

St. Joseph's CHS Student 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 (SJCSCC) is representative of the parents, students and greater community and provides advice to the school administration on a variety of school issues. In consultation with the SJCSCC, 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 climate and discipline. The SJCSCC 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, 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 co-operation 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 consequenced. 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.

Roles and Responsibilities

Students are expected to treat classmates, staff, and members of the school community with respect and dignity. Some of the specific ways students will do this include the following:

- Arrive to class on time and ready to learn;
- Use non-violent means to resolve conflict;
- Be courteous to fellow students, staff, and members of the school community
- Comply with school rules and instructions from staff

- Refrain from bringing anything to school that may compromise the safety of others;
- Refrain from being in possession of under the influence of alcohol or illegal drugs;
- Take responsibility for their actions

**“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)**

“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 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 student code of conduct;

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 offense 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.

Hallway Safety Protocol is enacted when there is need for all interior doors to be secured and hallways cleared of persons as there may be students or staff in distress, in need of medical intervention, and to permit them privacy. Classes will go on as usual and may be extended until circumstances are cleared.

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 behaviour.

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 be asked to turn in their phone 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, Vapes & E-Cigarettes

In accordance with the Smoke Free Ontario Act, smoking is not allowed on school property at any time. 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 (vape) 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. A fine of \$305 may be issued for a first offense for smoking on school property. A maximum fine of \$5,000 will be issued if it is a repeated offense.

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 Nearby Plazas

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 in all 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

Visitors are not permitted on school property unless they have been issued a visitor's pass from the main office.

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

approval of school administration.

Evaluation

Evaluation will involve a variety of assessment methods in order to be fair and accurate. 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

These are scheduled once each semester. Communication between teacher and parents helps to ensure student learning. Interviews are by no means the only time where parents and teachers may communicate. **Parents are encouraged to make contact with their child's teacher should they ever have questions about their child's learning and progress.**

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. With new technologies like Photomath and ChatGPT, students should communicate with their teacher the extent to which any applications like this may be used. 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

St. Joseph's Catholic Secondary School is a uniform school. The school uniform identifies each student as a member of the St. Joseph's school community. It is our hope that students wear their uniform with pride as a visual representation of our school. Registration at St. Joseph's Catholic Secondary School implies that the student and parents/guardians understand and accept the commitment to the expectation of the school regarding the school uniform.

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

The uniform must be worn properly every school day by all students. The uniform must be clean and in good repair. The decision about acceptable uniform rests with the Principal, Vice-Principals and Teachers. If a student is not in complete uniform, should expect to be denied entry to class. They will be sent to the office where they can either correct their uniform, using items from the school closet, or contact their parent/guardian 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.

OUR UNIFORM PROVIDER IS DGN KILTERS

Item	Description	Violation
Pants	Pants must be navy blue and either a DGNKilters logo pant or a navy pant that is in the same style Pants must fit the student well, neither being too baggy, nor too tight; will be worn at the waist pants; Must be NAVY Capri pants with SJ logo DGNKilters only	No yoga pants/athletic or tights No jeans (stretch or otherwise) No cargo pants No other capri pants allowed
Shorts	DGN-Kilters issue with logo or a plain NAVY dress short Must be worn at waist level and at knees	No gym shorts No pants which have been rolled up in an effort to look like shorts Length must be just above knee
Tops (DGN only)	St. Joseph's school uniform logo only DGN-Kilters issue tucked or untucked Golf shirts are available in white, maroon or navy may remain untucked no graphics or coloured clothing allowed Underneath the shirts – white only	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 Having any "under" wear visible (eg: tank tops, camisoles etc.) Any under/t-shirt which is not exclusively white: this includes white shirts which have other coloured graphics on them

Sweaters (DGN only) Black Jags Spiritwear Hoodie permitted as exception	A plain white shirt or a DGN-Kilters uniform shirt must be worn under all specialty items no graphics or coloured clothing allowed underneath specialty items	No pinning of shirt in the back to create a form fitting look by way of safety pin, paperclip, elastic etc. No team rugby shirts, rugby shirts, no spirit wear
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APPROPRIATENESS OF ATTIRE

SHIRTS

- ✓ Plain white t-shirts or turtlenecks are allowed for wear underneath a DGN Kilter's collared shirt (No graphics or coloured clothing).
- ✓ Blouses and Oxford shirts must be buttoned appropriately; *up to the second button*.
- ✓ Shirts must be sized properly.
- ✓ Elastics/hair accessories and safety pins are not to be used to tie/alter the fit of a shirt.

DRESS / COTTON PANTS

- ✓ Tight fitting or baggy, oversized pants are unacceptable.
- ✓ Pants must be worn at waist level. Underwear shall not be visible.
- ✓ DGN Kilter's pants or navy pants of similar style are acceptable.
- ✓ Pants must not be rolled at the hem and may not be tucked into socks.

SHORTS

- ✓ Must be DGN Kilter's and be of appropriate length (unaltered) and logo must be visible.
- ✓ Must not be rolled.
- ✓ Nylons and / or tights are not acceptable with the DGN Kilter's shorts.

SHOES

- ✓ Close-toed shoes only in tech and science classes.
- ✓ Avoid flip-flops or flimsy sandals

ACCESSORY GUIDELINES:

- ✓ Jewelry is permitted, but must be limited and modest so as not to overwhelm the uniform.
- ✓ Scarves and ties are not a part of the uniform.
- ✓ Jackets, caps, hats, bandanas, kerchiefs, studded belts, gloves, wristbands, leather studded collars and wristbands are not acceptable.
- ✓ **Coats and outdoor wear are not allowed in classes in the Main school. They must be put in lockers.**
- ✓ Black, blue or white belts are acceptable.

"CIVIES DAYS"

These days can be earned by the students throughout the school year.

1. Any clothing that promotes sex, sexist comments, alcohol, drugs, violence, war, profanity, and/or Satanism (negatively affecting the moral tone of the school) must NOT be worn. Clothing should be “business casual” or “casual” in style.

Spirit Days

Students are permitted to wear St. Joseph’s spirit wear tops on select Fridays with regular uniform bottoms. Students not wearing spirit wear must be in regular uniform. This will begin Fri Sep 15, 2023

Further Uniform Guidelines

There may be some accommodations provided to students for medical reasons or grounds protected under the Ontario Human Rights Code (e.g. religious or cultural headgear).

Students who are not in proper school uniform WILL NOT be admitted to class. Our school has a closet of gently used items. Office staff will help provide uniform items to students not in uniform. If there are no suitable items for students, parents/Guardians will be responsible for bringing the necessary uniform items to the school, whenever possible.

If there is a medical problem that prevents students from wearing any part of the uniform properly at anytime, it is the responsibility of the parent/guardian to provide the school with a doctor’s note stating the specifics as to why the uniform policy cannot be met.

Students who are persistently in violation of the school uniform policy are in neglect of their duty as outlined in our Code of Conduct.

Emergency uniform slips will only be issued for a student is out of uniform for an extenuating circumstance, it is his/her responsibility to report to the office before the start of the school day.

Physical Education Uniforms

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

Ordering/Purchasing St. Joseph’s CHS UNIFORM

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

Services & Facilities

Cafeteria There are no cafeteria services this school year.

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 Catholic School 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 Fees

- The student activity fee is \$30. This fee goes towards Student Council activities, School Spirit events, Student wellness initiatives, enhancing student access to technology, and the student card.
- Some courses may have course fees that will be communicated at the outset. These fees go towards the purchasing of materials that are consumable beyond the mandatory aspects of courses.
- School Teams and Clubs may also have fees associated with them.
- Families are asked to communicate with the school of any hardships.
- **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 (if produced). 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

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.

Badminton Basketball Baseball X-Country Running Golf Hockey Boys Football Girls' Flag Football

Archaeology Band Choir Drama/Musical Fishing Healthy Schools

Rowing Soccer Swimming Slo-pitch Tennis Track & Field Ultimate Frisbee Volleyball Weight Training

Mentors Mock Trial Social Justice Sound & Light Tech Crew Yearbook

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 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 are 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.

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

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

Students with study periods are encouraged to study from home. If this is not possible, please see administration for an alternative setting.

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 canceled.

Vacations Missed Tests & Assignments

As the school calendar is approved and distributed, students who know they will be absent for an assessment should make arrangements with the teacher in advance 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.

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

- **Students/parents are required to complete a Request for Co-curricular:** Students who miss a test/assignment for a co-curricular activity must notify the subject teacher before the date to make alternative arrangements.
- **For Temporary Excusal** for absences of more than 3 consecutive days. These forms are available from the Main Office. If approved, an alternate date for submission or alternate assessment may occur. Failure to notify the teacher may result in a mark of zero.
- **Legitimate Absences:** Students who are absent from an assessment should expect to 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 should expect to receive a mark of zero. Teachers are not required to provide school work for students who are truant.
- **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.