or French, are offered to meet a number of student needs: some students may wish to learn their ancestral language or to improve their skills in their first language; other students may wish to learn a second or third language and develop an understanding of another culture. Where authorized by ministry Curriculum Guidelines, or where approved by a school board/section and the ministry, credit courses could be offered in the study of languages other than French or English.

CO-OPERATIVE EDUCATION

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

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

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

EXPERIENTIAL LEARNING CHART

The following table describes the details of the programs offered by Experiential Learning Department.

PROGRAM	LENGTH OF PROGRAM	WHEN ELIGIBLE	CREDITS	PARTICULARS OF PROGRAM
Co-operation Education Program	1 semester usually ½ day	Grade 11 Grade 12	2	Any career field including trades May be taken more than once
Ontario Youth Apprenticeship Program (OYAP)	2 yr. Program Gr. 11 & 12	apply in Gr. 10 1 related Tech. Course Gr. 11 - ½ day Co-op Gr. 12 - paid Co-op - ½ day all year or full day one semester	24	Apprenticeship is a hands-on training program with areas of training in: Chef, Horticulturist, Automotive Trades: Automotive Service Tech. Truck & Coach Tech. Auto Body Repair Precision Metal Cutting Trades: Tool and Die Maker Mould Maker, Machinist
Bridges Transition to	final semester	must have at least 26 credits	4	for students who are planning to enter the

Work Program	of high school	full day		workplace after Grade 12 Any area of work NOT requiring post-secondary education
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LIFE SKILLS

1. The Life Skills Programme is designed to give support to students with special needs.
2. The main focus of the programme is to provide the student with the best course of study, a combination of classroom and life skill courses.
3. Peer helpers are important in forming friendships and connections in the school population.
4. Students will participate in work experience to further broaden their school life.

EQUALITY POLICY

It is our responsibility to promote, within our school community and in the broader community of our town and county, racial harmony and respect for men and women of every colour and ethnic origin.

In our school, 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 and all employees in our school as well as any other people who come in our school.

Despite our best intentions, however, incidents of racial, ethnic or gender prejudice may happen in our school or at school sponsored events. Below are some examples of unacceptable behaviour. It is assumed that such behaviour **will not** be tolerated by students, teachers, other employees or visitors in our school.

1. Avoidance or exclusion: A direct or indirect attempt by a group to exclude others on the basis of sex, race or ethnic origin.
2. Name calling: Regardless of intent, any demeaning description of or reference to people on the basis of race, gender or ethnic origin.
3. Teasing or jokes: Regardless of intent (or of whether or not members of that gender of racial or ethnic group are present), demeaning stories, jokes or comments which target a particular group or perpetuate negative stereotypes.
4. Slurs or insults: Statements, which are meant to demean or degrade whether or not there is an attempt to conceal the intention through humour.
5. Graffiti: degrading or insulting words, messages, slogans, pictures, etc., written on/in school property.
6. Composition or distribution of derogatory material: Composing and/or disturbing written or printed materials containing views, which are biased or harmful.
7. Vandalism: Destruction or mutilation of school and/or personal property.
8. Fighting or Physical Assault: Engaging in or inciting physical contact, which may inflict physical harm on a member of a specific group. This could be spontaneous or premeditated.
9. Threatening or Terrorizing: An event or series of events meant to intimidate or suggest harm to body or property. This also includes the solicitation of money or something of value from any person in return for protection or in connection with a threat or to inflict harm.
10. Non-intervention in incidents: Witnessing any of the above without attempting to prevent or report the incident. Such lack of action may imply tacit approval.

GUIDANCE/STUDENT SERVICES

The student Services Counselors are available to all students to help plan ahead by providing the following services:

- **Individual Counseling:** about courses, careers, and personal matters
- **Printed Information:** about jobs, apprenticeship, colleges, universities, and other opportunities
- **Group Sessions:** on completing option sheets, registering for college and university, job search techniques, post-secondary planning, home study, etc.
- **Credit Recovery:** provide information and referrals to the Student Success Teacher
- **Career Cruising:** information on jobs and careers at www.careercruising.com, user name: windsor password: 48320
- **Scholarship & Financial Aid:** information and assistance in applying. Internet sites for scholarships, awards and financial aid are: www.canadianscholarships.com, www.scholarshipscanada.com, www.studentawards.com.

If you need help in any of these areas, simply sign up in the Student Services and a counselor will make an appointment to see you. A successful high school career depends on careful planning and responsible "studentship." Student Services can assist you in both of these areas. The counselors are: Ms. G. Foster, Mrs. R. Bentley, and Mrs. A Hogan (Dept Head)

LEARNING COMMONS CENTRE (LCC)

1. Location: Access to the LCC (library/computer lab) is through the double doors across from the cafeteria. Doors at the rear of the LCC are connected to alarms and are for **emergency use only**.
2. Behaviour: All classroom rules apply in the LCC. Proper school uniforms must be worn, no gym bags or backpacks are allowed and cell-phone use is not allowed. No food or drinks are to be brought in, although bottled water is allowed outside of the computer area. The LCC is reserved for quiet supervised work and study and therefore unduly loud or inappropriate behaviour will not be tolerated. Students not in compliance will be asked to leave.
3. Services: The LCC houses our media and yearbook classes along with our student success teacher and class area. This area can also be accessed for teacher and or peer tutoring.

COMPUTERS

Computer hardware and software are provided throughout the school for use by teachers and students. This technology presents exciting opportunities for both teachers and students but also creates new challenges for sharing of facilities and resources. Students should be aware of the expectations of them as computer users.

1. All hardware is to be treated with respect so that it remains in working order for the next user.
2. Student-owned software is not to be run or loaded on Board computers without prior authorization from Ms. K. Gayowsky.
3. DO NOT copy directly from an electronic research or from other student programme source, since it is plagiarism.
4. Users who are found to be willfully accessing and/or modifying system files or other files for which they have not been given access, who are using log ins other than their own or who are conducting activities that might be detrimental to the integrity of the computer system will have his/her access to the system denied for a period to be determined by the Principal and disciplinary action taken. Since the altering of files in this way is illegal, the police may be informed of the incident(s) and charges may be filed.

RESOURCE PROGRAMME –SPECIAL EDUCATION

This programme is designed for students who have academic needs requiring additional or alternative programming.

The programming can take a variety of formats. Students can spend one period a day in resource earning a credit, or they can be on partial withdrawal to work on specific areas of difficulty. Resource support is an integral part of the regular classroom curriculum.

Candidates are accepted on a referral basis from Administrators, parents and teachers.

The needs of exceptional students are identified by an Identification, Placement, and Review Committee (IPRC). Such students will have an Individual Education Plan (IEP) that will be developed and maintained. An IEP may also be prepared for students with special needs who are receiving special education programs and/or services, but who have not been identified as exceptional by an IPRC. Students may receive accommodations such as specialized support to help the student achieve. Some students will receive

modifications as required.

STUDENT SUCCESS TEACHER (SST)

The SST is another member of the support team dedicated to improving outcomes for students who require extra support in order to achieve an Ontario Secondary School diploma (OSSD). The SST works to identify, co-ordinate, and implement the supports needed to improve student achievement, retention, and transition.

CREDIT RECOVERY

Credit-recovery programs help students earn the credits they have previously failed to achieve, as they develop the learning skills needed for academic success. Provincial credit-recovery class codes have now been introduced to support greater timetabling flexibility. These programs:

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

EXCELLENCE FOR ALL

The Ontario has developed **6 WAYS**, 6 innovative new programs that are at the heart of the Student Success Strategy. They give Ontario high school students more ways to accumulate credits to graduate, while improving the quality of a high school education in this province.

- Student Success Teams
- Expanded Co-op Credits
- Specialist High Skills Major
- Dual Credit Program
- Lighthouse Projects
- Grade 8-9 Transition

Please visit www.ontario.ca/6ways to learn more.

CAMPUS MINISTRY

Campus Ministry at St. Anne High School is a people place, and centre of activity - a ministry that seeks to bring students, staff and parents into a greater relationship with God and the larger Catholic community.

Ms. Fuerth is our full-time Campus Minister. School liturgies, retreat days, days of reconciliation, special development days, and resource information are made available by the Campus Minister.

Pastoral Counseling is a very important and integral part of the day in Campus Ministry. Many times, students, as well as staff and parents, need to voice their concerns, difficulties and questions in a safe space. Ms. Fuerth is available to the entire school community to listen, support and help with discernment, guidance or referral. The "Christ of All Nations" Chapel is located across from the Campus Ministry Area. The Chapel is our Sacred Space, which provides a place to celebrate weekly liturgies and for prayer and quiet reflection and meditation.

Campus Ministry is a place of welcome and safety. Come and visit us. All are welcome.

Campus Ministry at St. Anne High School is a place where our students come together. It is a people place, and centre of activity - - a ministry that seeks to bring students and staff into greater relationship with God and the larger Catholic community.

There is one full-time campus minister: Ms. Fuerth. School liturgies, retreats, days of reconciliation, and reflection, special development days for student and staff, as well as Student Outreach and Spectrum (a support group for people experiencing loss) are made available by Campus Ministry Staff. Our Campus Ministers try to be present to students, parents and staff enabling them to use their gifts and talents in the service of God and others. They facilitate ways in which the St. Anne School Community can put their faith into action.

This place of refuge and welcome is there for you. Come and visit us - - you are always welcome!

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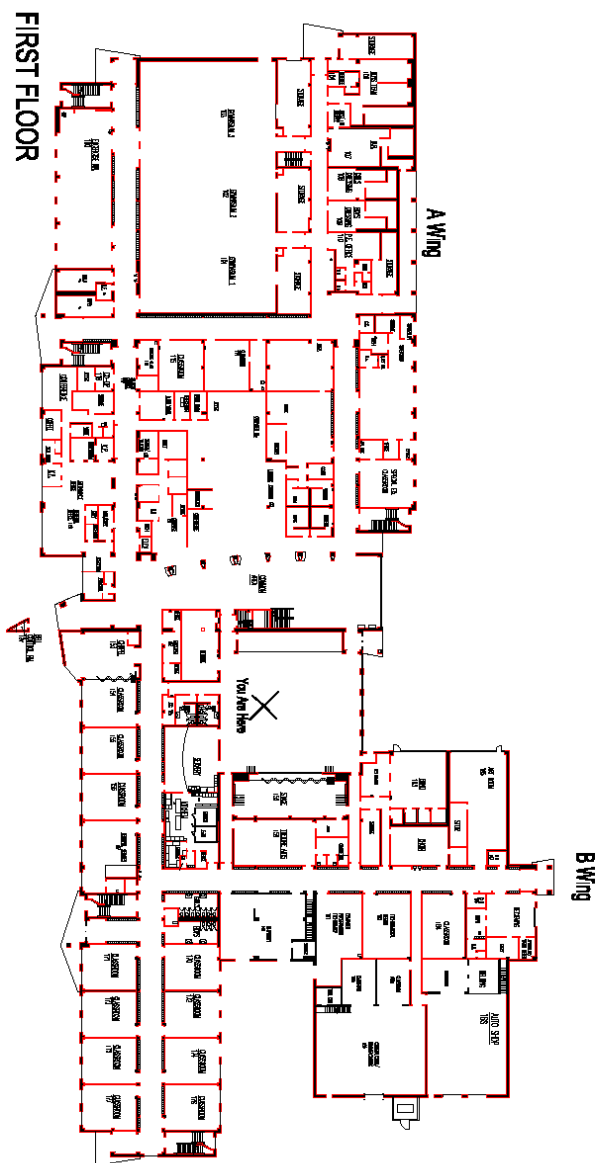
HARASSMENT POLICY

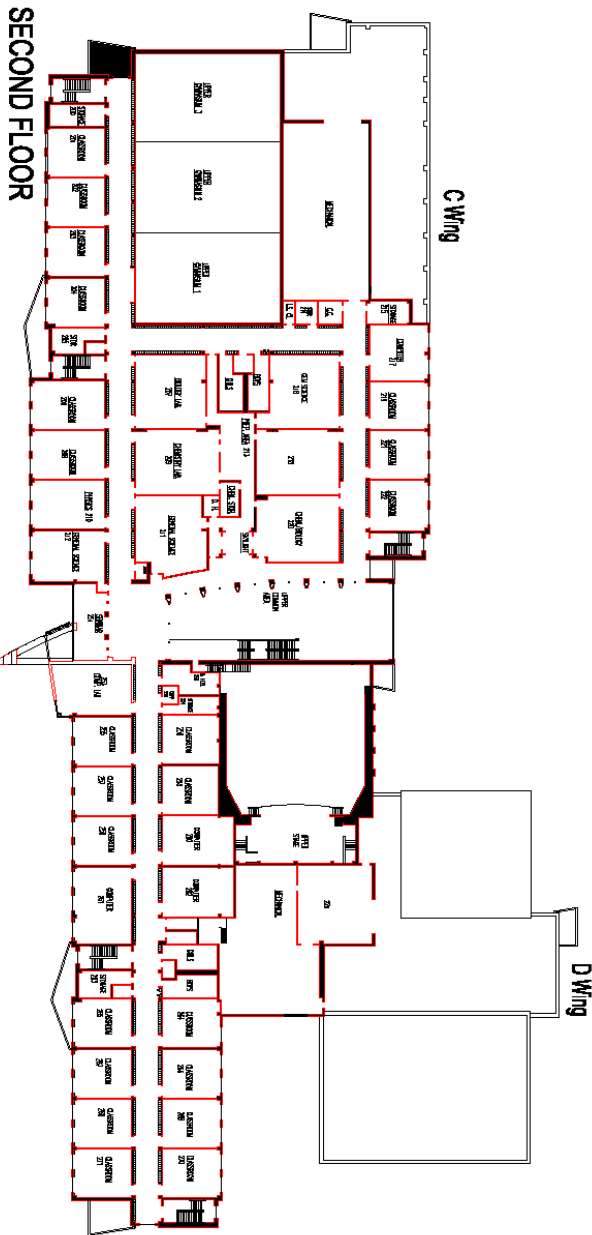
Harassment is any unsolicited, repeated behaviour or action that a reasonable individual ought to have known would cause another person to feel uncomfortable or hurt. All forms of harassment including sexual, physical, or verbal, have no place at St. Anne High School. Harassment is often a result of a misguided sense of humour or a simple lack of empathy. In any event, if you feel you are being harassed, the following steps will be taken:

- a. talk to the individual(s) and tell them in no uncertain terms that you find their actions and words offensive and they are to stop;
- b. if the behaviour continues, write down and date each occurrence and talk to a teacher, counselor or campus minister. Counselor will guide you through the Conflict Resolution Process. Peer mediation is another option available to resolve the issue; and
- c. if the behaviour persists, the vice-principal will be consulted as needed. (Police may be involved or consulted as needed. See SSA.)

Living by Christ's golden rule of treating others as you would like to be treated is by far the most effective means of preventing and dealing with harassment.

APPENDIX A





APPENDIX B**WHAT DO I DO IF.....???????????**

1. **I AM ABSENT FROM SCHOOL?**
If I am absent from school, my parent/guardian will phone the 24 hour attendance line as soon as possible (519-971-5110). If a phone call is not made, I must bring a note on the 1st day upon returning to school.
2. **I AM LATE FOR SCHOOL?**
Sign in at the office. If you accumulate more than three unexcused lates you will be given a detention. Further lates may result in suspension.
3. **I HAVE TO LEAVE DURING THE DAY?**
Bring a note from your parents to the office before 8:30 a.m. and pick up a permit to leave slip. If you return the same day get an admit slip from the office.
4. **I NEED TO USE THE PHONE?**
Carry 25 cents and use the pay phones near the cafeteria. In an emergency - contact the Main Office.
5. **I FIND A COURSE (OR COURSES) TOO DIFFICULT/EASY?**
First talk with your subject teacher. Then see a Student Services Counsellor or Resource teacher. Courses may be changed only within the first month of each semester.
6. **I HAVE A PERSONAL PROBLEM THAT I NEED TO TALK ABOUT?**
See your Counsellor in Student Services and/or Campus Minister.
7. **I FEEL TOO ILL TO STAY IN CLASS?**
Go to the office. We will make arrangements for you to get home. A nurse from the Public Health Office will be in the school once a week. If you wish to make an appointment, contact the Main Office.
8. **I LOSE SOMETHING OF VALUE?**
Check with the Lost and Found in the Main Office. Conduct your own personal search.
9. **I LOSE MY LOCK OR STUDENT CARD?**
Purchase a new lock for \$8.00 from the Attendance Office. If a new student card is needed, report it to the office.

APPENDIX C
SPORTS AND EXTRA CURRICULAR

ACTIVITY	STAFF
Athletic Council Advisor and Banquet	Physical Education Dept.
Badminton	Co-ed
Baseball	
Basketball	Jr. Girls' D. Minello-Gyemi Sr. Girls' A. Kiss Jr. Boys' TBD Sr. Boys' L. Loebach
Blood Drive	
Can Drive	TBD
Chemistry Contest	D. Herdman
Concert Choir	Mr. G. Gagnon Ms. B. Dykeman
Court Yard	
Cross Country	B. D'Amore T. Gesuale
Curling	Mr. Ballay
English Contests	TBD
Football	Mr. Fuerth
Geography Club	D. Spadafora
Golf	D. Gignac L. Loebach
Gr. 9 Orientation	Ms. Cassidy S. Patterson
Gr. 9 Spirit Day	Mr. Cassidy S. Patterson
Graduation Committee	B. Labute G. Foster
Hockey	Mr. Burke
Honour Roll Event	TBD
M.S. Society	E. Nussey
Math Contest	L. Moscone
Missions	Sister Monica
Musical	G. Gagnon B. Dykeman R. Palazzollo J. Livermore K. Amyot
Newspaper and Yearbook	J. Nehmetallah
Peer Ministry	Sr. Monica
Prom Committee	S. Stacey K. Lioli D. Ulch D. Herdman B. Labute M. MacDougall
Recycling	S. Dayus D. Spadafora M. Couvion K. Barron
Saint Vincent de Paul	J. Meloche
School Pictures, Student Cards	TBA
Science Olympiad	D. Herdman
Science Fair	D. Herdman
Sears Drama Festival	J. Livermore B. Jefford
Slow Pitch (Girls)	M. Eckart
Soccer	Jr. Boys S. Richardson

ACTIVITY	STAFF
	Sr. Boys A. Geremia Jr. Girls R. Mousseau Sr. Girls E. Stanski
Sr. Symphonic, Jazz & Concert Bands	B. Dykeman G. Gagnon
Student Council Advisors	T. Cassidy
Student Exchange	G. Foster
Swim Team	
Tennis	S. Sementilli
Track & Field	B. D'Amore T. Gesuale
Uniform Committee	J. Roy
Volleyball	Jr. Girls' D. Minello-Gyemi Sr. Girls' J. Senjanin Jr. Boys' M. Eckart Sr. Boys' E. Stanski
Weight Room	
Wrestling	Mr. D. Hughes

All athletes must pay a one time \$20.00 sports fee prior to playing their first WECSAA game or competition.

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

APPENDIX E

Suspensions and suspendable offenses

Offense	Initial	Habitual
Truancy	On second truancy, student will be suspended for one day	Any subsequent truancy will result in further and longer suspension
Skipped detention	On second skip of a detention, student will be suspended for one day	Any subsequent skip of a detention will result in further and longer suspension
Opposition to authority	On first occurrence student will receive a detention/suspension depending on the circumstances.	Any further instances of opposition will result in longer suspension
Involvement in physical violence	Automatic suspension of a MINIMUM OF 5 or more days	Subsequent infractions will result in 10 or more days and possible expulsion
Under the influence of drugs or alcohol	Automatic suspension of a MINIMUM OF 8-10 or more days	Subsequent infractions will result in 10 more days and possible expulsion
In possession of drugs or alcohol	Automatic suspension of a MINIMUM OF 8-10 or more days	Subsequent infractions will result in 10 or more days and possible expulsion
Trafficking in drugs or alcohol	Automatic suspension of 20 days, possible move to expulsion	Subsequent infractions will result in 20 days suspension and expulsion proceedings
Chronic lates to class	Lates of 6 or more will result in suspensions. Detentions will be issued at 4 and 5 lates.	Longer suspensions may result

APPENDIX F

THE ESSAY

What is an essay?

An essay is a piece of writing, which expresses and develops a writer's point of view on a particular subject.

What is its purpose?

The essay's purpose is to present a THESIS that focuses your ideas and conveys them in a meaningful way. Depending on the subject and the topic, you may write different types of essays such as an expository essay (meant to explain an idea) or a persuasive essay (meant to argue a point). Nevertheless, the essay must always be a product of reasoning and sometimes of both reasoning and careful research.

What is a thesis?

It is the focal point of your essay and it tells the reader the main idea you are going to develop. It does not just state fact; it gives an opinion on the topic. Usually the thesis statement is found at the conclusion of the introduction.

SAMPLE THESIS STATEMENTS

English

Topic: The Contemporary Tragic Hero

Thesis: Although Duddy Kravitz shows potential, he is destroyed by his flaw of greed, and thus he is a true tragic hero.

Geography

Topic: Future World Problems

Thesis: As world population increases, the scarcity of food will provide the greatest challenge.

Religion/Family Studies

Topic: Success in Marriage

Thesis: Communication, trust and mutual respect are the main ingredients of a successful marriage.

History

Topic: Fall of the Roman Empire.

Thesis: The Roman Empire's collapse was due primarily to a decline in moral standards.

THE STRUCTURE OF THE ESSAY

Build your essay in three parts: introduction, body and conclusion.

INTRODUCTION - moves from the general to the specific. The introduction should :

- try to catch interest
- provide background
- give thesis statement

BODY

- gives supporting arguments backed by reasons, details, examples
- each argument should begin with a topic sentence and end with a concluding

statement

- use transitions within and between arguments to give the essay coherence

CONCLUSION – usually moves from specific to general

- sum up points briefly
- restate thesis
- end with thought provoking clincher

1. **ESSAY FORMAT** - Arrange the pages of the essay in the following order:
Title Page (if required)
Pages of Essay
Works Cited page
2. **TITLE PAGE** - Include the title of the essay centred, your name, the name of the course, your teacher's name and the date of submission should be in the bottom right corner of the page.
 - Often instead of a title page, this information is found in the top left corner of page one, and then your essay title is centered before your first paragraph. DO NOT underline, bold, type in upper case, nor use quotation marks around the essay's title.
3. **Pagination** - Use a last name header with page number at the right margin to number all pages.

MLA Essay Format Sample
Community College

D. Reiss / TCC Online Learning
Tidewater

Essay Format Sample

Pat Smart
Professor I.M.A. Sage
English 111-78B
August 14, 2007

Using Modern Language Association Format for Academic Essays:
A Sample for Students

Modern Language Association (MLA) formats are standard for papers in courses in the humanities, including English composition and literature courses. Among the required features are double-spacing throughout, ½-inch (5 space) paragraph indents, no extra space between paragraphs, 1-inch margins, and a last name header with page number at the right margin. For word processed work, automatic headers and pagination are required. Additionally, set left justification and use Times New Roman or a similar “book” font with a 12-point size unless otherwise assigned or permitted. The Help files of your word processor, accessible through the upper menu bar, provide directions for setting these features. Many teachers of other subjects also accept MLA formats for formal papers. However, other styles might be assigned. For example, courses in education and psychology might require Council of Biology Editors (CBE) style. Students usually need to learn how to follow the guidelines for a style rather than to memorize them. Following the designated format guides demonstrates your seriousness and your

APPENDICES - An appendix (appendices - plural) is a worthwhile addition to any essay. It is especially useful in the Social Sciences. The appendix contains all maps, charts, diagrams, pictures, graphs, lengthy quotations or other forms of information not inherent to the body of the essay. Appendices are referred to in the body by placing (See Appendix A) after an appropriate sentence. Appendices are arranged in the order in which they are referred and are sequentially lettered commencing with Appendix A. They are found in an essay after the conclusion but before the works cited page. All appendices must contain the following:

- a. appendix designation letter ie. Appendix A;
 - b. a title;
 - c. the material itself ie. map, chart, etc.;
 - d. a caption; and
 - e. the source from which the material was taken
5. MARGINS - The essay must be typed (in standard 12 font) and it should be double spaced. Margins should be 2.5 cm (1 inch) at top, bottom and sides. Indent the first line of a paragraph five spaces from the left margin.
6. DOCUMENTATION - MLA STYLE (Modern Language Association, 1991)
 How To Avoid Plagiarism
 Whenever you use information from another source, you must document this in your essay. This includes direct quotations, paraphrased material and facts or ideas that are not common knowledge.
 What is "common knowledge"? If you could find the fact or statistic in at least three different sources, you can assume it's common knowledge. Facts that could be easily found in reference books are considered common knowledge. However, anything that interprets a fact must be sourced.
 To document sources, you do not use footnotes or endnotes. Use references placed in brackets right in the text of the essay. These references will then be cited on a "works cited" page at the end of your essay.

For additional information on Essay writing, refer to the school web page at <http://mail.wecdsb.on.ca/~201/>