



2011 - 2012

**ST. STEPHEN
CATHOLIC SECONDARY SCHOOL**

300 Scugog Street
Bowmanville, Ontario, L1C 3K2
(905)623-3990
Fax (905)623-9991
Website: www.sscss.ca

THIS 2011-2012 AGENDA BELONGS TO:

Name: _____

Grade: _____ Homeroom: _____

I have read and reviewed this information and Code of Conduct with my son/daughter:

Student Signature: _____

Parent/Guardian Signature: _____



**ST. STEPHEN
CATHOLIC SECONDARY SCHOOL**

MISSION STATEMENT

While bringing to the table the ideals of St. Stephen: Spirit, Strength, Serenity and Service; our mission is to educate students and challenge them to reach their full potential by engaging all partners in a dynamic experience of faith and learning in an inclusive, Christ-centered community rooted in justice and love.

VISION STATEMENT

We believe students are uniquely fashioned in God's image, have intrinsic worth, with the ability and need to learn;

We believe students need to belong to a community that supports and nurtures them spiritually, emotionally, socially and academically;

We believe that our educational community strives to provide the necessary support to achieve academic success in order for students to reach their potential while building a future for youth that offers hope and compassion for all;

We believe as a Catholic community we are all connected to others through witnessing our faith, sharing our gifts, and serving the common good;

We believe an education founded upon Catholic values and incorporating principles of goodness, dignity and truth builds tolerance, respect and responsibility.

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An Educational System with a Difference

The ministry of the Catholic Church seeks to invite a personal relationship with God in three persons (Creator, Jesus, and Holy Spirit); to nurture a community which sees its mission as the fulfillment of God's reign on earth; and has a preferential option for the poor and disadvantaged. As a particular ministry of the Roman Catholic Church, Catholic Education applies these three foundational values to our work. We help each person to see themselves as created in the image of God by mirroring that sacredness through our interactions with them and our attentiveness to the processes which support their progress in Catholic schools. We foster Catholic school communities which are holy, respectful, fair, inter-connected, creative, energized, and hopeful about a future filled with possibility and blessing. We are a Church which names itself as inclusive and universal, seeking to honour each person and to ensure that no one is disadvantaged by systemic processes, bias, wealth, or personal attributes. In a Catholic School, "here comes everybody" and it is our ministry to ensure that we support religious faith development and excellence in learning for all members of the Catholic educational community.

Pastoral Care

At St. Stephen, our Catholic faith is an essential element in our school life. Students and staff are encouraged to put their "faith into action" for the local and global community. We are guided by the Ontario Catholic Graduate Expectations, which are described not only in terms of knowledge and skills, but also of values, attitudes and actions. We work together- students, staff and parents- to live our faith. This includes prayer, liturgies, outreach activities as well as opportunities to hear speakers on local and global events. There are many students involved in different ministries at St. Stephen and we welcome everyone who is interested in participating. Our chaplain is available for short term counseling and/or to provide referrals to appropriate community agencies.

Religious Education Program

The religion program is approved by the Canadian Conference of Catholic Bishops and it helps children grow as believers in God, Jesus and the Holy Spirit, and as faithful members of the Catholic faith community. It is taught thirty minutes per day for four days a week during the whole school year or for five days per week during an eight month period. The development of faith and lived faith commitment includes memorizing facts and doctrines as well as reading Roman Catholic Church teachings to become a literate Catholic believer. Additionally, students from Kindergarten to Grade 12 are taught through a learning cycle involving real-life experience, information, action, and application. Using these different models, students are encouraged to open themselves to the grace of God by developing their attitudes and behaviours in the light of gospel teaching and evaluating those of the world around them in light of Catholic teaching. The Religious Education Program supports and enhances the values and the education in faith that are part of the child's family at home. Focusing on the inter-woven themes of scripture, profession of faith, sacramental life, prayer, and Christian moral development, the Christian spirit permeates the entire curriculum and daily life of our Catholic schools. In Catechesis, the teacher (catechist) becomes a 'model of faith' for students: a living example who, through the Holy Spirit, proclaims the teachings and deeds of Jesus Christ by words and actions and encourages students to do the same. The catechist creates a welcoming, nurturing environment where, along with the entire Christian community, students of all ages learn and grow in their faith.

Attendance at Mass – both in-school and at the parish – is part of the regular Catholic School program. These excursions to Mass at the parish involving bus transportation are exempt from Policy 810 – Out of School Activities. Parents are herein notified that students will periodically be transported to the parish by bus or the students will walk to the parish.

Family Life Education Program

The Family Life Education program is approved by the Assembly of Catholic Bishops of Ontario. It is taught for a period of 30 minutes per day once per week for the whole school year or daily for a two month block. The Family Life program instills Christian values based on the dignity of all persons. Its focus is on developing strong family and personal relationships, healthy sexual attitudes and a commitment to making a positive contribution to the community and the world. For further information on Religious Education and Family Life visit the Board website at: <http://www.pvnccdsb.on.ca/> . Elementary teachers will advise parents about the instruction of Theme 3 of the Family Life Education program and parents are welcome to contact the teacher/Principal in this regard.

Religious Education at St. Stephen

There is an expectation at St. Stephen Catholic Secondary School that every student undertake a religious education course during each year of study, and that they participate in religious celebrations within the school. These courses include:

Grade 9: Be With Me- This course uses The Beatitudes as the basis for living a life in harmony with the Gospels. Students are encouraged to reflect on their faith and personal journey.

Grade 10: Christ and Culture- This course uses the four Gospel narratives as a foundation for studying important moral questions in our society and our culture.

Grade 11: World Religions- In this course, students look at the historical development and key teachers of the major religions in the world in order to develop an appreciation of, and respect for, the common values held by all societies and people, and to break down barriers and begin to build bridges with people of all faiths. This course is offered as an open course or as a university/college preparation course.

Grade 12: Creating a Christian Lifestyle in the Modern World (HRE40) - This course is an open course. It examines healthy lifestyle choices and vocations and clearly identifies Catholic moral principles and the concrete application of these in the lives of the students.

Church and Culture (HRE4M) - (University/College preparation) - This newly developed course focuses on the interaction between the Church and culture. It examines the Christian moral life as a call to follow Jesus Christ, and to believe in the redemptive love of God for humankind. This course is based on foundational beliefs rooted in Scripture concerning justice and peace and will explore the principles that shape Christian life.

Religious Themes Examined Through Literature (ETS4U) – (University preparation, English credit granted) – Following both English and Religion guidelines, this course will invite students to explore and discover humanity from a Christian perspective, and learn how and why they should challenge societal issues as young Catholics through literature and through Scripture.

Religious education at St. Stephen's allows students to develop the knowledge, attitude and skills necessary to meet the challenges of fundamental political, economic and cultural changes in contemporary Canadian life. Courses are designed to assist in the moral and ethical development of students, while challenging them to think critically about important issues in their lives and in the world around them.

The Religious Education Programme at St. Stephen's focuses on all aspects of the Catholic lifestyle. Students are encouraged to plan and participate in class and school liturgies, and reach out to our school and community through a variety of social justice initiatives and service projects. It is understood that school masses and liturgies are a part of the curriculum at a Catholic School. These experiences reinforce the values of our Catholic faith while developing deeper awareness and compassion.

PVNCCDSB Nutrition Policy 410-

Creating a Healthy School Nutrition Environment – A guide for students, parents and guardians

What is the PVNCCDSB Nutrition Policy?

The Ministry of Education's School Food and Beverage Policy (PPM 150) requires all school boards in Ontario to ensure food and beverages sold at schools meet specific nutrition standards. The goal is to make schools healthier places for all students to learn.

The Peterborough, Victoria, Northumberland, and Clarington Catholic District School Board (PVNCCDSB) upholds and supports a Board-wide Nutrition Policy that promotes the offering and selling of foods and beverages that have maximum nutritional value. PVNCCDSB's Nutrition Policy meets and exceeds the standards outlined in the Ministry of Education's School Food and Beverage Policy (PPM 150).

Research shows healthy nutrition supports student learning. Well-nourished students tend to concentrate better, remember and apply what they have learned more effectively, and demonstrate positive behaviour and relationships with others. Schools play an important role in teaching students the skills they need to make healthy choices, and in reinforcing those lessons through a healthy school environment.

PVNCCDSB is committed to supporting students, staff, parents, and community organizations/agencies in the implementation of healthy school nutrition environments by promoting consistent healthy eating messages and food and beverage choices in schools and school-related events that promote a positive effect on health, growth, and intellectual development.

What does the PVNCCDSB Nutrition Policy cover?

PVNCCDSB's Nutrition Policy applies to all food and beverages that are **offered/sold** in our schools. This includes:

- cafeterias, canteens, vending machines, and tuck shops
- breakfast, lunch and snack programs
- school events, fund-raising events, sporting events, school council events, and any other school related function.

What does the PVNCCDSB Nutrition Policy not cover?

The nutrition standards do not apply to food and beverages that are:

- brought from home for lunches or school snacks
- purchased somewhere other than the school, as long as those items are not offered for resale to students
- sold in schools for non-school purposes, such as those sold by outside organizations using the gymnasium in the evenings for a non-school-related event
- sold for fundraising activities that occur away from the school
- sold in staff rooms.

What are the nutrition standards in the PVNCCDSB Nutrition Policy?

PVNCCDSB's Nutrition Policy promotes the **offering** and **selling** of foods and beverages that have maximum nutritional value.

Foods and Beverages with Maximum Nutritional Value

Healthy food choices are foods and beverages with maximum nutritional value. The Ministry of Education School Food and Beverage Policy (PPM 150) identifies nutrition standards for "sell most" foods and beverages. PVNCCDSB supports this as the minimum standard but encourages schools to make even healthier choices in consultation with local health units. Generally foods of maximum nutritional value are:

- part of the four food groups in Canada's Food Guide;
- higher in nutrients needed for optimal growth and development (e.g. iron, vitamin D, calcium, vitamin C, vitamin A, protein);
- higher in fibre (for grain products and whole fruit and vegetables); and
- usually contain little or no added fat, salt, and sugars.

Foods and Beverages with Minimum Nutritional Value

The Ministry of Education School Food and Beverage Policy (PPM 150) also identifies “sell less” and “not permitted” for sale food items. At PVNCCDSB, these food and beverage choices will not be offered. Foods* and beverages with minimum nutritional value:

- contain low amounts of essential nutrients and fibre; and/or
- are too high in unhealthy fats; and/or
- are high in added sugars or added salt; and/or
- are usually not part of any of the four food groups; Canada’s Food Guide recommends limiting foods and beverages high in calories, fat, sugar, or salt.

*Exceptions are sauces, condiments, toppings, and spreads that can be used in modest amounts as part of a meal or snack.

How does the school board and schools figure out which foods and beverage apply?

The school board and schools check the information found on the Nutrition Facts table on all prepared foods. This information is compared with the food and beverage standards set by the provincial government. You can see these standards at www.ontario.ca/healthyschools and click on “Healthy Foods for Healthy Schools”. In addition, Appendix A of the PVNCCDSB Nutrition Policy is an easy reference table to see the ‘Sell- Most” and “Maximum Nutritional Value” standards. For an easy-to-use, on-line calculator that classifies foods by the three categories, please visit <http://healthy.apandrose.com/nst>.

What else does the PVNCCDSB Nutrition Policy require?

- Schools will encourage student nutrition programs, such as breakfast or snack programs, in all schools.
- Nutrition education, based on Canada’s Food Guide, will be part of the curriculum that students learn.
- Students will be able to drink water throughout the school day.
- School celebrations will provide and promote healthy food, and respect food allergies, Catholic observances, and cultural diversity.
- Healthy food and beverage choices will be provided at work-related meetings, workshops and events.
- Food will not be used as an incentive or reward for good behaviour, achievement or participation. It also will not be used as a consequence.
- Hand washing will be promoted.
- Safe food handling information will be available to all students, staff, parents and volunteers involved with food activities.

Is there flexibility in the PVNCCDSB Nutrition Policy?

Yes, some flexibility is allowed for special exemption days. The school and school council may choose up to 10 special exemption days each school year. Food and beverages sold on these days do not need to meet the nutrition standards. School councils must be consulted when the days are chosen. Schools also are encouraged to consult with the entire student body when making decisions about the exemption days. PVNCCDSB encourages schools to meet the nutrition standards, even on special event days.

To view the full PVNCCDSB Nutrition Policy and Administrative Procedure 410, visit <http://www.pvnccdsb.on.ca/board/policies-procedures.asp>

For more information visit www.ontario.ca/healthyschools or contact your local health unit. Contact information is listed at the end of the Immunization information.

Student Handbook Section A: General Information

School Communication...

Questions about your daughter/son's education?

- STEP #1 Talk to Classroom Teacher
- STEP #2 Talk to School Principal
- STEP #3 Talk to Superintendent of Schools
- STEP #4 Talk to Director of Education

Of course, your local school Trustee is elected to represent your interests and is always ready to hear and discuss your suggestions or concerns.

Age of Majority Expectations

The Education Act states that all students in a secondary school, regardless of age, must submit to the rules and regulations of the school. This includes the obligation to attend classes punctually and regularly (Reg. 298/23. (1) (d). Attendance will be monitored and any abuse of this regulation will result in disciplinary measures.

Students having attained the age of 18 take on the rights and responsibilities associated with guardianship, including communication with staff with regards to grades and attendance.

Accessibility

The purpose of the *Ontarians with Disabilities Act, 2001* (ODA) is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal, and prevention of barriers to their full participation in the life of the province. To this end, the ODA requires each school board to prepare an annual accessibility plan; to consult with people with disabilities in the preparation of this plan; and to make the plan public.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to the continual improvement of access to school board facilities, policies, programs, practices and services for students, staff, parents/guardians, volunteers, and members of the community with disabilities.

The Board plan, prepared by the Accessibility Committee, describes the measures that the Board has taken in the past, and the measures that the Board will take during the year 2011-2012 to identify, remove, and prevent barriers for people with disabilities. This report further outlines the process which is used to establish the Accessibility Committee and includes its recommendations to the Board.

Protecting Anaphylactic Students SABRINA=S LAW – BILL 3

On January 1, 2006, legislation was enacted to protect anaphylactic students in a school setting.

Anaphylaxis is a serious allergic reaction that can be life-threatening.

Food is the most common cause of anaphylaxis, but insect stings, medicine, latex, immune therapy, or exercise can also cause a reaction. Ninety percent of serious food allergy reactions are caused by peanuts, milk, egg, food additives, shellfish, fish, wheat, tree nuts, soy, and sesame.

It is the duty of each school to develop and implement a School Prevention and Management Anaphylaxis Plan that fulfills the school=s obligations through information sharing; creating awareness; reducing risks; and executing emergency procedures.

Parents must inform the school about their child=s life threatening allergies; complete an Emergency Response form; and ensure their child carries an EpiPen7 Twinjet at all times. In addition, an additional emergency EpiPen7 must be provided to the school.

All staff receive anaphylaxis training on an annual basis. A brochure on Protecting Anaphylactic Students is available at the school, or on the Board web site: www.pvnccdsb.on.ca under Parents/Publications.

Assessment, Evaluation and Reporting Guidelines for PVNCCDSB

- Administrators and teachers shall honour the dignity and uniqueness of students and enhance their formation as disciples of Jesus Christ; encourage a standard of excellence for each student=s learning; and communicate the joy and hope of our Catholic faith throughout the learning process, through prayer, reflection, fellowship, and celebration of the giftedness of the children and staff in our schools.
- Students shall be assisted so they can achieve the distinctive expectations of the Ontario Catholic School Graduate.
- Provincial *Ontario Curriculum* expectations shall be addressed in light of our Catholic faith tradition. The development of values and attitudes is integrated with the teaching of the knowledge and skills of all program areas.
- Assessment shall be used to find out what students already know and can do; to help students improve their learning; and to let students and parents know how much they have learned within a prescribed period of time. Assessment and instruction are inseparable because effective assessment informs learning. Assessment shall be a collaborative process that involves self-, peer, and teacher assessment. Assessments shall be balanced, including oral, performance, and written tasks, and be flexible in order to improve learning of all students. Performance standards shall be an essential component of effective assessment.
- Differentiated instruction and assessment, including layered curriculum allows students the opportunity to both learn and demonstrate that learning in a variety of ways. This can include traditional methodologies though student interest and learning styles may be taken into account throughout the unit. With teacher guidance and support, choice in content, process and product, is a crucial aspect of differentiating instruction. Students typically have greater engagement in activities they choose to do. Research demonstrates that an increase in engagement increases student achievement.
- To ensure that assessment and evaluation lead to the improvement of student learning, assessment and evaluation strategies within the Board shall respect students as active participants in their own learning; foster opportunities for students, teachers, and parents to plan for improvement; and be an integral part of the instructional process based on the expectations of the Ontario Curriculum.

Further information regarding the PVNCCDSB Assessment, Evaluation and Reporting Policy can be found at www.pvnccdsb.on.ca in the Parent section. Copies of the policy and procedures are also available at your child=s school.

The Provincial Curriculum Expectations for each grade and subject can also be found at www.pvnccdsb.on.ca in the Parent section.

The Ministry of Education provides a wealth of information for parents and students at the following Web sites:

Ministry of Education Parent section <http://www.edu.gov.on.ca/eng/parents/>

Ministry of Education Student section <http://www.edu.gov.on.ca/eng/students/>

Ministry of Education Homework <http://edu.gov.on.ca/abc/eng/>

TVOntario Parents <http://www.tvoparents.com>

Athletics

A physical education uniform is required at St. Stephen for classes, intramurals, and open gym. It consists of a white St. Stephen T-shirt and royal blue shorts. This uniform can be purchased at:

Bowmanville Sports Shop
56 King Street West, Bowmanville
905-623-0322

Participation will not be permitted if proper dress is ignored. This will be considered a uniform infraction as found in Section B (Code of Student Conduct).

Team uniforms are required for interscholastic sports.

Safety Expectations:

Please inform the physical education department of any medical conditions which could interfere with participation in class, interscholastic or intramural play.

Jewelry is not to be worn during any athletic activities

Unsupervised activities are not permitted in either the gym or the fitness room.

Indoor athletic footwear only is permitted in the gym or fitness room.

Food and drink are not permitted in the gym, fitness room or change rooms.

Students must use the equipment appropriately and carefully.

Students are not permitted to hang from basketball rims.

Student Responsibilities

Change rooms and showers are provided for student use. Day lockers are available in change rooms, and students should provide locks to ensure security for personal belongings.

Uniforms and equipment must be looked after carefully. Lost or broken items must be replaced by the user. Students may sign out items using their student cards. Found items are to be turned in to the gym office.

STUDENTS ARE ADVISED NOT TO LEAVE VALUABLES IN THE CHANGEROOMS. The school and the Physical Education department are not responsible for lost or missing articles, or for the storage of student belongings.

Interscholastic Sports Teams and Clubs

Athletes are expected to practice and play as required by their coaches. **To participate, students must be in good standing as deemed by school administration in reference to achievement, conduct, attendance/punctuality and serving assigned detentions.** If a student quits a team she/he will not be permitted to play for a period of one year from that date. All players, coaches and spectators are expected to follow the LOSSA code of conduct and violations will result in disciplinary action. Everyone is expected to be courteous and respectful to all competitors, officials, and spectators.

Participants in interscholastic sports must pay an athletic fee of \$35.00 per team or \$55.00 for the school year.

Students may participate in a maximum of one team sport per season. Due to the expense incurred by some teams, an additional fee may be required.

ACTIVITIES FOR GIRLS	ACTIVITIES FOR BOYS	CO-ED ACTIVITIES
Badminton	Badminton	Cross-country
Basketball	Basketball	Fitness
Golf	Football	Softball
Ice Hockey	Golf	Track and Field
Soccer	Ice Hockey	Weight training
Volleyball	Lacrosse	
Lacrosse	Rugby	
Curling	Soccer	

Attendance Procedures

If your child is absent from school...

Phone 905-623-3990 x 228 before school begins OR send a note the next morning.

This number is available 24 h/day through our voice mail system.

Without a note or call, the absence will be treated as a truancy.

The classroom teacher may require a note if the student is missing a test or a formal evaluation.

If your child is late...

Send a note with a valid reason, signed and dated, to the Attendance Secretary.
The student should report to the Attendance Office to sign in.
The student will be given an admit slip for his/her class.

If your child needs to leave school early...

Send a note with a valid reason, signed and dated.
Students must report to the Attendance Office where they will receive an "excused from class" slip.
Without a note, students must report to the Attendance Office where the Secretary must contact the parent by phone. If no parent can be reached, the Vice Principal may grant permission.
Students returning to school on the same day must report to the Attendance Office where they will sign in and receive an admit slip to return to class.

A student who fails to sign in or out will be assigned detentions. Continued non-compliance with this requirement may lead to parental contact and suspension.

*note: attendance for Cooperative Education placements are completed using weekly time sheets signed by the training supervisor. These sheets are to be submitted to the Coop Office every Tuesday.

Cafeteria

The cafeteria is open:
BEFORE classes until the warning bell
DURING the lunch period
Students must be in full uniform in the cafeteria. No bags are permitted in the cafeteria with the exception of lunch bags. Purses and backpacks should be left in student lockers.

Students are expected to leave the cafeteria neat, to dispose of all garbage, and to respect the authority of the supervisors in the cafeteria. Only personal sound devices with ear phones are permitted in the cafeteria. If students are unable to act appropriately, their eating privileges in the cafeteria will be suspended immediately.

Out of respect for the learning environment, our custodial staff and student health and safety, all food and drink should be consumed in the area of the cafeteria.

Cell Phones

Please refer to Section B: Code of Conduct Page 26 under the Heading "Personal Accessory Items".

SPOT IT ... HELP STOP IT!@**Child Abuse and Neglect Reporting**

Staff are required by law and Board policy to report promptly any suspicion of child abuse or neglect, and the information upon which it is based, to a Children=s Aid Society. As well staff cannot call the parent before calling the Children=s Aid Society.

This means that information about possible physical, sexual or emotional abuse, neglect or risk of harm must be taken seriously by all Board employees. Staff who fail to report a suspicion that a child under the age of 16 years is, or may be, in need of protection is liable upon conviction to a fine.

The policy also applies to any suspicion of abuse or neglect by Board staff, service providers, volunteers, and visitors to the school.

If a student is 16 years or older and experiencing potential abuse or harm, employees may report their suspicion to local Police Services.

All staff receive training on Child Abuse and Neglect on an annual basis.

A brochure on Child Abuse & Neglect Reporting is available at the school or on the Board web site: www.pvnccdsb.on.ca under Parents/Publications.

Community Involvement

As part of the diploma requirements, students must complete a minimum of 40 hours of community involvement activities. The 40 hours may be completed over the course of four years and effective July 1, 2011, students will be able to start accumulating community involvement hours in the summer before they enter Grade 9. The community involvement requirement is designed to encourage students to develop an awareness and understanding of civic responsibility and the role they can play in supporting and strengthening their communities. The requirement will benefit communities.

Students and parents will be responsible for arranging the community service. A list of eligible and ineligible activities is available at the school. A general criteria when selecting your community involvement is that it be with a "Not for Profit" organization. For example, volunteering at a store would not qualify as community service. Students should first complete a *Notification of Planned Community Involvement Activities* form. Any activities not included in the list of eligible activities must be first approved by the Principal. Upon completion of activities, a student must submit a *Completion of Community Involvement Activities* form to the school.

Enhanced Programming and Materials Fees

In some performance and production courses, students may wish to use a superior product or consumable than that provided by the school, in which case they may be asked to pay an additional cost.

Detentions

- Students assigned a detention should bring school work to occupy their time.
- Detentions are assigned when students fail to meet their responsibilities. They provide an opportunity for students who have not lived up to their responsibilities to accept the consequences of their behaviour and to reflect on changes as needed.
- Teacher assigned detentions take precedence over office detentions.
- Detentions come before all co-instructional activities, unless another arrangement has been established with the office.
- Failure to serve detentions may result in supervised withdrawal, a student being removed from a co-instructional activity and/or suspension.

It is the student's responsibility to know the time and place where the detention is to be served.

Exams

The examination period is important as students take part in the culminating evaluations of their courses. There is an expectation that students be present for all portions of their culminating evaluations, including exams. **Family holidays should NOT be scheduled during this time.**

If a scheduled exam or mid-term is missed, a medical note is required. In the event of a non-medical emergency (i.e. a death in the family), the exam may be waived and the final grade based on the student's aggregate standing. Dates for exams are published well in advance. Parents are asked to keep this in consideration when planning family activities. To ensure the integrity of examinations, students are expected to write exams within the designated time schedule. Requests for exceptions must be directed to the Vice-Principal and not the classroom teacher.

All students must be in full uniform on exam days.

Extended Vacations/Absences

The expectation is that family holidays will NOT be scheduled during regular school time. Should the family choose to schedule a holiday during school time, the student's absences may have adverse effects on his/her marks. Students are responsible for any work missed during absences. Any extended absence must be requested in writing to the Vice-Principal well in advance. In cases of family emergencies on compassionate grounds, every effort will be made to support the student during this time.

Fire Drills

- In the event of a fire or a fire drill, both teachers and students have specific responsibilities.

Teachers:

- Ensure students evacuate safely and proceed to a safe area away from the scene
- Close all doors and windows
- Keep a copy of the current class list, and take attendance
- Report unaccounted absences to the school administration
- Return to class when it is safe and take attendance again

Students:

- Move quickly and quietly to the safe area
- Remain there with their teacher until directed
- Return promptly to class when directed

Fire drills are held over the course of the year to ensure familiarity with the procedures.

Guidance

The Guidance Department at St. Stephen Secondary School has three main goals for students:

- Development of the Student as an Individual
- Interpersonal Development and Social Responsibility
- Career Research and Development of Future Plans

Guidance teachers are available to advise students about appropriate course choices. The progress of students in achieving the requirements for the Ontario Secondary School Diploma and in completing an education suitable for proceeding with future plans, is the responsibility of students and their parents, but is supported by Guidance staff.

Liaison representatives from Ontario's universities and colleges are invited annually to St. Stephen so that students may learn about these educational opportunities from the experts. Additionally, a library is maintained in the Guidance Office that contains information about post secondary institutions across Canada. Guidance teachers provide instruction to guide students through the application processes for college and university programs, as well as for scholarships, bursaries, and the Ontario Student Assistance Program (OSAP).

Students may also get information about the Ontario Youth Apprenticeship Program (O.Y.A.P.), post secondary apprenticeship opportunities, college certificate programs, opportunities in the trades, and preparation for entering the workplace after graduation.

Students are encouraged to consult with Guidance teachers when planning their secondary school programme. They are invited to access all of the resources in the Guidance area.

Guidance maintains four computers with Internet access for students to use for academic and career planning. Some interesting websites to explore include:

Information about Ontario's Universities: www.electronicinfo.ca

Ontario Universities' Application Service: www.ouac.on.ca

Information about Ontario's Colleges: www.ontariocolleges.ca

Ontario College Application Service: www.ocas.on.ca

Scholarships: www.scholarshipscanada.com

www.studentawards.com

Financial Aid: <http://osap.gov.on.ca>

The Association of Universities and Colleges in Canada: www.aucc.ca

College and University in the US: www.collegeboard.org

Skilled Trades Information: www.tradeability.ca

Apprenticeships: www.edu.gov.on.ca/eng/training/apprenticeship/appren.html

Gap year: www.swap.ca

Education and Career Planning: www.careercruising.com

Login: st Password: stephen

Health Concerns

Parents are advised to inform the school and their child's teachers of any serious health issue regarding allergies, chronic conditions, drug prescriptions, or any other medical treatments with which a student may be involved.

If students become ill during the day, they must report to the Health Room in the Attendance Office. Every effort will be made to contact parents. If parental contact cannot be made, students must remain in the Health Room. Students reporting only to the washroom will be considered truant from class.

Healthy Active Living and Sport

Mission Statement

The Mission of the Peterborough Victoria Northumberland and Clarington Catholic District School Board Healthy Active Living and Sport is to provide for all students an education that offers a variety of year-round sports training and athletic activities providing them continuing opportunities to: build self-confidence; develop physical fitness; learn movement and fair play skills; demonstrate courage and commitment; experience success; and participate in a sharing of talents by way of a fun and safe environment supporting the Catholic School Graduate Expectations and Curriculum. Participate in a Sharing of Talents by Way of a Fun and Safe Environment.

Guiding Principles

All PVNC administrators, teachers, and coaches are encouraged to commit themselves to follow these guiding principles:

- To provide balanced school Healthy Active Living and Sport programs which offer significant opportunities for all students to benefit from their involvement with sport and physical activity in schools.
- To recognize the existence of barriers to participation which exist for our students, including issues related to gender, physical development, and accessibility to programs. We strive to take action to alleviate these barriers through conscientious programming.
- To provide fun, safe, and positive environments for the optimal realization of Ontario Catholic Graduate Expectations.
- To ensure that ethical conduct governs all forms of physical activity. This standard of behaviour includes abiding by the rules and the spirit of the game. Teacher coaches model this behaviour and communicate the expectations.
- To ensure that the environment for physical activity excludes drugs, tobacco, and alcohol.
- To support professional development opportunities for all teachers and coaches in the areas of Healthy Active Living and Sport.

FAIR PLAY IS ... SHOWING RESPECT § PLAYING SAFELY § FOLLOWING RULES § HAVING FUN

Code of Conduct for Players

- Treat officials, players, and coaches with respect and dignity.
- Communicate with players, coaches, spectators, or officials respectfully.
- Strive for personal best, following the rules and displaying the highest level of fair play.
- Strive for success, following the rules and displaying the highest level of fair play.
- Be supportive of all players.
- Be gracious regardless of the results.
- Play for the love and enjoyment of the game.

Code of Conduct for Coaches

- Treat officials, players, and coaches with respect and dignity. Teach your players to do the same.
- Communicate in a positive and calm manner.
- Teach players to strive for success while playing fairly; following rules; and displaying the highest level of sportsmanship.
- Remember – Be a positive role model for your students.

- Promote fun and enjoyment of the game for athletes.
- Be generous with praise for players of all teams.

Code of Conduct for Spectators

- Always display good sportsmanship and respect for all players, coaches, officials, and fellow spectators.
- Communicate positively with players, coaches, officials, and other spectators.
- Promote fun and enjoyment of the game for all athletes.

Code of Conduct for Referees

- Review and follow tournament rules and league play guidelines.
- Control the game effectively and respectfully by being courteous and considerate without sacrificing firmness.
- Be loyal to fellow referees and consult with other referees in a timely fashion.
- Conduct yourself honourably at all times and maintain the dignity of the game and its players

Responsibilities and Guidelines for Athletics

Administrative Guidelines

- Ensure adequate supervision to accompany each team to events.
- Ensure supervisory practices are gender appropriate.
- Ensure the Healthy Active Living and Sport Document is distributed to all staff.
- Ensure that the coaches and athletes are aware that they are ambassadors of the school and their behaviour should reflect the school Code of Conduct.
- Ensure students have completed the St. Stephen eligibility process.
- Address the breaches of Code of Conduct that arise at activities caused by student athletes, coaches, parents/guardians, and spectators. Principals of the schools involved will investigate and resolve the issue.
- Principals have the option of withdrawing a student athlete, coach, parent/guardian, and/or spectator from any activity.

Responsibilities of Coaches

- Conduct themselves in an exemplary manner demonstrating Catholic values and adherence to the school Code of Conduct.
- Ensure all participants are made aware of the Healthy Active Living and Sport document and have completed an appropriate participation form for activities.
- Coaches will communicate their philosophy with regards to playing opportunities to student athletes prior to the start of the season.
- Ensure that student athletes selected for a team have an opportunity to play and develop skills during the season.
- Ensure that students are made aware of the event expectations.
- Read the event rules/guidelines carefully for information regarding the schedule and tie-breaking procedures prior to the tournament.
- Bring a first aid kit; have an emergency action plan; and fill out the appropriate injury report form.
- Must attend all required coaches meetings prior to competition.
- Establish procedures where necessary.
- Establish a procedure to monitor the change rooms if the coach is not of the same gender as the student athletes.
- Ensure that athletic equipment is not used in the change rooms, on stage, or in the halls.
- Ensure that change rooms are restricted to student athletes and coaches only (no spectators, parents, or other students).
- Remind student athletes that safety is a priority for all participants.
- Ensure that participants treat officials, players, and coaches with respect and dignity.

Responsibilities of Parents/ Guardians/spectators

- Show respect for the safety and well-being of the student athletes, coaches, teachers, referees, parents/guardians, and spectators. These behaviours are reflective of our Catholic values.
- Obey and abide by the rules and regulations of the event.
- Direct any communications regarding your student athlete to the appropriate coaching staff.
- Read thoroughly, sign, and return the appropriate participation and eligibility forms.

Responsibilities of Student Athletes

- Conduct themselves in an exemplary manner demonstrating Catholic values and adherence to the school Code of Conduct.
- Demonstrate respect for the safety and well-being of self and others.
- Exercise self discipline at all times.
- Show respect for school and personal property.
- Report all incidents of injury or vandalism.
- Be a cooperative team member and a good sport at all times.
- Read thoroughly, sign, and return the appropriate participation forms.

Inclement Weather

In the case of freezing rain or other inclement weather, parents and students are advised to listen to the radio to determine if buses have been cancelled. In the event that buses are cancelled in the morning, they will also be cancelled for the afternoon. With inclement weather (eg. ice, snow conditions) the following radio stations will be notified for broadcast:

Municipality of Clarington: CKDO -1580 AM; CKGE – 94.9 FM

Northumberland County: STAR 93.3 FM

Ajax: KX 96 FM (which website also features a “storm desk” with updates of bus cancellations – <http://kx96.ca> – use the link – “news”)

By calling the STSCO Information Line (local access number 705-748-9240 or toll free 1-866-433-4441) you can check on the status of bus operations and find out if there are any large scale bus cancellations (ie regional or county-wide) on the day of the call.

If you have internet access, by going to the STSCO website, STSCO.CA, you can click on the bus cancellation button in the top right corner of the main page to see if any routes are affected by weather on the day of inquiry.

Please be advised that even under these conditions, the school still remains open. This is an excellent opportunity for those students within walking distance to seek extra help, work on homework or complete assignments.

Internet Access and Computer Use

The PVNCCD School Board is committed to ensuring that the Internet is used to support learning in a manner that is consistent with the Board Mission statement and guiding principles. Our school computers are connected to the Internet by means of the School Board=s Wide Area Network. The School Board recognizes that there may be concerns related to Internet usage and has developed an Internet Acceptable Use Agreement. Once a student has signed the document, he/she will be granted access to the Internet within the scope of the Internet Acceptable Use Agreement. Students must sign a separate Internet Acceptable Use Agreement form for each division of their education at PVNCCDSB: Primary (J.K.-3), Junior-Intermediate (Grades 4-8), Intermediate-Senior (Grades 9-12).

For further information, please visit the Board Website for the Safe Surfing Document at <http://www.pvnccdsb.on.ca/library/Publications/surf.pdf> or contact your local school.

St. Stephen's Computer and Technology labs offer students the opportunity to learn and develop a variety of practical skills. Proper treatment and maintenance of the lab equipment is important so that our students have access to reliable equipment. It is a privilege and a responsibility to use the equipment in the labs and this may be revoked if appropriate use is not maintained. Please refer to Section B: Internet Acceptable Use Policy. Students are provided with a login and password. Using someone else's login OR allowing someone else to use your login will lead to the loss of your login/password rights.

When using the school computers and Internet access, you **MAY**:

- Research for a particular assignment
- Explore legitimate career interests
- Enrich topics being studied in your courses
- E-mail may be used as long as there are sufficient computers available for educational users.

You **MAY NOT** use school computers for the following purposes:

- Commercial uses (buying/selling/advertising)
- Entertainment use (games, hobbies, etc.)
- Personal communication use (chat rooms, etc.)
- Accessing sites that provide essays, term papers etc for the purpose of academic dishonesty
- Accessing sites that are inappropriate (that promote hate, racism, sexism, pornography etc.)

If any inappropriate site is inadvertently opened, you should notify a staff member immediately.

No student is allowed to:

- Enter into DOS or File Management Programs without specific instructions from a teacher
- Enter into any program without permission
- Use any Proxy server to bypass network security or internet filtering
- Use equipment (scanner, video, robotics, digital camera, etc.) without permission from a teacher
- Install software on any computer at the school
- Have open food/drink in computer labs
- Willfully or carelessly damage school equipment
- Produce inappropriate material
- Tamper with other students' files
- Print, for purposes other than those related to class projects

Immunization

Public Health Departments are required by law to keep immunization records of all school-aged children. The review of immunization records is a routine process mandated by the Immunization of School Pupils Act, 1990. Under the Act, students under the age of 18 must provide proof of up-to-date immunization against: diphtheria, tetanus, polio, measles, mumps, and rubella. **The Act also requires Public Health Departments to issue orders to suspend children whose records are incomplete.**

The school collects and forwards immunization records to the Public Health Department only at the time of initial registration to school. After registration, you are responsible to update your child's immunization record with the Public Health Department each time your child is vaccinated. As your child gets older, there are additional doses of vaccine required for them to be completely immunized for their age. Also at registration to school, the information you provided may not have included all the infant doses and booster doses, and these are required for your child's immunization record to be complete.

Your doctor does not report your child's immunizations to the Public Health Department. Your child may have received all the routine immunizations; however, the Public Health Department may not have all the updated immunization information for your child. It is important that you notify the Public Health Department every time your child is immunized.

If your child has been immunized outside of Ontario or Canada, additional immunizations may be needed to meet the requirements in this Province.

If you do not wish your child to be immunized for medical, or religious, or sincerely held beliefs, you may request an exemption from the Public Health Department. Your physician or registered nurse in the extended class must complete the medical documents. A lawyer, justice of the peace, or notary public must complete the legal documents (affidavit) as required for your exemption request. To be exempted, you must return all these completed documents to the Public Health Department.

In case of an outbreak of a vaccine-preventable disease, students who have not been immunized for the above reasons may be excluded from school.

Vaccinations against these diseases are free, and your family doctor should not charge you for providing updated immunization records to avoid suspension from school.

For more information, please contact your family doctor or the Public Health Department in your area. Please see the contact information listed below:

Haliburton, Kawartha, Pine Ridge District Health Unit

200 Rose Glen Road
Port Hope, ON L1A 3V6
Tel: 905-885-9100
Toll Free: 1-866-888-4577
Fax: 905-885-9551
Web: www.hkpr.on.ca/

Durham Region Health Department

605 Rossland Road East
P.O. Box 730
Whitby, ON L1N 0B2
Tel: 905-668-7711
Fax: 905-666-6214
Toll Free: 1-800-841-2729
Web: www.region.durham.on.ca/

Peterborough County-City Health Unit

10 Hospital Drive
Peterborough, ON K9J 8M1
Tel: 705-743-1000
TTY: 705-743-4700
Fax: 705-743-2897
Web: www.pcchu.peterborough.on.ca

Library Information Centre

The school library supports student learning by:

1. Instruction with the teacher-librarian and classroom teacher to help students develop multiple literacy skills by
 - Selecting the best sources of information
 - Seeking more than one point of view
 - Recognizing bias
 - Filtering extra information
 - Verifying sources of information
 - Using sources ethically
 - Creating and communicating meaning
2. The promotion of reading as a life-long habit

Hours of Operation:

8:00 am – 2:30 pm	Monday and Friday
8:00 am – 4:00 pm	Tuesday - Thursday

Library Services:

The library website is located at <destiny.pvnccdsb.on.ca>. The home page tab links to online databases and help sheets. The catalogue tab searches St. Stephen's library materials, as well as the option to search all PVNC Secondary Schools library items. Students can log into the catalogue and place holds on library materials. The login is the barcode number located on the student card and the password is the student's home phone number. At school, students can also access the website through the library folder on their computer desktop.

The library website provides 24 hour access to materials:

In addition to the library catalogue, the library home page links to:

- *Online encyclopedias:
 - ✓ Grolier Online
 - ✓ Encyclopedia Universalis (French)
 - ✓ Salem Health Encyclopedia
 - ✓ Marshall Cavendish Encyclopedias: Diseases & Disorders, Nutrition & Fitness
- *The Ontario Educational Resource Bank
- *Subscription databases for journals, newspapers, reference materials
- The Library Wiki, including recommended resources linked to the curriculum
- Documentation, including links to online citation tools and St. Stephen's Style Manual

**User names and passwords are required and are available in the library*

Other Services:

- Printing and photocopying are available in the library for a small fee.
- The teacher-librarian helps individual students with documentation and selecting appropriate resources.
- Booking audio-visual equipment to support classroom presentations.

Expectations for student use:

- Respect library materials and resources
- Follow the uniform policies
- Follow the Computer Access Policies
- Refrain from bringing in food or drink
- Respect the quiet learning atmosphere

Borrowing and Returning Materials

- Materials must be checked out at the circulation desk.
- All materials may be borrowed. Most books are loaned for 10 school days. Special materials (encyclopedias, periodicals, audio-visual materials) are loaned for shorter periods. Overnight materials must be returned before the beginning of the next school day. *Students are responsible for observing due dates.*
- Overdue and fine notices are distributed to students through their homeroom teacher.
- Materials are returned by placing them in the slot at the circulation desk. If the security alarm goes off while leaving, please return to the circulation desk so that the cause can be determined.

FINES: In order to develop a sense of responsibility, and to ensure that materials are available to all who need them, fines are charged for overdue material.

Standard materials- 10¢ per school day

Overnight materials- 50¢ per school day

Reference books- \$1.00 per school day

3 day materials- 25¢ per school day

Damaged materials- assessed by library staff

Lost materials – replacement cost

If there is a good reason (i.e. illness) why materials are late, please let library staff know when returning the materials and the fine will be waived. All materials must be returned before the end of each semester in order to receive textbooks for the following semester.

Lock Downs

In the event of an external or internal emergency, it may be necessary to keep all students in their classrooms for an extended period of time. A lockdown will be called for the safety and security of all members of the school community. Students are expected to remain in their classrooms and comply with teacher directions. Failure to do so may jeopardize their personal security and that of other students. On the advice of local policing authorities, cell phone use is prohibited during a lockdown as it interferes with police communications. Lockdown drills are held over the course of the year to ensure familiarity with the procedures.

There are three terms under the Lockdown Policy:

Lockdown

“Lockdown” is the term used for the resulting school safety response when a major incident or threat of school violence within the school, or in relation to the school has occurred. Interior doors are locked. Exterior doors remain locked or unlocked in accordance with normal practice.

Hold and Secure

“Hold and Secure” is the term used for the resulting school safety response when there is an ongoing threat to safety or emergency outside and not related to the school. Exterior doors are locked. Interior doors remain locked or unlocked in accordance with normal practice.

Shelter in Place

“Shelter in Place” is the term used for the resulting school safety response when there is an environmental or weather related situation where it is necessary to keep all the occupants within the school to protect them from external harm. Exterior and interior doors remain locked or unlocked in accordance with normal practice.

Lockers

Students will be assigned lockers and will use combination locks provided by the school. **Lockers are school property; they are expected to be maintained in good condition and are subject to search by the school.** It is the student’s responsibility to see that their locker is locked and that the combination is kept confidential. Students **MUST** not change or share lockers during the school year. Students are expected to maintain the locker in good repair. Although decorations are permitted, they must be in good taste. Degrading posters are not allowed, and offensive decorations that detract from the Christian atmosphere of the school will be removed. **Students are advised that bags (backpacks, purses, etc.) are not permitted in class. All bags are to be left in student lockers.** Visiting lockers is not an excuse for lateness to class.

Nuclear Evacuation Emergency Preparedness

In the event of a nuclear evacuation, students are to follow teacher directions as per the school emergency plan. Should further details be required, please direct inquiries to the school office.

Catholic elementary and secondary schools in the Municipality of Clarington are within the evacuation zone for the Ontario Power Generation – Darlington Nuclear Generating Station. In the unlikely event of a nuclear incident or if an emergency is declared at the Power Plant, students and staff of our Catholic schools will be evacuated and bused to Peterborough. The students will be cared for at a shelter until parents arrive.

Peterborough has been designated as a Reception Centre because it is located outside the 10-mile emergency planning zone. Parents will be informed by radio announcements where your children will be taken to, how to pick up your children, and emergency telephone numbers to call for information.

In an emergency situation, parents are urged to listen to local radio and television and follow the instructions of police and emergency personnel.

Note to Parent/Guardian(s):

- Pick up children at their designated Reception Centre, not their schools.
- Turn on your radio or television to an emergency broadcast station and listen for official information.
- Make sure you know your Emergency Response Planning Areas (ERPA) for both work and home.

The entire evacuation plan is available at your local Catholic school.

Ontario Student Record (OSR)

- The OSR is the ongoing, confidential record of a student's progress throughout school. It is filed in the school office. All students and their parents (if the student is under 18 years of age) have a right to review the contents.
- The OSR file may include:
 - Identifying information such as name, address, telephone numbers, and emergency contacts as well as a picture of your child.
 - Report Cards
 - Any additional information considered relevant for improving the instruction of the student
- If, in examining your child's OSR, you feel that certain kinds of information are not relevant, you may submit a written request to the principal asking to have it removed.

Resources: Complete information on the OSR is available on the Ministry of Education website at: www.edu.gov.on.ca/eng/document/curricul/osr/osr.html

Pandemic

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is well prepared for a pandemic. During the 2009-2010 school year, the Board developed a pandemic preparedness plan for its schools and worksites. In developing the plan, the Board worked closely with District Health Units and the Ministries of Education and Health as well as its own staff federations and unions.

If a case of pandemic is confirmed in Ontario, the Board will activate its pandemic plan. During a pandemic, the Board will follow the advice and guidance of provincial and local public health officials who have the expertise to assess the level of health risk posed by a specific situation.

Our priority during a pandemic is to keep schools open as long as it is safe to do so or unless otherwise advised by Ontario public health authorities. If the health and safety of staff and students become concerns, the Board will consider school and site closures.

Parking

Students who are regular or occasional drivers to school are expected to follow the speed limit of 20 km/h when on school property. Students who drive recklessly will be asked to use bus facilities and face suspension of their driving privilege on school grounds. **Student vehicles must only be parked in the student designated area.** In compliance with fire regulations, students are not to park in any other roadways.

Students are reminded that the parking lot is out of bounds for anything other than parking. It is not for smoking, loitering, or hanging out with friends. Car stereos must be turned off in parked cars.

Pediculosis (HEAD LICE) in Schools

The Board believes that communication and education is essential for dealing with the problem of pediculosis. Pediculosis may become a school issue when nits or lice are detected on students attending school. The treatment and eradication of pediculosis is ultimately the parent=s responsibility.

Students having pediculosis shall be excluded from school for the purpose of receiving a head lice treatment. Students must be lice and nit free before returning to school.

Each school has an action plan to respond to cases of pediculosis that includes education, prevention, screening, exclusion process, re-admission procedure, confidentiality, and communication.

A brochure on Pediculosis (Head Lice) in Schools is available at the school or on the Board web site: www.pvnccdsb.on.ca under Parents/Publications.

Personal Property

It is strongly recommended that students not bring valuable items to school, as they are vulnerable to loss and theft. If students choose to bring such items to school, they are assuming responsibility for any potential loss, damage or theft.

The school takes no responsibility for loss of, or damage to, such items.

Sharing Information Between Elementary and Secondary Schools Notice to Parents/Guardians and Students Over the Age of 18 Years

As students progress from elementary to secondary school, important information is shared between the schools. Information from an elementary school is provided to a secondary school in advance of the student's arrival and eases a student's transition to secondary school. Sharing information between schools also improves the School Board's ability to program effectively to the benefit of all students. This sharing of information is in addition to the transfer of each student's Ontario Student Record (OSR). Information used for the transition process is limited, secure, and protected at all times. In addition, information about a student's performance in secondary school can be provided to the former elementary school for the purpose of statistical analyses and program planning. This process has been approved by the Office of the Information and Privacy Commissioner of Ontario and is considered a normal part of the provision of educational services at the PVNC Catholic District School Board.

Student Activity Fee

At Option Sheet/Course Registration time, the school will charge a student activity fee of \$25.00 which covers the student Agenda Book, a student identification card, a locker and various school activities. This fee will not be broken down for students to buy parts of the package. No portion of the fee will be refunded.

Student Status

In order to participate in co-instructional activities, a student must be in good standing and in possession of a valid student identification card. To maintain this status, students must attend classes regularly and work to their potential, comply with all school rules, co-operate with staff, and contribute to the positive moral tone of the school. The consequence for not maintaining a good standing status is to risk losing some or all of the privileges associated with the school for a period of time.

Student Success

If a student who is 18 years of age or older leaves St. Stephen Catholic Secondary School without an Ontario Secondary School Diploma (OSSD), s/he will be contacted by a school staff member or a Board staff member to discuss re-engagement options to support the student to complete the requirements for the OSSD. Students younger than 18 years of age may be contacted through their parent/guardian. This means that the student's contact information will be accessed by a board or school staff member with Student Success responsibilities under the Ministry of Education's Re-Engagement Initiative to communicate with the student. This communication is in the interests of the student's successful completion of the OSSD.

Student Council

The function of Student Council is to support all co-instructional activities, create and maintain a high level of school spirit, maintain a liaison between the students and the administration and to provide leadership for all students in the school. The Student Council is comprised of the Cabinet and staff advisor(s).

Cabinet shall consist of:

Co-Prime Ministers – Christina McKee & Gabrielle Cook

Minister of Records – Sydney Small

Minister of Finance – Austin Melville

Minister of Social Affairs- Gabriella Hamilton & Dylan Lupson

Minister of Communication – Jake White

Minister of Social Justice & Multiculturalism – Samantha Rhodes

Minister of Sports and Athletics – Mitch Whealy & Julie Cryderman

Minister of the Environment – Reagan Bradley

Minister of the Arts – Clare Morrison

Minister of Graduate Affairs (Prom) – Chantelle Renaud

Ministers of Grade 10 Affairs – Tyler Keating & Cassidy Kenny

Ministers of Grade 9 (2) Affairs (to be elected in September)

Members of Junior Cabinet – Malayna Valenzuela & Jenna Martin

Student Liaison to School Board – Dalainey Drakes

Senate (prior members of student council)

The Student Council will be involved in three major areas:

- Planning social events for students throughout the school year.
- Major fundraising for worthy causes.
- Arranging for students to become involved in our community and having the community involved in the school.

At St. Stephen, the Student Council meets weekly after school. Students may participate in this group by choosing to run for office in the spring or by joining sub-committees formed to help organize events such as dances.

Please visit the Student Council section on the school's webpage:

<http://www.sscss.ca/studentcouncil.html> for more information and a link to our Constitution.

Study Periods

Only students who have achieved 24 or more credits may request a study period. Students who have a study period must be working in Guidance, the library or in the cafeteria. Study periods are a privilege and may be removed if abused.

Textbooks/Curricular Materials

Texts, equipment, team uniforms, library books and other materials will be loaned to students. These are the property of the school and must be cared for at all times. The value of lost, stolen or damaged materials will be assessed by the school and the student responsible will be required to compensate the school financially. Refunds will be made if the materials are recovered in good condition. It is important that students record their name and teacher's name in all borrowed texts.

Transportation

It is the responsibility of the student to promptly board the bus at dismissal time. Parents must assume responsibility for the transportation of students who miss their bus after school or who are involved in any co-instructional activity

Notes are required for students wishing to get off their regular bus at a different stop. These notes must come from the parent/guardian and be presented to the Vice-Principal for signing before first period. Notes to switch buses will not be accepted. Permission will NOT be given to ride another student's bus. Students are expected to follow the seating plan provided by the driver, to remain in their seats, to act appropriately and to follow the directions of the driver. Failure to do so may result in suspension from the bus and/or from school.

There are late buses available on Tuesdays, Wednesdays and Thursdays for students involved in co-instructional activities. Please see the information in the Main Office regarding drop off locations for these buses.

City bus passes are available to qualified students in the Main Office at the end of each month. See Inclement Weather regarding Bus Cancellations.

The PVNCCDSB is committed to providing students with a safe environment while travelling on school buses and school transport vehicles.

In order to keep our transportation system as safe as possible, Rules of Conduct on School Buses have been established for your child's protection.

Rules of Conduct on School Buses

Rules of conduct shall be established at each school to provide guidance to students regarding the Board's expectations of acceptable behaviour while being transported. These rules will form the basis for the submission of the Student Behaviour Report Form (Appendix A of Administrative Procedure AP-TRAN-1004) to be used when dealing with inappropriate conduct.

School Bus Discipline

Riding on the Bus is a privilege not a right. A student guilty of misconduct may lose this privilege. Restoration of the privilege will be at the discretion of the principal after consultation with the student, his/her parent or guardian and where necessary, the respective school superintendent.

Video Camera and Digital Video Recording Devices on Buses

To assist with the monitoring of safe practices on school buses, the Board endorses the practice of videotaping of passengers while riding the bus. Video cameras or digital video recording devices are considered tools to assist drivers and staff in dealing with misconduct on buses.

For further information on the PVNCCDSB Transportation Policy, visit the Board website at <http://www.pvnccdsb.on.ca/board/policies-procedures.asp> (See Alphabetical Index - Bus Operator Contracted Services - Policy 1004 Safety and Conduct on School Buses) or contact your local school.

Uniform

Students are expected to wear the St. Stephen school uniform properly and with pride at all school functions, unless otherwise instructed. The uniform is to be worn throughout the entire school day including lunch periods. Students are expected to be in uniform upon arrival at school.

The following articles of clothing are available for purchase from our supplier, R. J. McCarthy (1-800-668-8261):

Girls:	Grey pleated or non-pleated dress pant Kilt- royal blue tartan worn at an appropriate, modest length Navy walking shorts Navy ¾ length Capri pants Navy V-neck cardigan with school logo White French-cut blouse
Boys:	Grey pleated dress pants Navy flat front walking shorts
Shirt selection (boys and girls)	Navy golf shirt with school logo (long and short sleeved) White golf shirt with school logo (long and short sleeved) White long sleeved oxford dress shirt with school logo School tie (optional)
Sweater selection (boys and girls)	Navy v-necked long sleeved pullover with school crest Navy v-necked vest with school crest Navy zip polo with school crest

The kilt will not be available for purchase after the 2011/2012 school year. The kilt will be phased out and will cease to be part of the school uniform beyond 2013/2014.

- The kilt is to be worn at an appropriate, modest length.
- Girls must wear navy or white knee high socks, tights, or navy panty hose with the kilt.
- The girls' French cut blouse must be buttoned to the top.
- Navy, white or grey socks are to be worn with the uniform pants or shorts.
- All shoes must accord with the tone of the uniform. They must be fully enclosed, appropriate, modest and clean. Boots, sandals, slippers and flip flops are not permitted.
- Boys' Oxford shirts must be buttoned to the top two buttons
- Only white, navy or grey T-shirts are permitted under McCarthy's uniform tops. Long sleeve shirts are not permitted under short sleeves.
- A St. Stephen golf shirt or dress shirt must be worn under the sleeveless V-necked vest, V-necked sweater, zip polo, zip hoodie or the v-neck cardigan.
- Absolutely NO HEADWEAR (hats, headbands, hoods, bandannas, scarves etc) is to be worn in the school at anytime.

Upon arrival at school, outerwear such as coats, jackets, non uniform sweaters must be removed and placed in lockers. **Students are expected to remain in uniform throughout the school day (including lunches and study periods).**

Dress code for Non-Uniform Days

Non-uniform days at St. Stephen's are a privilege for our students. In keeping with the values of self respect and respect for others, students must dress in an appropriate fashion.

On Non-Uniform Days, **DO NOT WEAR:**

- Clothes that display scenes or words of violence, sex, drugs, alcohol or with racist overtones
- Pants worn below the waist
- Bare midriffs
- Low cut blouses or shirts
- Extra thin spaghetti strapped blouses/dresses
- Muscle shirts
- Short shorts

School Administration reserves the right to determine appropriate dress.

Video Surveillance

Security cameras are in place in all public areas of the school (excluding classrooms, changerooms, and washrooms) to enhance the safety of students and staff, to protect school property against theft and vandalism, and to assist in the identification of intruders and of persons endangering the health, well-being or safety of school community members. Video surveillance tape may be used at Appeal of Suspension or Recommendation for Expulsion hearings.

Visitors/Trespassing

School is a place for learning, and visitors frequently disrupt learning. Students are required to arrange social visits by friends outside of school hours and off school property. All visitors are required to report immediately to the Main Office- anyone who does not do so is a trespasser. Please assist in maintaining a safe environment by reporting trespassers to the office. Unauthorized visitors may be charged with trespassing.

Yearbook

Throughout the school year, the Yearbook members are busy accumulating pictures and stories to capture memories for students. Students should be aware that formal and candid pictures may appear in this publication.

Section B: St. Stephen Code of Conduct

Safe School: An Overview

On June 4, 2007, Bill 212 - An Act to amend the Education Act in respect of behaviour, discipline and safety, was passed into law. The law came into effect on February 1, 2008. The Board passed four policies to reflect the new law and the Ministry of Education Policy and Program memoranda. The four new policies are:

- Suspension, Expulsion and Appeal
- Progressive Discipline and Promoting Positive Student Behaviour
- Bullying Prevention and Intervention
- Code of Conduct

These four policies along with their administrative procedures can be found on the Board website.

The legislation is rooted in progressive discipline to support positive student behaviours; a safe learning environment; emphasis on the school as a learning community; and intervention to assist students to remedy their behaviour where necessary.

Code of Conduct

All Catholic schools within the jurisdiction of PVNCCDSB will follow the Board Code of Conduct and said Code of Conduct will apply as the school Code of Conduct. The Code of Conduct sets standards of behaviour which apply not only to students, but also to all individuals involved in the publicly funded school – parents, volunteers, teachers, and other staff members – whether they are on school property, on school buses, at school-related events or activities, or in circumstances that could have an impact on the school climate or reflect poorly upon the mission of Catholic education. The Board will ensure that Catholic schools uphold the Board Code of Conduct through the measures of positive redirection, direct instruction, intervention suspension, expulsion and exclusion as progressive means to ensure a safe and purposeful learning environment.

The PVNCCDSB Code of Conduct is as follows:

Purposes of this code of conduct:

- To promote the development of faithful Catholics who seek to model their behaviour with consideration for the common good and models of faith.
- To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
- To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
- To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- To encourage the use of non-violent means to resolve conflict.
- To promote the safety of people in the schools.
- To discourage the use of alcohol and illegal drugs.
- To ensure alignment with the teachings, traditions, and principles of the Roman Catholic Church.

Standards of Behaviour

Respect, Civility, and Responsible Citizenship – All members of the Catholic school community must:

- Respect and comply with all applicable federal, provincial, and municipal laws including the teachings and laws of the Roman Catholic Church;
- 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; and not swear at a teacher or at another person in a position of authority.

Safety

All members of the Catholic school community including volunteers and visitors must not:

- Engage in bullying behaviours;
- Commit sexual assault;
- Traffic weapons or illegal drugs;
- Give alcohol to a minor;
- Commit robbery;
- Be in possession of any weapon, including firearms;
- Use any object to threaten or intimidate another person;
- Cause injury to any person with an object;
- Be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- Inflict or encourage others to inflict bodily harm on another person;
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school; and
- Use electronic devices during instructional activities unless such equipment is deemed necessary to achieve curriculum expectations of a Catholic school.

Roles and Responsibilities

Principals

Under the direction of the PVNC Catholic District School Board, principals take a leadership role in the daily operation of a school. They provide this leadership by:

- Demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
- Holding everyone under their authority accountable for his or her behaviour and actions;
- Empowering students to be positive leaders in their school and community; and
- Communicating regularly and meaningfully with all members of their school community.

Teachers and Other School Staff Members

Under the leadership of the principal, teachers and other school staff members maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and school staff uphold these high standards when they:

- Help students work to their full potential and develop their sense of self-worth;

- Empower students to be positive leaders in their classroom, school, and community;
- Communicate regularly and meaningfully with parents;
- Maintain consistent standards of behaviour for all students;
- Demonstrate respect for all students, staff, parents, volunteers, and the members of the school community; and
- Prepare students for the full responsibilities of citizenship.

Students

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

- Comes to school prepared, on time, and ready to learn;
- Shows respect for himself or herself, for others, and for those in authority;
- Refrains from bringing anything to school that may compromise the safety of others; and
- Follows the established rules and takes responsibility for his or her actions.

Parents

- Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfil their role when they:
 - Show an active interest in their child's school work and progress;
 - Communicate regularly with the school;
 - Help their child be neat, appropriately dressed, and prepared for school;
 - Ensure that their child attends school regularly and on time;
 - Promptly report to the school their child's absence or late arrival;
 - Show that they are familiar with the Provincial Code of Conduct, the Board code of conduct, and school rules;
 - Encourage and assist their child in following the rules of behaviour; and
 - Assist school staff in dealing with disciplinary issues involving their child.

Community Partners and the Police

In keeping with the mission and tradition of the Catholic school, partnerships are already in place with home and parishes; and new partnerships with community agencies and members of the community (e.g., Aboriginal Elders) may also be created. Community agencies are resources that schools can use to deliver prevention or intervention programs. These partnerships must respect all applicable collective agreements.

The police play an essential role in making our Catholic schools and communities safer. The police investigate incidents in accordance with the protocol developed with PVNCCDSB and police services within the jurisdiction.

Bullying Prevention and Intervention

▲Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person=s body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.▲ It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to provide safe, disciplined, respectful, and purposeful learning communities within the Catholic schools under its jurisdiction. The Board requires all its Catholic schools to use bullying prevention and intervention strategies which foster a positive learning and teaching environment for all students to help them achieve their full potential. A Bullying Prevention program is

implemented in the school. Anti-bullying intervention will follow the guidelines of progressive discipline up to and including consideration of suspension. Conduct off of school property or outside of school hours might have a related impact on the Catholic school community and become a matter for disciplinary measures by the school. If you have a concern related to bullying, report it to your child's teacher and/or Principal. Bullying prevention and intervention is a shared community responsibility.

Progressive Discipline and Promoting Positive Student Behaviour

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to maintain respectful and purposeful learning communities within the Catholic schools under its jurisdiction. The Board supports the use of progressive discipline and the promotion of positive student behaviour outlined in Board policy, Roman Catholic Church teaching, and the Education Act and its Regulations. Progressive discipline is a whole-school approach that utilizes a continuum of intervention, supports and consequences to address inappropriate student behaviours. Catholic schools will implement early and ongoing intervention strategies as a measure to prevent unsafe or inappropriate behaviours in school or school-related activities. Catholic schools will address student misbehaviours with a range of interventions, supports, and consequences including short-term suspension, long-term suspension, or expulsion that are developmentally appropriate with consideration of the particular student and circumstances, the nature and severity of the behaviour and the impact on the principles and mission of Catholic education.

Students who disobey school rules or directives from the staff will be dealt with in accordance with the School Code of Conduct. Parents will be informed by telephone, letter, and/or through action plans that outline poor choices made by students.

Phone calls, notes, and action plans are not official correspondence and are NOT filed in a student's OSR. Suspensions from school are used for more serious infractions and for persistent misbehaviour or behaviour that may potentially harm the student or others. Suspensions are used as per the Ministry of Education Code of Conduct. Suspensions are official documentation for a student, and are placed in the student's OSR. Violent Incident Reports may accompany serious, harmful behaviours in accordance with Ministry of Education policy.

Student Threat/Violence Risk Assessment "Fair Notice and Process"

The Peterborough Victoria Northumberland and Clarington Catholic District School Board and Community Partners are committed to making our schools safe for students and staff. As a result, the Board will respond to all student behaviours that pose a potential risk to other students, staff, and members of the community. It is hoped that support for early intervention measures by our school Board and community partners will prevent school violence. There are many initiatives in place to support our schools as safe places for students to learn.

One important initiative is the Student Threat/Violence Risk Assessment protocol and the training of Board administrators and associated staff in Threat and Risk Assessment. School teams work to assess potentially high risk student behaviour and evaluate the level of risk to others and the student exhibiting the behaviour. This training and response plan was developed by Kevin Cameron, Director of the Canadian Centre for Threat and Risk Assessment.

The effective implementation of the protocol will support collaborative planning to prevent traumatic events. In addition the timely sharing of information about students at risk for violence towards self and/ or others will ensure that supportive plans are put in place to enhance safety.

What is the purpose of a Student Threat/Violence Risk Assessment?

To ensure the safety of students, staff and parents.

- To understand, based on the data gathered, the factors that contribute to the threat maker's behaviour.
- To develop an intervention plan that addresses the emotional and physical safety of the threat maker and others.

What behaviours initiate a Student Threat/ Violence Risk Assessment?

A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet or made by gesture. Threats must be taken seriously, investigated and responded to.

A student threat/violence assessment will be initiated when behaviours include, but are not limited to:

- Serious violence with the intent to kill or harm
- Verbal/written threats to kill others (clear, direct and plausible)
- Internet website/MSN threats to kill others
- Possession of weapons, including replicas
- Bomb threats (making and/or detonating explosive devices)
- Fire setting
- Sexual intimidation or assault
- Gang related intimidation and violence

A Threat/Risk Assessment may be initiated because of the context of an incident or worrisome behavior.

What is a Threat Assessment Team?

Each school has a multi-disciplinary Threat Assessment Response Team. The Threat Assessment Response team includes multidisciplinary team members or personnel. The team may include Administrators, School Board Psychologist, Guidance Counselors, Social Worker, school resource police officer and additional people that may include other pertinent professionals and/or community resources. Without delay the response team will share and review student information and the details of the event in order to collaborate using a broad range of expertise. This collaborative process will respect the individual's rights to privacy and the safety of all.

What is the process?

All threat making behaviours are reported to school administration who may activate the protocol. A team is formed and people are assigned "data gathering" sources. Information may be obtained from multiple sources which include:

- teachers, students, targets, threat makers, parents/caregivers
- current and previous school records
- law enforcement
- support groups and agencies
- online sites – Facebook, etc.
- locker and backpack search, bedroom search.

Data collected is shared and a determination is made of low, medium, or high risk. An intervention plan is developed to reduce risk of violence.

Duty to Report

In order to keep our school communities safe, the Board expects anyone in a school community having knowledge of high-risk student behaviour or having reasonable grounds to believe there is a potential for high-risk or violent behaviour to promptly report the information to the school principal or designates. All Board policies, procedures and protocols align the Ministry of Education's safe schools initiatives and other appropriate legislation.

For further information: Call your school principal

Rights and Responsibilities of Students at St. Stephen

St. Stephen Secondary School is a Catholic Learning Community. In keeping with the board code of conduct within the community of our school, every member shares certain rights and responsibilities.

<p><u>Rights of Students:</u> To be treated with dignity and respect To have an education in a Catholic School where the values of Christ are present in the life and curriculum of the school To have the opportunity to learn in an educationally sound environment To select a school program that reflects their academic needs and interests To have access to feedback about progress in their studies To have freedom from physical and verbal harassment</p>	<p><u>Responsibilities of Students:</u> To identify themselves upon request To take an active part in all classes To work to the best of their abilities To promote and develop self-discipline by following the Code of Behaviour To attend classes regularly and punctually To respect the rights of all other members of the community To comply with the requests of staff</p>
<p><u>Rights of Teachers:</u> To be treated with dignity and respect To expect reasonable behavior from students while involved in all school activities, whether on or off school property To have freedom from physical and verbal harassment To refer students who are disruptive in class, or who are habitually unprepared for class, or who are persistently uncooperative in their studies, for remedial action</p>	<p><u>Responsibilities of Teachers:</u> To plan and conduct an effective educational program and to assist students in learning To provide student evaluation and report progress at regular intervals To ensure a positive learning environment by promoting an adherence to the rules while recognizing the rights of individuals To refer uncooperative students to the administration of the school</p>
<p><u>Rights of Parents:</u> To be treated with dignity and respect To expect that classes are conducted in an orderly manner To expect that the students are provided with a worthwhile program and competent instruction at the appropriate level To receive communication, information and reports from the school on a regular basis To consult with staff and principals of the school To expect that Christian values and Catholic practices are followed at the school</p>	<p><u>Responsibilities of Parents:</u> To assist students in meeting the responsibilities expected of them To participate in the mediation process when a student is disruptive, unprepared or uncooperative To cooperate with the school to enhance the academic, social and spiritual growth of the student To provide an environment conducive to the completion of homework and studying at home</p>

Disobedience/Lack of Cooperation

Expected Behaviour:

- Cooperate with staff members
- Comply with requests from a teacher/supervisor
- Give your name when asked by any member of staff

Reasons for Expected Behaviour:

- Cooperation and respect is necessary for learning.
- Maintaining order within the school
- Maintaining a clean and safe environment
- Teachers are entitled to full cooperation during all school events

Consequences of Misbehaviour:

- Resolve problem with teacher
- If the problem persists, you will be referred to the office
- For outright defiance, detention or suspension will result

Drug/Alcohol Major Infractions

Expected Behaviour:

- Be free from alcohol and drugs

Reasons for Expected Behaviour:

- Drug and alcohol use detract from the dignity of the person
- Use is against the law
- Use damages your health

Consequences of Misbehaviours:

- If you are under the influence of illicit drugs or alcohol, your parents will be notified and you will be suspended from school
- Possession of illicit drugs is a crime. If you are in possession of drugs or drug paraphernalia, your parents and the police will be contacted. You will be suspended from school. Charges may be laid.
- Students attending a dance, field trip, or other co-instructional activity under the influence or in possession of alcohol or illicit drugs may be restricted from future participation in similar activities.
- You may be referred to professional counseling
- Any student found guilty of trafficking in drugs or alcohol will be recommended to the Board for expulsion.

Explosives/Harmful Devices

Expected Behaviour:

- Students may not be in possession of caps, firecrackers, and any other product/substance that may cause harm to an individual.

Reasons for Expected Behaviour:

- These items may injure you or another student
- The school is responsible for maintaining a safe environment for the whole community

Consequences for Misbehaviour:

- Suspension
- Your parents will be contacted.

Fighting

Expected Behaviour:

- Violence in all its forms will not be tolerated. These include (but are not limited to) possession of weapons, threats of serious physical injury, physical assaults, sexual assault, extortion, any hate motivated violence (involving homophobia or racism)
- Students should not strike out in retaliation.

Reasons for Expected Behaviour:

- Violence destroys the learning environment
- Violence disrupts other students' right to a safe environment
- Violence is not acceptable behaviour in ANY community.

Consequences of Misbehaviours:

- Students behaving in a violent manner will be interviewed by administration as soon as possible and appropriate disciplinary action will be taken
- All combatants in a fight will be disciplined
- Any students arranging and/or inciting a fight will face discipline.
- May lead to a suspension and/or a recommendation to the Board for expulsion
- Police may be called. Students may be charged with assault under the law.

Gambling and Extortion

Expected Behaviour:

- Students are not to engage in gambling or extortion

Reasons for Expected Behaviour:

- Both of these activities are illegal
- Extortion interferes with the rights of students to a safe learning environment

Consequences of Misbehaviours:

- Parent notification
- Possible suspension
- Possible police notification, resulting in charges

Harassment and Bullying

Expected Behaviour:

- Harassment and intimidation of others will not be tolerated.
- Harassment can be verbal, sexual, physical, psychological, bullying and discrimination on the basis of race, culture, religion, gender, language, ability or sexual orientation. This includes the use of cell phones, instant message, email and websites.
- Students are expected to interact with staff and peers in a sensitive and positive manner.
- Victims have the right to make a formal or informal complaint to the school administration and receive support.
- You are expected to be courteous in your use of language and to avoid profanity.

Reasons for Expected Behaviour:

- Every individual has a right to be treated with dignity and respect
- Every individual has the right to be free from intimidation and harassment
- Any form of harassment is unacceptable in our community. It causes hurt, humiliation, anger, and loss of self esteem.

Consequences for Misbehaviours:

- Incidents and allegations will be reported to the Principal and Vice-Principal
- Following an investigation, parental contact will be made
- Counseling may be recommended
- Possible suspension
- Possible police involvement
- Possible recommendation to the Board for expulsion (in cases of repeat offences)
- Swearing at a staff member will result in an automatic suspension.

Homework

Expected Behaviours:

- You are expected to complete all homework by its assigned date. Students benefit from home study.
- If you have completed your daily assignments, you should review, practise, improve your notes, memorize, or complete further reading.

Reasons for Expected Behaviours:

- Homework is an essential part of the learning process at school
- Concepts at school must be reinforced through study. Homework is your 'practice time'.
- Inform your teacher of homework problems before class

Consequences of Misbehaviours:

- Incomplete homework may result in detentions, alternate assignments, or home contact by your teacher
- Persistent neglect of homework may seriously jeopardize your grade, and even your credit standing.

Internet Acceptable Use Policy

Expected Behaviours:

- These are outlined in Section A of this book under the title “Internet Access and Computer Use”. These apply to all computers in the school

Reasons for Expected Behaviours:

- Using computers and the Internet for inappropriate reasons undermines the moral tone of the school
- Non-educational computer use conflicts with the needs of students who require access in the completion of their assignments.

Consequences for Misbehaviours:

- Possible removal of computer use privileges
- Offenders may also be required to withdraw from Computer/Technology courses.
- If laws are broken through the use of the computer/Internet at school, the appropriate authorities will be notified
- In the case of damaged equipment, you will be responsible for repair costs. Unreported damage that results in repair cost may be borne equally among the students assigned to that workstation.

Late Assignments

Expected Behaviours:

- Students are to submit assignments on the date designated by the teacher.
- Students are to notify teachers BEFORE the due date when extra time is needed. They will then negotiate a new due date with their teacher.

Reasons for Expected Behaviours:

- Development of self-discipline and responsibility for own learning
- Providing an opportunity for negotiation when a student needs more time reflects discretion and rewards students who self-advocate.

Consequences for Misbehaviours:

- Work that is not submitted may be assigned a mark of zero.

Missed Tests

Expected Behaviours:

- Students are given notice when tests will be scheduled
- Students are expected to be present to write on the test date
- Students who are absent for a test may be asked to provide a note from a parent or from a doctor
- Students who know they will miss the test ahead of time must negotiate a time to write with the teacher before their absence.

Reasons for Expected Behaviours:

- To preserve the integrity of tests
- To ensure equity for all students
- To prevent academic dishonesty

Consequences for Misbehaviours:

- Students who are truant on a test date will receive a mark of Zero.
- Students who miss a test may be required to write the test or complete an alternate test or assignment on a date designated by the teacher
- Students who have a note will write a test on a date designated by the teacher
- A student who demonstrates a pattern of missing tests will be referred to school administration

Personal Accessory Items

Expected Behaviours:

- Wearing items which embrace drugs or alcohol, or offensive symbols will not be tolerated.
- Chains are not allowed at any time.
- “Group” identifying accessories are not permitted at any time

- The use of and possession of laser pointers is prohibited.
- Cell phones and pagers are to be turned off and put away in a classroom. Cell phones may only be used in the foyer and cafeteria and only before and after school or during the lunch period.

Reasons for Expected Behaviours:

- The school uniform provides a comfortable common identity for students. Group identifying accessories undermine this shared identity.
- Chains and offensive items are degrading to the person.
- Laser pointers can cause eye damage. They pose a health and safety hazard.
- Phones and pagers distract the student from learning in the classroom. They interfere with your learning and that of the other students.
- Unauthorized photos/videos are an invasion of privacy.

Consequences for Misbehaviours:

- Offenders will be referred to the office and detentions or suspensions may result
- All chains will be confiscated and returned to parents/guardians. Continued wear will result in office intervention.
- Laser pointers will be confiscated. Students who bring or use laser pointers will face disciplinary actions which may include suspension.
- Teachers may confiscate cell phones being used in the classroom or make a referral to a Vice-Principal.
- Students who post unauthorized photos/videos on the internet will face disciplinary action.

Plagiarism (Academic Dishonesty)

**Plagiarism is the act of presenting the ideas, words or other intellectual property of another as one's own work. This applies to words or ideas taken without proper acknowledgement from any published source, including newspapers, books, journals, magazines, Internet sites.*

Expected Behaviours:

- Students are expected to demonstrate academic honesty by relying on their own efforts and by doing their own work to the best of their ability.
- In written assignments, your own words and thoughts are to be used. If you quote or paraphrase, you must acknowledge this by means of parenthetical citation, footnotes, and/or bibliography.
- Students may not submit work that is not their own, including copying word for word from any outside source, using sections, paragraphs, or even a few words or phrases. Students must not copy and paste from the Internet, steal the work of another student, pay for the creation of work from a commercial service or an acquaintance, use an essay that was already submitted to another course, use language translation programmes, or cheat on tests and quizzes
- Students must not help others cheat by giving work to a student for copying.
- Teachers may require the use of **Turn It In.com** for the submission of written assignments as it validates academic integrity.

Reasons for Expected Behaviours:

- Testing is done to evaluate your knowledge and performance. Cheating is not tolerated at school or at work.
- When you plagiarize, you are stealing someone's words and ideas. You are not showing your teacher what you know and think.
- Our community values high standards and academic integrity.
- Helping someone else by cheating is dishonest and goes against the moral tone of the school. You also lose ownership of the hard work you have done.
- By committing an act of cheating or plagiarism, you make it impossible for your teacher to fairly evaluate you. It is impossible to tell how much you know and understand.
- By committing an act of cheating or plagiarism, you damage the relationship between you and your teacher which is based on trust.
- Because all Grade 9 students attend a library workshop in avoiding plagiarism and correctly citing sources, it is expected they will apply these skills in class.

Consequences of Misbehaviours:

For the Junior Grades (9 and 10)

- Those caught cheating on a test or an exam will be given “zero” for that test. There will be no makeup and the incident will be reported to the office for other possible consequences
- The first time a student submits plagiarized work; the student will be given the benefit of the doubt, and will be presumed ignorant of proper sourcing techniques. The student will be expected to resubmit the assignment without the use of aids. A record of this offence will be kept.
- The second time a student submits plagiarized work *over his/her time at St. Stephen*, the student will be given a mark of “zero” on that assignment.
- Borrowers and lenders of student work are equally responsible for plagiarism.
- In all situations, parents will be contacted by the classroom teacher.

For the Senior Grades (11 and 12)

- At this point, it will be presumed that any use of outside sources without proper acknowledgement is done with the intent to deceive. It will be presumed that students who allow their work to be plagiarized do so with the intent to deceive, and will receive the same penalties as the student who copied their work.
- Essays, assignments or tests that show ANY evidence of engaging in plagiarism, academic dishonesty, or cheating in any form will receive a grade of zero. Subsequent infractions will result in a zero on the assignment and may result in suspension from school.
- Although plagiarism in and of itself will not result in the loss of credit, the “zero” may bring the grade below 50% when factored into the mark, and therefore result in the student failing the course.
- Parents will be contacted by the classroom teacher.
- Any student with a record of plagiarism may be ineligible for graduation awards and letters of recommendation from the school.

Public Display of Affection

Expected Behaviours:

- Public displays of affection, such as intimate embracing, are considered inappropriate behaviour on school property and during school sponsored activities.

Reasons for Expected Behaviours:

- Students are expected to act in an appropriate manner that reflects behaviour consistent with Christian values
- Public displays may be offensive and embarrassing to others

Consequences for Misbehaviours:

- Students will be reminded that this sort of behaviour is inappropriate and unacceptable through verbal or written reprimand
- Detentions may be assigned
- Serious incidents may result in suspension.

Punctuality

Expected Behaviours:

- You are expected to be on time for homeroom and for each subject class.

Reasons for Expected Behaviours:

- Punctuality shows consideration and honour for other people’s feelings. If you are late for class, you inconvenience your teacher and your classmates.

Consequences for Misbehaviours:

- Initially, this will be dealt with by the classroom teacher, who will contact parents
- Chronic lateness is considered a deliberate choice and will result in referral to the Vice-Principal
- Action may include detentions or suspension

Respect for Property/Vandalism

Expected Behaviours:

- You are expected to treat the school grounds, property, building, and everything in the school with respect
- You are expected to eat in the cafeteria and dispose of garbage/recycling appropriately.
- You should report damage or graffiti to a teacher or administrator immediately
- You are expected to respect all fire alarm systems and safety regulations.
- Books and equipment are the property of the school and must be returned in good condition.

Reasons for Expected Behaviours:

- Lack of respect for the facilities will lead to an unsafe and unpleasant school environment
- Textbooks are expensive and must last a number of years.
- Alarms exist for the protection of the entire school community. If they are disabled or damaged, this is a safety hazard.
- The custodians are to be respected, and students should not add to their already busy workload through carelessness.

Consequences for Misbehaviours:

- The student who litters or deliberately makes a mess is choosing community service as a consequence.
- Students who break or lose school equipment or texts will compensate the school financially.
- Theft or vandalism will result in the following: Parental contact, police involvement, restitution, and progressive discipline.
- A student caught damaging a fire extinguisher, setting a fire, or pulling a fire alarm can face prosecution in the courts and suspension from school.

School Dances/Functions

Expected Behaviour

- You are expected to behave in a mature manner by being courteous and considerate to fellow students and to supervisors
- Your behaviour must reflect the entire code of student behaviour.
- You will not be permitted to leave the building during the dance and return at a later time.
- You are expected to attend school functions free from the influence of alcohol or other illicit drugs
- Students may sign in a guest by arranging this in advance. Guests must prove they are a student in good standing by presenting a valid student card at the door.
- If a student is absent from school on the day of the function without a valid reason, they will not be admitted.
- All peripheral items (bags, jackets) must be checked. These items may be searched at the request of the supervising staff.
- Lockers will not be accessible.
- No smoking is permitted on school property.

Reasons for Expected Behaviours:

- A dance is a social function for all to enjoy. At least one pay duty officer of the Durham Regional Police will be present to supervise the dance and ensure the safety of students.
- For reasons of safety, students and their guests must be identified at the door.

Consequences for Misbehaviours:

- If there is inappropriate behaviour by you or your guest, you may be asked to leave the dance, and may be banned from attending other school functions.
- Other consequences may be applied by the Vice-Principal
- If you are under suspicion for the use of alcohol or other drugs, you will be referred to the police and will be subject to suspension from school, and possibly, criminal charges.

Skateboards/Roller Blades

Expected Behaviours:

- Students may not use skateboards or roller blades in the school or on school property during the school day.
- They must be left in lockers or in the main office for the entire school day.

Reasons for Expected Behaviours:

- Safety issues are a concern. Staff cannot accept liability and responsibility in the case of an accident.
- Cars in the parking lot may be damaged.

Consequences for Misbehaviours:

- Equipment may be confiscated
- You may be referred to the office for disciplinary action
- Parental contact

Smoking/Tobacco Use - on school board property

Expected Behaviours:

- Smoking and tobacco use in any form (i.e. chewing tobacco) are not permitted on Board property or at Board-sponsored events. This applies to all members of the community, including staff, parents, students and guests, 24 hours/day, 365 days of the year.
- Students may not provide tobacco to anyone under the age of 19.
- No student should visibly be in possession of tobacco products or lighters on school property.

Reasons for Expected Behaviours:

- It is a violation under the Smoke-Free Ontario Act to smoke or use tobacco products on school property.
- Providing tobacco to anyone under the age of 19 is against the law
- Holding lighted tobacco on school property is against the law.
- The Smoke-Free Ontario Act prohibits smoking in enclosed workplaces and enclosed public places in Ontario in order to protect workers and the public from the hazards of second-hand smoke.

Consequences for Misbehaviours:

- Any staff member may confiscate tobacco products on school property.
- The Tobacco Enforcement Officer of the Durham Regional Health Department will be informed when students are observed on the property of the school board to be: smoking, holding lighted tobacco, selling or supplying tobacco to a person who is less than 19 years old.
- Students are subject to progressive discipline through the Vice-Principal's office.

Smoking/Tobacco Use - off school board property

Expected Behaviours:

- Grade 11 and 12 students who use tobacco may do so in the designated area off property only before and after school and during their lunch period. **GRADE 9 AND 10 STUDENTS ARE PROHIBITED FROM BEING IN THIS DESIGNATED AREA AT ALL TIMES.**
- Students must refrain from smoking and chewing tobacco during class time and between classes.

Reasons for Expected Behaviours:

- Tobacco causes death and serious health impairments.
- The school actively discourages the use of tobacco.

Consequences for Misbehaviours:

- Students found using tobacco products outside the designated time and /or area will be subject to progressive discipline through the vice-principals' office.

- Students found supplying tobacco products to any individual under the age of 19 will be reported to the Regional Tobacco Enforcement Officer.

For information about quitting smoking:

- Contact Durham Region health Department at 905-668-7711 or 1-800-841-2729 or visit www.durham.ca
- Contact Smokers' Helpline at 1-877-513-5333 or visit www.SmokersHelpline.ca
- Speak with your family doctor or health professional
- Visit www.HealthyOntario.com

Sound Producing Equipment

Expected Behaviours:

- Personal music devices (i.e. MP3 Players, iPods, etc.) with earphones may be played in the cafeteria. It is at the teacher's discretion whether they may be used during work periods during class time. This is NOT to become an area of dispute. If the supervising teacher does not want students to use these devices during all, or any part of the class, then they are not to be used, and are to be removed and put away.
- The volume must be low enough that it does not interfere with any other student's learning.

Reasons for Expected Behaviours:

- It is the teacher's responsibility to cultivate an environment for learning in their classroom.
- This equipment detracts from a student's ability to concentrate on his/her learning.

Consequences for Misbehaviours:

- Violators may have their equipment confiscated and may be referred to the office.
- Parents may be contacted, and the equipment may be returned to the parent.

Transportation/Buses

Expected Behaviours:

- When traveling on buses for any school related reason, students are expected to cooperate with the bus driver and follow behaviour code.

Reasons for Expected Behaviours:

- This service is a privilege, not a right.
- For the safety of everyone, responsible behaviour is required at all times when riding the bus.
- Respect for the bus driver must be shown.

Consequences for Misbehaviours:

- Office intervention, contact with parents
- Continuous misbehaviour may result in busing privileges being suspended or removed.

Truancy

Expected Behaviour:

- Students are required to attend classes unless they have a legitimate reason to be absent.

Reasons for Expected Behaviour:

- Truancy is a serious concern as absence from class can negatively impact academic achievement.
- Skipping is disruptive to the learning environment.

Consequences for Misbehaviours:

- Detentions are assigned and parents are notified.
- Persistent truancy will be dealt with through progressive discipline.

Uniforms

Expected Behaviours:

- Students are expected to be in compliance with the uniform as outlined in Section A under the title "Uniform"

- Any exceptions to the uniform policy must be made in writing and submitted to the Vice-Principal before the school day begins. When, for good reason, a student is unable to be in full uniform, s/he must a) wear as much of the uniform as possible; and b) bring a note signed by a parent/guardian explaining why the student is out of uniform.
- Even in the case of a parental note, the school reserves the right to judge the appropriateness of school attire. For example, jeans are not an appropriate substitute for dress pants, nor is a T-shirt an acceptable substitute for a dress shirt.
- Students may not attend class in jeans.

Reasons for Expected Behaviour:

- STUDENTS WHO ENROLL AT ST. STEPHEN DO SO WITH A FULL AWARENESS OF THE UNIFORM REQUIREMENTS. THEREFORE, BY CHOOSING THIS SCHOOL, YOU IMPLICITLY AGREE TO ABIDE BY YOUR INITIAL COMMITMENT.
- Staff and parents regard the uniform as a means of creating a distinct school identity. By not respecting the dress code, you undermine that goal.
- The uniform is intended to support a safe school environment.
- Staff members are expected to enforce the uniform so each student is responsible to all staff members to be in uniform.

Consequences of Misbehaviours:

- Students who arrive out of uniform will not be admitted to class.
- Repeated infractions will be dealt with through progressive discipline, including reminders, parent contact, detentions, etc.
- Students who are dressed inappropriately for non-uniform days will be asked to go home and change.

Weapons

Expected Behaviours:

- Weapons of any kind (including pocket knives, replications, lasers, chains) are not allowed on school property for any reason.

Reasons for Expected Behaviours:

- Refer to the "Safe Schools Act"
- The protection and safety of all members of our school community is our first concern.

Consequences for Misbehaviours:

- Weapons will be confiscated
- Police may be contacted
- Students may be suspended and recommended to the Board for expulsion.

Resources: Clarington and Durham Region

EMERGENCY

911

Lakeridge Health Care Centre

Oshawa Hospital

905-576-8711

Bowmanville Hospital

905-623-3331

Crisis Intervention Team- Oshawa General

905-433-4384

Durham Region Police Services

905-579-1520

Crimestoppers

1-800-222-8477 (TIPS)

AGENCIES

Catholic Family Services of Durham

905-725-3513

Children's Aid Society of Durham

905-433-1551

Frontenac Youth Services, Oshawa

905-579-1551

HOPE (Helping Other Parents Everywhere)

1-866-492-1299

Kid's Help Phone

1-800-668-6868

Oshawa Rape Crisis Centre

905-725-2241

Pinewood Drug and Alcohol Rehabilitation

905-697-2746

Pregnancy Help Centre of Durham

905-720-3252

**AGENDA BOOK
2011-2012
SIGNIFICANT DATES**

Semester 1

September 1, 2011	Grade 9 Welcome Activities
September 6, 2011	First day of Semester 1 Grade 9 Assembly Timetable & Locker distribution
September 7, 2011	Grade 10 Assembly – Period 2
September 8, 2011	Grade 11 Assembly – Period 2
September 9, 2011	Grade 12 Assembly – Period 2
September 12, 2011	Photo Day
September 22, 2011	Grade 9 Parents' Night
September 30, 2011	Professional Activity Day
September 26, 2011	Last day for Grade 12 to withdraw from course Deadline to request a timetable change
October, 2011	Access to online college application @ www.ontariocolleges.ca
October 10, 2011	Thanksgiving
October 11-14, 2011	First Data transmission to OCAS
October 20, 2011	Parents' Night 6:30 – 8:30
October 26, 2011	Photo Retake Day
October 28, 2011	Professional Activity Day
November 2, 2011	Grade 9 Take Your Kids to Work Day Grade 8 Visit
November 11, 2011	Mid Term/last day of CHV/GLC (Term 1)
November 14, 2011	First day of GLC/CHV (Term 2)
November 11, 2011	First data transmission to OUAC
November 18, 2011	Second data transmission to OCAS
December 23, 2011	Christmas Assembly
December 26, 2011 – January 6, 2012	Christmas Holidays
January 9, 2012	Return to school
January 10-19, 2012	Grad Photos
January 11, 2012	Deadline to apply to university in Ontario
January 18-20, 2012	Semester 1, Grade 9 Math EQAO
January 27-Feb 2, 2012	Exam Days
February 1, 2012	Deadline to apply to college in Ontario
February 7, 2012	Recommended deadline date for university applicants to make changes to their university application
February 3, 2012	Professional Activity Day

Semester 2

February 6,2012	First day of Semester 2 classes
February 10, 2012	Third data transmission to OCAS
February 15, 2012	Deadline for submission of Semester 1 final marks to OUAC
February 20, 2012	Family Day
February 24,2012	Last day for Grade 12 to withdraw from a course Deadline to request a timetable change
February 29,2012	Grad Photos Retakes
March 12 – 16, 2012	March Break
March 22,2012	Parents' Night 6:30 – 8:30
March 29,2012	O.S.S.L.T.
March 30, 2012	Professional Activity Day
April 20,2012	Last day of CHV/GLC (Term 1)
April 23,2012	First day of GLC/CHV (Term 2)
April 5,2012	Holy Thursday
April 6,2012	Good Friday
April 9,2012	Easter Monday
April 23, 2012	Fourth data transmission of Semester 2 mid-term marks to OCAS
April 26, 2012	Deadline for submission of Semester 2 mid-terms marks to OUAC
May 1, 2012	Applicants must confirm their acceptance through OCAS
May 6-11, 2012	Catholic Education Week
May 21,2012	Victoria Day
May 29, 2012	Deadline by which all university applicants shall receive responses from universities
June 1, 2012	Deadline for university applicants to respond to admission offers
June 13-15, 2012	Semester 2, Grade 9 Math EQAO
June 15, 2012	Earliest date that colleges can require payment of tuition fees
June21-26, 2012	Semester 2 Exams
June 28, 2012	Graduation
June 29,2012	Professional Activity Day
July 5, 2012	Fifth data transmission of final marks to OCAS
July 10, 2012	Deadline for submission of Semester 2 final marks to OUAC
August 1-24, 2012	The OUAC collects summer school grades from Ontario Secondary schools and boards
August 24, 2012	Sixth and final data transmission to OCAS