

St. Joseph's CHS

Code of Conduct

**“You are the people of God: He loved you and chose you for His own. Go then, you must clothe yourselves with compassion, kindness, humility, gentleness, and patience. Be tolerant with one another and forgive one another whenever any of you has a complaint against someone else. The peace that Christ gives is to guide you in the decisions you make; for it is to this peace that God has called you together in the one body.
(Colossians 3:12-15)**

The St. Joseph's Catholic School Community Council, as representative of the parents, students and greater community, provides advice to the school administration on a variety of school issues. In consultation with the CSCC, the staff and students of St. Joseph's Catholic High School, have developed this *Code of Conduct* for students that reflect a fair and balanced approach to school discipline and order. The St. Joseph's Catholic School Community Council is pleased to offer our endorsement of the *Code of Conduct*, and to acknowledge the work of the St. Joseph's staff and students in its formation.

Introduction

St. Joseph's Catholic High School is a place that promotes responsibility, respect, Catholic moral teachings, spirituality, civility and academic excellence in a safe learning and teaching environment recognizing that conflict is a part of all human relationships. As a Catholic school system, we must be proactive to ensure that our Catholic values are preserved and promoted.

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of self or others.

These standards of behaviour apply not only to students, but also to all individuals involved in the school community – parents or guardians, volunteers, teachers, and other staff members - whether they are on school property, at the plaza, on school transportation or at school – authorized events or activities.



Ontario Catholic Graduate Expectations

The Graduate of the Catholic School Is Expected to Be:

A discerning believer formed in the Catholic Faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.

In a society marked by personality cults, we are called to bear witness to Jesus Christ, our Saviour and Lord, and to reverence him in the poor, the lowly, and the marginalized.

An effective communicator who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values.

In a culture where communication is increasingly commercialized, we are invited to prayer and to worship.

A reflective, creative and holistic thinker who solves problems and makes responsible decisions with an informed moral conscience for the common good.

In an age which seems more fearful of the future, we are directed to give an account of the hope that is within us. (1 Peter 3.15)

A self-directed, responsible, lifelong learner who develops and demonstrates their God-given potential.

In a time which often seems to be without goals or ennobling aspirations, we are challenged to declare ours and to dedicate our lives to their achievement.

A collaborative contributor who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.

In a world which ignores the human thirst for God, we are called to share the living waters of our faith.

A caring family member who attends to family, school, parish, and the wider community.

In a time when there is little reverence for the image of God in the human person, we are summoned to care for human life with an ultimate respect.

A responsible citizen who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

In a world marked by poverty, oppression and war, we are commanded to work for justice and peace.

Guiding Principles

- Our belief in our school as a holistic learning organization speaks to the importance we place on supporting and guiding students' faith formation and approaching discipline as a learning opportunity.
- This Code of Conduct applies to all individuals involved in the school. The school community will work in cooperation with parishes, community members and police; essential partners in making our school community safer.
- Each member of St. Joseph's Catholic High School community is recognized as a unique creation of God and must be treated in a manner which reflects the dignity and respect of each individual.
- Responsible citizenship involves appropriate participation in the civic and spiritual life of St. Joseph's Catholic High School community and the appropriate use and care of school and personal property. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
- Members of St. Joseph's Catholic High School community are expected to use non-violent means to resolve conflict. Aggressive behaviour is not a responsible way to interact with others. Our goal is to champion continuous improvement in all students and the fostering of positive relationships.
- The possession, use or threatened use of any object to injure another person endangers the safety of everyone and will not be tolerated.
- Alcohol and illegal drugs are addictive and present a health hazard. We will work co-operatively with police and community agencies to promote prevention strategies; however, school members who are in possession of or under the influence of alcohol or illegal drugs will be consequence.
- Insults, disrespect, abuse, and other hurtful acts disrupt learning and teaching in a school community. Members of St. Joseph's Catholic High School community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- Realistic consequences for failure to meet the expectations of appropriate school conduct will be implemented and include suspension and expulsion according to Bill 212.

“So you must live like people who belong to the light, for it is the light that brings a rich harvest of every kind of goodness, righteous and truth. Try to learn what pleases the Lord”.

(Ephesians 5:811)

Roles and Responsibilities

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

- Comes to school prepared, on time and ready to learn;
- Shows respect for him/herself, for others and for those in authority;
- Uses non-violent means to resolve conflict;
- Is courteous to fellow pupils and obedient and courteous to teachers;
- Refrains from bringing anything to school that may compromise the safety of others;
- Refrains from being in possession of under the influence of alcohol or illegal drugs;
- Supports the established rules and takes responsibility for his/her actions

“Whatever you do, work at it with all your heart, as though you were working with the Lord.” (Colossians 4-23)

School Staff will maintain a level of professionalism that models, nurtures and develops the Ontario Catholic School Graduate Expectations.

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

- Show an active interest in their child's school work and progress;
- Communicate with the school;
- Help their child be neat, appropriately dressed in uniform 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;
- Become familiar with and support St. Joseph's Code of Conduct and school rules;
- Encourage and assist their child in following the rules of behaviour;

Police and community members are essential partners in making St. Joseph's Catholic High School community safer. Police investigate incidents in accordance with the Simcoe Muskoka Catholic District School Board Police Protocol. This protocol is based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

Parish and Clergy members provide support and resources in the development of the faith life, providing the foundation for the moral tone of our school community.

Safety & Security

Fire

A very loud beep (together with a red flasher in some classrooms) is the signal for a fire or other emergency evacuation. No other bell in the school has a similar sound. Fire drills will be carried out regularly throughout the school year to ensure student safety. If you hear the fire bell, you must assume that a fire has actually broken out. Go quickly and quietly out the exit indicated on the sign near the door in each room. All students must leave the building. Stay with your class and teacher and move away from the school. Staff will help to direct you in leaving the school and will let you know when it is safe to return.

Please note that it is a criminal offence to tamper with fire alarms or fire equipment and offenders will be prosecuted.

School Lockdown Protocol

The possibility of a life-threatening situation occurring in a school is slight, but has a significant impact if it occurs. The level of a school's preparedness to deal with such an incident will have a major impact on the outcome of such an event.

Students have a responsibility to be familiar with Lockdown procedures and be able to respond quickly to the direction of staff or designates during a crisis situation. In addition, any student with information on or knowledge of the event, prior to or during a crisis situation must come forward with that information immediately.

Lockdown is a major incident with potential life threatening violence in relation to the school.

Hold and Secure is used when the school must be secured due to an ongoing situation outside and not related to the school.

Shelter in Place is used for environmental or weather-related situations when it is necessary to keep all occupants in the building to protect them from the external hazard.

Code Black refers to a Bomb Threat. This will result in a Hold & Secure or Evacuation of the school to be determined by school administration in conjunction with local police.

Evacuation Sites are Frere Andre for Grade 9 & 10 classes and Monsignor Clair for Grade 11 and 12 classes.

Policies & Procedures

Progressive Discipline

Student behaviour contrary to the Code of Conduct shall be subject to investigation and appropriate response. Unless otherwise specified, any disciplinary issues brought to the attention of school administration will result in a specific consequence. Consequences are not punishment but the logical result of an individual's action. Acceptable and appropriate discipline techniques will include the use of restitution, choice, and logical consequences. St. Joseph's believes in progressive discipline – to support a safe learning and teaching environment in which every pupil can reach his or her full potential. Progressive discipline is an approach that makes use of a continuum of interventions, supports, and consequences, building upon strategies that promote positive behaviours.

Cell Phones/Technology/Cell Phone Free Classrooms

All cell phones and devices must be turned off and out of sight during classroom and instructional time and/or as directed by school staff. The use of cell phones and other devices is at the discretion of individual classroom teachers and school Administration. Students using cell phones without the permission of their classroom teacher may have their phone confiscated. The phone will then be turned in to the Office. Technology may also be confiscated if there is suspicion of using it inappropriately (filming, photos, etc). Students who refuse to meet these expectations will lose the privilege of bringing cell phones/devices to school. The school is not responsible for lost or stolen personal property, including cell phones/devices.

Alcohol And Drugs

All school members must not be in possession of, or under the influence of, or provide others with alcohol or illegal drugs or other banned substances.

Physical Aggression

All school members must not inflict or encourage others to inflict bodily harm on another person and are to seek staff assistance, if necessary, to resolve conflict peacefully.

Smoking & E-Cigarettes

In accordance with the Smoke Free Ontario Act, smoking is not allowed on school property at any time. A fine of \$305 will be issued for a first offence for smoking on school property. A maximum fine of \$5,000 will be issued if it is a repeated offence. This law applies to everyone, anytime, anywhere on school property. Smoking is permitted OFF school property and **ONLY** prior to the start of the school day, at lunch or after school. Smoking at ANY other time of the day will result in school consequences, including suspension. Similarly, e-cigarettes are not permitted at school or on school property. If a student is found to be in possession of an e-cigarette it will be confiscated and school consequences will apply.

Skateboards/Rollerblades

No skateboards or rollerblades are allowed on school property or at the neighboring plaza.

Hallways

During lunchtimes second floor halls are not to be used except for the first and last five minutes of a student's lunch period. Doors will be locked and students are not to enter this area.

Behaviour At The Plaza

St. Joseph's CHS works closely with the proprietors of our neighbouring plazas. Students visiting the plaza during lunch are to remain on their best behaviour. They are to refrain from loitering in front of businesses and from blocking through ways. The school Code of Conduct is in effect throughout the entire school day. Students engaging in any altercations and/or inappropriate behaviour at the plaza will be dealt with by school administration in conjunction with Barrie Police Services.

Social media

Student involvement via text, email, Twitter, Facebook, and all other forms of social media must be in the spirit of Catholic Education at all times. Students contributing to content deemed inappropriate by School Administration and affecting the school community (threats, name calling, negativity towards students or staff, bullying, etc.) will be dealt with using progressive discipline measures which may include suspension and police involvement.

Visitors

All visitors are asked to first report to the Main Office to obtain permission from the School Administration to be on school property. Visitors without a prior appointment will not be permitted throughout school hours.

Field Trips

When students are part of a field trip, uniform policy remains in effect, unless notified differently. Smoking restrictions and all other code of conduct expectations remain in effect during a field trip.

Examinations

Compulsory final examinations will be written in all subjects. Any student who misses an examination without just cause will receive zero on the examination. Serious illness, death in the immediate family, family emergencies, etc., are just cause. Holidays, tournaments, etc are NOT considered just cause for missing examinations. Any student who is absent from a final examination due to illness will be required to submit a Doctor's Certificate validating their inability to write the examination. If a situation arises and a student is unable to write the exam in the designated time slot, prior alternative arrangements must be made well in advance with the principal's approval.

Evaluation

Evaluation is a complex process which, to be fair and accurate, requires a variety of assessment methods. Each department at St. Joseph's has developed assessment and evaluation strategies that must be in line with the Simcoe Muskoka Catholic District School Board policy. Teachers will make students aware of the criteria which will be used to evaluate their progress. It is the student's responsibility to fulfill the necessary course requirements in order to succeed.

Parent-Teacher Interviews

Interviews for parents are scheduled each semester. Communication between teacher and parents helps to ensure student learning.

Academic Dishonesty

Students must not plagiarize, cheat, copy, or knowingly and deliberately present the language, ideas, or thoughts of any source or individual as their own work. It is not acceptable to use the same assignment or large portions of it for two different assignments. The immediate consequence for academic dishonesty will be at the discretion of the classroom teacher in consultation with school administration.

Reporting

Report cards provide valuable information regarding student learning. Students and parents are encouraged to review and celebrate student learning by reading and discussing report cards together. Progress reports are provided approximately 5 weeks after the start of the semester. One midterm report and one final report are provided each semester for students to take home and the June final report card is mailed home.

Assemblies and Masses

Assemblies and masses are designed to generate, nurture and promote the holistic development of our school community. All students and staff are expected to attend and participate in school assemblies and masses. As these are important school community gatherings, the school Code of Conduct is in effect during these and all school sponsored events. We believe that all students, teachers and visitors to our school should feel welcome at assemblies and masses.

Drills

Fire, lockdown, evacuation, etc. drills will be carried out regularly throughout the school year to ensure student safety. Failure to comply with safety expectations will result in disciplinary actions, including suspensions.

UNIFORM POLICY

The uniform is mandatory at St. Joseph's Catholic High School. As with all protocol, the uniform policy has been developed with the input of teachers, students, parents and administration. Keeping the uniform guidelines in place is everyone's responsibility.

By choosing to attend St. Joseph's, you have chosen our uniform and are expected to follow its' restrictions and enjoy its' choices. Please keep your uniform clean and wear it with pride.

All students must wear the school uniform properly every school day. Ripped, torn, patched/frayed or ill-fitting clothing is not acceptable at St. Joseph's Catholic High School. The uniform must be worn during classes, detentions, lunch, assemblies, liturgies, field trips, and any other designated times, unless otherwise approved by school administration.

Students who are not in proper uniform should expect to be denied entry to classes. They will be sent to the office and the parent/guardian will be contacted to bring proper uniform items. Students will remain in the office until they are in proper uniform. Repeated violations will result in progressive disciplinary measures.

Guidelines for Civvies Days

Civvies days, which are granted periodically, allow students to dress out of school uniform within the following guidelines:

No logos or messages promoting lifestyle choices contrary to Catholic values;

No tank tops or spaghetti strapped tops or tops which reveal under garments;

No midriff baring tops;

Skirt/dress/shorts must be appropriate length for a school setting.

Please note that the final discretion about all uniform decisions rests with school administration.

Physical Education Uniforms

Physical Education uniforms are mandatory in all Physical Education classes. These uniforms can be purchased through our uniform provider: DGN Kilters.

St. Joseph's CHS UNIFORM POLICY

Ordering/Purchasing

DGN Kilters
132 Commerce Park Blvd.
Toll Free: 1 800 437 5872
www.dgn-kilters.com

ITEM	DESCRIPTION	VIOLATION (UNACCEPTABLE)
Blouse/Dress Shirt	St. Joseph's school uniform logo McCarthy's/DGN-Kilters issue only plain white t-shirts are permitted underneath	<ul style="list-style-type: none"> no pinning of shirt in the back to create a form-fitting look by way of safety pin, paperclip, elastic etc. no non logo shirts having more than two buttons open any under/t-shirt which is not exclusively white: this includes white shirts which have other coloured graphics on them
Golf Shirt	St. Joseph's school uniform logo McCarthy's/DGN-Kilters issue only plain white t-shirts are permitted underneath	<ul style="list-style-type: none"> pinning of shirt in the back to create a form-fitting look by way of safety pin, paperclip, elastic having any "under" wear visible (eg: tank tops, camisoles etc.)
Sweaters, Vests & Cardigans	St. Joseph's school uniform logo a plain white shirt or a McCarthy/ DGN-Kilters uniform shirt must be worn underneath	<ul style="list-style-type: none"> no pinning of shirt in the back to create a form- fitting look by way of safety pin, paperclip, elastic etc.
Pants <i>as per McCarthy's/DGN-Kilters standard (style, cut and fit)</i>	St Joseph's school uniform or similar **Students choosing to purchase pants other than those provided by DGN Kilters are reminded that the pants must be similar in cut, fit and style to the DGN uniform pant. School administration will make the final decision as to whether pants not purchased at DGN Kilters meet uniform expectations**	<ul style="list-style-type: none"> no yoga pants/athletic pants no jeans (stretch or otherwise) or denim no cargo pants no rolled/cuffed pants no jeggings
Shorts/Capris	St Joseph's school uniform or similar **Students choosing to purchase pants other than those provided by DGN Kilters are reminded that the pants must be similar in cut, fit and style to the DGN uniform pant. School administration will make the final decision as to whether pants not purchased at DGN Kilters meet uniform expectations**	<ul style="list-style-type: none"> gym shorts pants which have been rolled up in an effort to look like shorts shorts' length must be just above knee
Shoes	Safe footwear in the spirit of the uniform	<ul style="list-style-type: none"> no flip flops or flimsy sandals running shoes only in tech classes
Socks/Tights	Solid black or navy blue only	
Accessories	must be tasteful and in the spirit of the uniform	<ul style="list-style-type: none"> anything which is incongruous (out of place) when paired with the uniform no belts worn over shirts; no leg/arm warmers
Outerwear (hats, coats, scarves, mittens)	it is expected that these items will be removed immediately upon the students' arrival to school these items must be left in the locker	

Services & Facilities

Cafeteria

Food and drinks are only to be consumed in the cafeteria. Students are required to ensure that their table is cleaned when finished eating. Our school community supports recycling. Please help the environment by using the recycling bins when appropriate. Students must demonstrate respect for teachers and cafeteria staff on duty.

Lockers

Lockers are the property of St. Joseph's Catholic High School. The school reserves the right to inspect a student's locker at any time. No decorations on the outside of lockers is permitted. Damage to assigned lockers should be reported immediately to administration. Students must ensure their locker is kept locked. Do not share combinations! The school is not responsible for lost or stolen articles. Students are to vacate lockers on the final day of classes in June at which time lockers are cleaned and any items remaining in lockers are donated to charity. All students are required to use locks purchased at St. Joseph's Catholic HS.

Lost and Found

All lost articles end up in the Custodian's Office. Students are responsible for retrieving their lost belongings. At the end of the school year all unclaimed articles will be donated to charity. St Joseph's is **NOT** responsible for lost items.

Textbooks

All textbooks are provided on loan. If a book that is assigned to a student is lost or damaged, the student will be required to pay to have it replaced. Students must keep the receipt when paying for a lost text. In the event the textbook is recovered, the receipt is required before any refund will be issued. In addition, students will NOT receive a textbook the next semester they attend until books are returned or paid for.

Buses

Transportation is provided for students within the established boundaries. It is intended to carry students from their home to school and vice versa. Students can only ride their assigned bus; bus changes are not permitted.

Responsible behaviour is required at all times when riding on the school bus. Busing privileges will be removed or suspended at the discretion of the Administration for students not following the School Code of Conduct.

Student Parking

Student parking is permitted in student designated areas only. Consequences for students who engage in unsafe driving practices will be guided by St. Joseph's Catholic HS Code of Conduct.

Media

From time to time, our students are photographed and/or quoted in the local media. Please advise the school if you **do not** wish your son or daughter to be featured in the media.

St. Joseph's Community Council

The St. Joseph's Catholic HS Community Council meet regularly throughout the school year and assists the school in a wide variety of ways. All parents are INVITED and ENCOURAGED to attend the meetings.

Elections of the executive occur in the fall.

Student Council

The Student Council acts as the official communication link between the students and the staff. Students' Council's responsibility is to make proposals, recommendations and decisions on many aspects of student life at St. Joseph's. Each year the Student Council members are elected by the student body.



Student Activity Fee

Each student is required to pay a \$35.00 Student Activity Fee at the start of the school year to cover costs for transportation to retreats, printing credit, funds for co-curricular activities and for Student Council activities. Failure to pay the student activity fee will preclude students from participating in many school events including school dances, Student Council activities, school sports, etc.

There is an additional \$50.00 fee for students in Grade 12 who plan to attend Graduation, paid at the beginning of the year with the Student Activity Fee.

School Pictures

Each year the school has a photographer come in to take student photos. Each student is required to have their photo taken whether they intend to buy pictures or not. The photos taken will generate student activity cards as well as a yearbook photo. There is no obligation to purchase a photo package.

Dance Regulations

Students may sign in a guest at the designated time prior to the day of the dance.
Students are responsible for their guests. Guests must provide a character reference form prior to the dance date. Students must be present and accompany their guests to our school dances.
Students are not allowed to access lockers during a dance.
Students are not allowed to leave and return to the dance. Smoking is not permitted.
Anyone found to be under the influence of drugs or alcohol will be isolated from the dance. Parents and proper authorities will be notified. Disciplinary action will include suspension from school and may include forfeiting the privilege of attending any further dances for the duration of the school year.
All school dances and functions will be chaperoned by school staff and Barrie Police/security.
Student Card is required.

Jaguar Activities

Athletic Activities

Badminton	Rowing
Basketball	Soccer
Baseball	Swimming
X-Country Running	Slo-pitch
Golf	Tennis
Hockey	Track & Field
Boys Football	Ultimate Frisbee
Girls' Flag Football	Volleyball
	Weight Training

Clubs

Archaeology	Mentors
Band	Mock Trial
Choir	Social Justice
Drama/Musical	Sound & Light Tech Crew
Fishing	Yearbook
Healthy Schools	

School Insurance

Early in the school year, insurance forms will be issued to all students. Students and parents are encouraged to consider taking out insurance especially if students plan to become involved in athletic activities. If students/parents choose not to take out insurance waiver forms must be signed.

Student Athlete Conduct

As a member of a St. Joe's Jaguars team, the student athlete agrees to the following conditions and responsibilities:

To submit signed co-curricular feedback forms on the prescribed dates.
To play and practice to the best of his/her ability at all times.
To provide leadership within the school by example.
To act in a responsible way while at St. Joseph's and while visiting other schools.
To pay the uniform deposit and athletic participation fee prior to the start of the playing season.
To inform all teachers, in writing, 3 days prior to games that will take him/her out of class.
To act in a sportsmanlike fashion on and off the court/field.
To treat all members of the St. Joseph's school community with respect.
To attend all practices, games and tournaments. Injured players are also expected to attend.
To be responsible for the team uniform assigned to the student.
To dress in regular school uniform on game days.
To attend classes in order to participate in practices and games. To be successful in all classes

Failure to comply with the above conditions and responsibilities may result in the student's removal from the team.

Completion of the entire season's commitment to a school team is imperative. Failure to communicate and negotiate a change in commitment with the coach and co-curricular chairperson may result in a one year suspension from all school teams.

Computer Policy

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

Security

- You accept full responsibility for the use of your account (regardless of who uses it)
- You will only use your own account. Any student who attempts to access any system using someone else's password will be seriously dealt with as required by school policies
- You will not use any school system to gain unauthorized access to information resources

General Computer Use

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

Internet Use

- You will use the Internet for valid educational purposes only.
- You will only access the Internet with the permission and under the supervision of a teacher.

- You will assume that any message you send could be read by anyone. Therefore you will **NOT** share personal information such as names, addresses, telephone numbers, and credit card numbers
- You will respect all applicable laws including the Criminal Code and the Copyright Act
Engaging in social media during class

While there are many sites of great educational value, there are also sites that contain materials inappropriate to a school setting. You will use discretion and avoid areas that contain inappropriate materials.

You will ensure that your account is not used for inappropriate activities including:

1. Gathering or distribution of any materials that is offensive, obscene, racist, pornographic, malicious or libelous
2. Any activity that may be considered unethical, immoral, or illegal
3. Any activity that is for private commercial gain
4. Final discretion rests with administration of St. Joseph's Catholic HS

Violations

Any violation of this agreement will give the administration or network supervisor the right to terminate your access privileges and to pursue disciplinary action according to the policies of St. Joseph's Catholic High School, the Simcoe Muskoka Catholic District School Board and the law.



Attendance

Regular attendance is required of all students. One of the functions of school is to help prepare individuals for successful entry into the work world. Regular, punctual attendance is the expectation of society at large.

Early Dismissal/Signing Out

If a student is excused during the day to attend an appointment (or for other legitimate reasons), a note from home explaining the reason and the time to release the student **MUST** be brought to the office before 8:00 am. The student will be issued an excuse slip indicating the time to be released from class.

Illness During the School Day

Students who become ill during the day must report to the main office so that necessary assistance can be provided. A phone call to a parent or guardian may be made to arrange for a ride home or permission to leave. Students leaving the school without reporting to the Office are considered truant.

Truancy/Skipping

Students who are absent from class without permission will be considered truant.

Administration response will be consistent with the Progressive Discipline Model.

Students are required to attend all classes daily unless they are ill or exceptional circumstances arise. If an absence is unavoidable, **a phone call from the parent or guardian is required prior to the student's return.** If this is not possible, the student must bring a note from home explaining the absence when he/she returns to school. The student must present this note to the main office.

Students with Study Period

Study periods are sometimes given to Gr. 12 students who have achieved all credits in Grades 9-11. This is at the discretion of school Administration. Students with a study period who remain at St. Joseph's are not permitted in the hallways or in the smoker's area, and are required to work quietly in the Cafeteria, Library, or Student Achievement Centre. Students on study are expected to attend school events, including masses and assemblies, even when they fall during a spare period.

The Education Act, Subsection 30(5) with respect to truancy, reads:

“A child who is required by law to attend school and who refuses to attend, is habitually absent from school, is guilty of an offence and, on conviction is liable to the penalties under Part VI of the Provincial Offences Act and Subsection 266(2) of this Act applies in any proceeding under this section. As a result of this amendment, courts will be able to sentence youths convicted of habitual absence from school to a fine or probation under the Provincial Offences Act.”

Students who are 18

Students who are 18 must comply with all school policies, including attendance policies. Students who are 18, as with all other students, must have a legitimate reason for absence. If leaving the school for a prior appointment students must first sign out in the Office and will be asked to meet with school Administration.

Inclement Weather

In the event of inclement weather, students and parents are directed to

www.simcoecountyschoolbus.ca for information regarding possible school closures and/or bus cancellations. Also, updated school closures and bus cancellations will also appear on the school board website – **www.smcdsb.on.ca**.

ST. JOSEPH'S CATHOLIC HIGH SCHOOL IS IN THE CENTRAL ZONE.

Please listen for this designation should buses be cancelled.

Missed Tests & Assignments

Students who know they will be absent for an assessment should make arrangements with the teacher in advance.

Students who miss a test/assignment will generally fall into one of the following categories:

Co-curricular: Students who miss a test/assignment or a co-curricular activity must notify the subject teacher before the date to make arrangements to write the test or hand in the assignment. Failure to notify the teacher may result in a mark of zero.

Legitimate Absences: Students who are absent from an assessment will write the test/complete the assessment on the day they return. A note from home explaining the absence and acknowledging that a test/assignment/assessment was missed must be approved by school Administration. A student who misses an assessment because of illness or a family emergency should have a parent/guardian contact the school on the day of the assessment. Mitigating circumstances are reviewed and dealt with by Administration.

Truant: Students who are truant on test/assignment/assessment due dates will receive a mark of zero.

Suspensions: Students who miss a test while on suspension may be permitted to demonstrate their learning through alternate assessment opportunities, as determined by the teacher.

While a student is under suspension, he/she should arrange to get class work from a classmate. Assignment submissions can be made on the specified due date by arrangement with the office.

Vacations

As the school calendar is approved and distributed at the beginning of the school year, vacations should be planned around the school calendar. Rescheduling of required assignments, tests, or exams will not be granted for vacations, tournaments, summer jobs, etc. Teachers are not required to provide school work for students who are not in attendance for these reasons. Students/parents are required to complete a *Request For Temporary Excusal* for absences of more than 3 consecutive days. These forms are available from the Main Office.


