



2009-2010

STUDENT HANDBOOK

***ST. IGNATIUS OF LOYOLA
CATHOLIC SECONDARY SCHOOL***

1550 Nottinghill Gate
Oakville, Ontario
L6M 1S2

Telephone: (905) 847-0595
Attendance: (905) 847-3193
Fax: (905) 847-1498
Website: www.loyola.hcdsb.org

PRINCIPAL: Ms. N. Vaitonis
Vice Principals: Mr. R. Dilanni & Mr. J. Jurus

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



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VISION STATEMENT

Loyola will become the centre for Catholic education in northwest Oakville through the enhancement of faith and community development with our associate schools.

We will educate the whole person by offering challenging academic programs which respond to the changing needs of our community and reflect our strong Catholic faith.

We will develop a stronger school spirit and sustain it with a welcoming and faith-centred community atmosphere.

DAILY SCHEDULE

Warning Bell	8:10 a.m.
Period 1 Prayer/Anthem/Announcements	8:15 a.m. - 9:35 a.m.
Period 2	9:39 a.m. - 10:54 a.m.
Period 3	10:58 a.m. - 12:13 p.m.
Period 4	12:13 p.m. - 1:28 p.m.
Period 5	1:32 p.m. - 2:47 p.m.

IMPORTANT DATES 2009 – 2010
SEMESTER I

Mon.	Sept.	7	Labour Day
Tues.	Sept.	8	First Day of School for Students
Thurs.	Sept.	17	Curriculum Night
Thurs.	Sept.	17	Photo Day
Mon.	Oct.	12	Thanksgiving Day (No Classes)
Fri.	Oct.	16	Progress Reports
Thurs.	Oct.	20	Photo Re-Take Day
Thurs.	Oct.	29	Parent-Student-Teacher Interviews
Thurs.	Nov.	5	Internal Awards Ceremony 7:00 p.m.
Fri.	Nov.	13	P.A. Day – (No classes)
Fri.	Nov.	18	Mid-Term Report Cards
Fri.	Dec.	4	P.A. Day – (No classes)
Dec.21-	Jan.	1	Christmas Break
Mon.	Jan.	4	Classes resume – 2010
Jan.21-	Jan.	27	Examinations – Civvies Days
Thurs.	Jan.	28	Instructional Day – Civvies Day
Fri.	Jan.	29	P.A. Day (No Classes)
Mon.	Feb.	1	Sem. 2 Classes begin

****Dates Subject to change**

CIVVIES DAYS	
(Usually, on the last Thursday of each month)	
Thurs. Sept. 24	Thurs. Feb. 25
Fri. Oct. 30	Thurs. Mar. 25
Thurs. Nov. 26	Thurs. Apr. 29
	Thurs. May 27
	Tues. June 29
 NOTE: No Thursday Civvies Days in October, December, January	

IMPORTANT DATES 2009 – 2010
SEMESTER II

Mon.	Feb.	1	Semester 2 Begins
Tues.	Feb.	9	Semester I – Report Card Distribution
Mon.	Feb.	15	Family Day – No classes
Fri.	Mar.	12	Progress Report
Mar. 15 - Mar.	19		March Break
Mon.	Mar.	22	Classes resume
Fri.	Apr.	2	Good Friday
Mon.	Apr.	5	Easter Monday
Thurs.	Apr.	8	Parent- Student -Teacher Interviews
Wed.	Apr.	23	Mid-Term Report Cards
May 3 – May	7		Catholic Education Week
Mon.	May	24	Victoria Day
Wed.	Jun.	2	Closing School Mass
Jun. 22 – Jun.	28		Examinations – Civvies Days
Mon.	Jun.	28	Graduation Ceremony 7:00 p.m.
Tues.	Jun.	29	Instructional Day – Civvies Day
Fri.	Jun.	30	P.A. Day – (No classes)
Thurs.	July	8	Report Card Distribution

****Dates Subject to Change**

**"If your son/daughter is absent, please call
the Attendance Office"
905-847-3193**

**All students will be required to write examinations as
scheduled.**

**Please plan vacations and summer employment
for AFTER
Monday, JUNE 28, 2010**

SCHOOL PHILOSOPHY

The student is the focal point of Catholic Education. Learning is a cooperative endeavour shared amongst teachers, students and parents. Every *St. Ignatius of Loyola Catholic Secondary School* student is encouraged to work and learn to his or her maximum potential.

St. Ignatius of Loyola Catholic Secondary School is a Catholic Learning Community dedicated to academic excellence, the development of each individual's interests and talents and the nurturing of the Catholic Faith. Students are taught to think critically, work independently, communicate effectively and show respect for themselves, for others and for the environment. By accepting the challenge of education now, our students will be prepared to meet the future with faith, confidence and a strong sense of their own self-worth. The staff of *St. Ignatius of Loyola Catholic Secondary School*, in partnership with home and church, is dedicated to helping our students respond to this challenge by encouraging them to discover the strengths and talents inherent in each and every one of them.

CHAPLAINCY SERVICES

Chaplaincy is one of the resources available to students of the Halton Catholic Secondary Schools. The School Chaplaincy Leader needs your input and support as he/she prepares and conducts school liturgies and other service projects which signify that we are a Catholic Community. Get to know your School Chaplaincy Leader by dropping into the office for a visit or by volunteering your talents for one of our school projects. Social justice issues such as homelessness, pro-life and environmental causes are a few of the many projects that the School Chaplaincy Leader oversees. The School Chaplaincy Leader is available for personal, confidential counselling and for spiritual guidance.

RETREATS AND SCHOOL LITURGIES

At various times during the year, students participate in scheduled liturgies and retreats. Such involvement is not only compulsory but essential to building commitment and witness to Christian faith in our Catholic Secondary Schools. These activities are a vital part of our curriculum. By choosing to attend *St. Ignatius of Loyola Catholic Secondary School*, a student accepts various religious activities, including school liturgies, retreats or other special events, as a compulsory component for all members of our community.

SCHOOL CODE OF CONDUCT

St. Ignatius of Loyola Catholic Secondary School, as articulated in the Ontario Catholic School Graduate Expectations, promotes a unique vision of the learner as growing to be:

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

2. ***An effective communicator*** who speaks, writes and listens honestly and sensitively, responding critically in light of Gospel values.
3. ***A reflective, creative and holistic thinker*** who solves problems and makes responsible decisions with an informed moral conscience for the common good.
4. ***A self-directed, responsible, lifelong learner*** who develops and demonstrates their God-given potential.
5. ***A collaborative contributor*** who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
6. ***A caring family member*** who attends to family, school, parish and the wider community.
7. ***A responsible citizen*** who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

To this end, St. Ignatius of Loyola Catholic Secondary School promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment.

Students, parents, teachers and staff are all members of the Catholic school community. We base the development of our community on compassionate, responsible, fair, respectful treatment of each other as members of the Body of Christ, a community of the Light. To that end, all members of our Catholic school community have the right to be safe, and feel safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

The Code of Conduct for Halton Catholic Schools sets clear standards of behaviour. In accordance with the Ontario Code of Conduct, it specifies the consequences for student actions that do not comply with these standards.

STANDARDS OF BEHAVIOUR

St. Ignatius of Loyola Catholic Secondary School and the Halton Catholic District School Board are dedicated to providing and enhancing a Catholic community of learning in which students will be afforded reasonable opportunities to achieve their potential in spiritual, moral, intellectual, physical and social development. It is the expectation of the school and Board that students will respond positively to this policy and act accordingly.

The Halton Catholic District School Board expects staff, students and community members involved in school programmes and school and Board authorized activities to exhibit behaviour which complies with:

- (i) the Halton Catholic District School Board Code of Conduct;

- (ii) the Standards of Behaviour in the Ontario Code of Conduct;
- (iii) Halton Catholic District School Board Policies II-39, VI 44;
- (iv) the Education Act as amended by the Progressive Discipline and Safety in Schools Act, 2007.

Roles and Responsibilities

Students are to be treated with dignity and respect. Students have the right to learn in a safe, orderly and stimulating Catholic environment and to be conscientiously instructed by the teaching staff. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Examples of respectful and responsible behaviour are demonstrated when a student:

- participates fully in the religious life of the school, including the celebration of liturgy, Religious Education courses, and related activities;
- develops personal skills and talents to serve God, and thereby his/her neighbour;
- contributes positively to the Catholic climate of the school and exhibit the responsibilities of citizenship;
- cooperates with all adults in positions of authority in the school community;
- complies with all school expectations and regulations respecting student behaviour;
- uses language that is appropriate to his/her dignity as Catholics;
- adheres to the school dress code;
- respects the school property and property of others at all times;
- comes to school prepared, on time and ready to learn;
- refrains from bringing anything to school that may compromise the safety of others;
- exercises self-discipline and accountability for their actions based on age and individual ability.

NOTE: Physical, verbal, sexual or psychological abuse, bullying or discrimination on the basis of race, culture, religion, gender, language, disability, sexual orientation or any other attribute is unacceptable and will not be tolerated.

It is expected that students will accept the direction of all staff at all times in matters of behaviour in the school, on school property or off school property and during school activities, such as assemblies, field trips and athletic events.

Students must report to the Office when directed by staff members or risk further consequences and/or suspensions.

PROGRESSIVE DISCIPLINE

Progressive discipline is a non-punitive, whole-school approach that uses a continuum of corrective and supportive interventions, supports and consequences to address inappropriate behaviour and to build upon strategies that promote positive behaviours. Consequences include learning opportunities for reinforcing positive behaviour and assisting pupils to make good choices.

The range of interventions, supports, and consequences used by the Board and all schools must be clear and developmentally appropriate. For pupils with special education and/or disability related needs, interventions, supports and consequences must be consistent with the expectations in the student's IEP and/or his/her demonstrated abilities.

Appropriate action must consistently be taken by schools to address behaviours that are contrary to provincial and Board Codes of Conduct.

The Board, and school administrators, must consider all mitigating and other factors, as required by the *Education Act* and as set out in Ontario Regulation 472/07.

Progressive discipline may also include early and/or ongoing intervention strategies, such as:

- Contact with the pupil's parent(s)/guardian(s);
- Oral reminders;
- Review of expectations;
- Written work assignment with a learning component;
- Peer mentoring;
- Referral to counselling;
- Conflict mediation and resolution; and/or
- Consultation

Progressive discipline may also include a range of interventions, supports and consequences when inappropriate behaviours have occurred, with a focus on improving behaviour, such as one or more of the following:

- Meeting with the pupil's parent(s)/guardian(s), pupil and participant;
- Referral to a community agency for anger management or substance abuse counselling;
- Detentions;

- Withdrawal of privileges;
- Withdrawal from class;
- Restitution for damages;
- Restorative practices; and/or
- Transfer with support

In some cases, short-term suspension may also be considered a useful progressive discipline approach.

Notwithstanding the above, the principal will take immediate and appropriate action in any situation involving the welfare of others.

SUSPENSION AND EXPULSION

The Board supports the use of suspension and expulsion as outlined in Part XIII of the Education Act, the Progressive Discipline and Safety in Schools Act, 2007, Board Policy II-39, Administrative Procedure VI – 44, where a student has committed one or more of the infractions outlined below on school property, during a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate.

The principal will also contact the police consistent with the Police and School Response Protocol if the infraction the pupil is suspected of committing requires such contact. When in doubt, the principal will consult with his or her Superintendent.

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

1. Uttering a threat to inflict serious bodily harm on another person;
2. Possessing alcohol, illegal and/or restricted drugs;
3. Being under the influence of alcohol;
4. Swearing at a teacher or at another person in a position of authority;
5. Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school;
6. Bullying;
7. Any act considered by the principal to be injurious to the moral tone of the school;
8. Any act considered by the principal to be injurious to the physical or mental well-being of members of the school community; or
9. Any act considered by the principal to be contrary to the Board or School Code of Conduct including but not limited to the following:
 - academic dishonesty – attempting to deceive by cheating, copying or plagiarizing
 - defiance – refusal to comply with persons in authority

- disorderly conduct – persistent opposition to authority, conduct injurious to the moral tone of the school or to the physical or mental well-being of others in the school
- explosive devices – use of or possession of explosive devices
- extortion – to take money, homework or property under threat of harm or duress
- fire setting, bomb threat, fire alarm – setting a fire or an act that places individuals, property or community at risk
- harassment – repeated comments or conduct that is known or ought to be known as unwelcome
- hate crimes – words or actions considered offensive in reference to a person’s race, religion, culture, gender, age, appearance or disability
- smoking on school property – violation of the Tobacco Control Act
- theft – taking, possessing property without the permission of the owner
- trespass – unauthorized presence on school property
- truancy – persistent unexplained absence
- vehicle use – reckless or dangerous use of a vehicle, e.g., car, motorcycle, bicycle etc.

A pupil may be suspended only once for any incident of an infraction. The student may be suspended for a minimum of one (1) school day and a maximum of twenty (20) school days. In some instances, a 20 day suspension may include a recommendation for expulsion.

The infractions for which a Principal shall suspend and may make a recommendation for expulsion include:

1. Possessing a weapon, including possessing a firearm;
2. Using a weapon to cause or to threaten bodily harm to another person;
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
4. Committing sexual assault;
5. Trafficking in weapons or restricted drugs;
6. Committing robbery;
7. Giving alcohol to a minor;
8. An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others (e.g., theft, academic dishonesty, hazing activities, harassment, verbal abuse, extortion, possession of an explosive substance, distribution of hate material, etc.);
9. A pattern of behaviour that is so inappropriate that the student’s continued presence is injurious to the effective learning and/or working environment of others;

10. Activities engaged in by the student on or off school property that cause the student's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;
11. Activities engaged in by the student on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on the Board's property, (e.g. inappropriate use of electronic and/or voice mail systems, fire setting, etc.);
12. The student has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper, e.g. neglect of duty, truancy, consistent opposition to authority, etc); or
13. Any act considered by the principal to be a serious violation of the Board or School Code of Conduct.
14. A single act, incident or infraction considered by the Principal to be a serious breach of the expectations of student behaviour, even where a student has no history of discipline or behaviour intervention, or no relevant history.

In accordance with the Police and School Response Protocol/School Board Procedural Protocol, police shall be contacted by the principal for but not limited to the above infractions. Consequences resulting from criminal charges related to school incidents are independent of those imposed under the Education Act.

Mitigating Factors and Other Factors

Before imposing a suspension pending an investigation to determine whether to recommend expulsion, the principal must consider any mitigating factors as set out in the Student Discipline Procedures.

HARASSMENT/BULLYING

Harassment is systematic or persistent actions in person or by any other means of communication such as taunts, insults, annoyances, demand, etc. which are known or ought to be known to be unwelcome, uninvited, or offensive. **Harassment is illegal** and the law is concerned with the impact of the behaviour, not the intent of the behaviour.

SEXUAL HARASSMENT, THE LAW, AND THE ONTARIO HUMAN RIGHTS CODE

Sexual harassment including harassment based on sexual orientation is illegal; it will not be tolerated in educational settings. Furthermore, people in positions of authority are required to exercise that authority to prevent harassment and/or penalize the repetition of it.

WHAT IS SEXUAL HARASSMENT?

Sexual harassment is unwanted, uninvited sexual attention. It may involve remarks, gestures or actions of a sexual nature that make a person feel unsafe or uncomfortable. It creates an intimidating, hostile

or offensive learning environment. Sexual harassment is illegal. It may include (but is not limited to):

- unwanted, unwelcome physical contact like touching, grabbing or patting;
- rude jokes or suggestive remarks of a sexual nature;
- demeaning nicknames like “chick”, “sexy”, “stud” or “babe”;
- cat calls, rating or embarrassing whistles;
- insulting remarks about sexual orientation;
- sexually insulting remarks about race, gender, ability or class;
- bragging about sexual prowess for others to hear;
- intimidating hallway behaviour;
- names written on walls or desks - “for a good time, call _____”;
- stalking.

It is not:

- a hug between friends;
- mutual flirtation;
- sincere and personal compliments.

Degrading jokes, insistent requests for dates, catcalls that cause embarrassment rather than pleasure, pictures scratched on bathroom doors, rating, intimidating remarks or gestures - all of these can be harassing.

When Sexual Harassment Escalates to Sexual Assault

It is important to note that sexual harassment is part of the continuum of violence and some harassing actions can and do escalate to sexual assault. The latter is covered by the *Criminal Code* and the police must be involved.

STUDENT ATTENDANCE POLICY

St. Ignatius of Loyola Catholic Secondary School actively encourages and promotes regular attendance. Educational research has consistently shown that a student’s progress and academic success are closely related to regular attendance and participation in the day to day activities of the school. Students are expected to be in attendance at all classes in order to participate in extra-curricular activities. Failure to comply may result in a student not being allowed to participate.

Our automated phone and e-mail systems will keep parents informed of student absences.

Although **trips and vacations** may provide diverse learning experiences, the school does not support, academically, travel or vacations during class time. The content covered in each course is important and requires daily attendance. While parents may choose to travel during the school year, the time missed from class is recorded as an absence and counted in the total absence record for the semester. A significant number of absences may place a student’s mark and credit in jeopardy. Also, assessment and evaluation become problematic.

Prior to the trip, the student should consult with his/her teachers and make notes on what will be covered in each course. Any assignments that are due while he/she is away should be completed and handed in prior to the trip to ensure they are accepted.

STUDENT ABSENCES

1. A phone call (or a note) from a parent/guardian to explain the reason for the absences is required for all absences. **A direct line to attendance is available: (905) 847-3193 (24 hours/day - voicemail).** If a phone message is not received, we require written communication from a parent/guardian on the day the student returns to school by 8:00 a.m.
2. **All students must always sign in and out at the Attendance Office due to late arrival or early dismissal.**
3. All absences from school must be justified by parents or guardians.
4. Students who are 18 years of age and older must complete the NOTE SIGNING PERMISSION FORM in order to sign their own notes. Students will then be allowed to sign themselves in or out of school if they have an appointment or are ill (up to a maximum of 10 times).
5. If a student becomes ill while at school, they must report to the Attendance Office immediately.
6. Students who miss class, without an acceptable reason from their parent/guardian prior to the absence will be recorded as truant.
7. **All medical certificates submitted must be date specific and be submitted directly after the absence.**
8. **Missed Examinations, Culminating Activities, Tests and Assignments:**
Students are responsible for all course work and assignments while absent.
 - i) Any examination and/or culminating activity missed that is validated by a doctor's note may be rescheduled.
 - ii) Any examination or culminating activity missed due to vacation or truancy will not be rescheduled, and may be assigned a mark of zero (0).
 - iii) Any test missed due to illness may require a parent note acknowledging that a test has been missed and, in addition, may require a doctor's note to be rescheduled.
10. All notification of absence due to vacation or family trips should be submitted in writing to the Vice-Principal.

10. Senior students with excessive truancies or unexplained absences in any course may be removed from that course.
11. You may access "SIS" to monitor student attendance. Log on to www.hcdsb.org/sis.

LATES

If you are not in your period 1 class in uniform and prepared to work by 8:15 a.m. at the start of Morning Prayer, you are late.

- Stop all movement and conversation in class and in the halls when the prayer begins.
- Remain still and quiet until the conclusion of the National Anthem, Morning Prayer and all announcements.
- Report directly to your period 1 class.
- After 8:35 a.m., report to the Attendance Secretary.
- Persistent lateness will be dealt with in accordance with *St. Ignatius of Loyola's* Late Policy.

SCHOOL UNIFORM POLICY

Guidelines for Wearing the School Uniform

The school uniform is intended to develop a sense of pride and self-discipline and unites us as a *Catholic Learning Community*. In deciding to attend *St. Ignatius of Loyola Catholic Secondary School*, students and parents make a commitment to comply with and support the school uniform policy.

***ALL UNIFORM ITEMS ARE TO BE PURCHASED FROM
R. J. McCARTHY CO. (1-800-668-8261)* (No substitutions allowed)**

Girls' Uniform

- white Oxford dress shirt with logo; short or long sleeve (French cut blouse eliminated as of Sept. 2007)
- white or navy golf shirt with logo : short or long sleeve
- grey dress pants or navy blue walking shorts or navy blue capris
- navy long sleeved v-neck sweater, v-neck vest, polar fleece sweater, fleece jacket with full zipper vest, fleece jacket with full zipper (all these items are with the school logo and are to be worn over a school blouse, school golf shirt or plain white turtleneck)
- navy, black, grey or white socks to be worn with pants; socks are optional with the shorts or capris
- solid coloured black shoes with closed toe and heel (leather, suede or running shoe) (all laces, logos, soles, designs of any type must be in black); no boots or sandals/slippers

Boys' Uniform

- white Oxford dress shirt with logo: short or long sleeve
- white or navy golf shirt with logo: short sleeve or long sleeve
- grey pants or navy blue walking shorts
- navy long-sleeved v-neck sweater, v-neck vest or polar fleece sweater, fleece jacket with full zipper (all these items are with the school logo and are to be worn over school shirt or school golf shirt or plain white turtleneck)
- navy, black, grey or white socks to be worn with pants; socks are optional with the shorts
- solid coloured black shoes with closed toe and heel (leather, suede or running shoe) (all laces, logos, soles, designs of any type must be in black); no boots or sandals/slippers.

PLEASE NOTE:

- Students must be in complete uniform, worn properly and modestly, from 8:15 a.m. - 2:47 p.m. including lunch periods **in all areas** of the school.
- All clothing items must be the original style and condition. Ripped, torn or unhemmed items are not permitted. Pants, capris and shorts are not to be altered, tapered, rolled, tucked into socks etc.
- The navy blue Loyola "hoody" can be worn in place of a uniform sweater; it can be personalized with a school team logo/name; it can be worn with a plain white t-shirt. No other team or club sweater may be worn except on a "game" day, with the permission of the Vice-Principals.
- Non-school sweaters or sweatshirts and ripped out sleeves on sweaters are not permitted in the school at any time.
- A plain white short-sleeved t-shirt or tank top may be worn under the school dress shirt or golf shirt and must not exceed the length of the shirt.
- Jackets/coats and non-uniform shoes are to be removed upon entering the building and arriving at the student's locker. Jackets/coats are not to be worn inside the school.
- Hats are **never** worn in the school, including after school hours, civvies days and exam days. Hats may be confiscated if worn in the building.
- Bandanas, scarves and similar headwear are not permitted.
- Pajamas or pajama-like clothing is not permitted (including on civvies days)
- The waist of the dress pants is to be worn at the student's waist.
- Shorts and capris may be worn in September, October, May and June.
- Accessories (scarves, studded jewellery, bandanas, heavy chains etc.) are not to be worn in the school at any time.
- **The Administration reserves the right to decide on appropriate attire.**

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Only students who are in complete uniform will be admitted to class.

"Out of Uniform = Out of Class"

DRESS CODE GUIDELINES FOR NON-UNIFORM DAYS & EVENTS

- Clothing with inappropriate logos, sayings or pictures is not acceptable at school.
- Tank tops, halter tops, tops with spaghetti straps, crop/midriff tops, cut-off shorts and torn/ripped jeans are not to be worn at school.
- No bare midriffs or bare shoulders.
- Pajamas or pajama-like clothing is not permitted
- Physical education clothing should provide for comfortable, modest and safe movement during activities. Students who wear clothing which is either too baggy or too tight will not be permitted to participate in class.
- Shorts should cover to mid-thigh when seated.

GENERAL INFORMATION

INJURIES: If a student is injured at school, the student or a witness is to inform the Main Office immediately and assistance will be provided.

SCHOOL BUS

Transportation by school bus is a privilege. Appropriate student behaviour is expected at all times with safety the overriding concern. You are responsible to the school for your behaviour on a school bus in the same way that you are in each class. Inquiries regarding busing should be directed to the Transportation Officer, Halton Catholic District School Board at 1-888-803-8660.

SMOKING

Smoking is a serious health hazard. The Halton Catholic District School Board has a **strict no smoking policy** in all schools and administrative buildings. Students are prohibited from smoking on school buses, in school buildings and on school grounds and at student activities. Smoking and/or loitering in front of the school property, including bus shelters, is strictly forbidden. Chewing tobacco is also not allowed on school property. Students guilty of smoking infractions will receive a suspension and may receive a fine from a Public Health Department Inspector.

AUDIO, VIDEO, PHOTOGRAPHIC & TELECOMMUNICATION DEVICES (Policy I-32)

Cell phones, pagers, video/camera phones, cameras and recording devices must be silenced and securely stored out of sight by the owner/user setting foot on any Board premises. **Neither the school nor the Board assumes responsibility for the safety and security, loss, recover, repair or replacement of these devices.** The use of

cell phones or other personal electronic devices is not permitted in the school at any time.

Personal electronic devices are banned from all test and examination rooms. Consequences up to and including suspension and/or expulsion, as appropriate, may be applied.

The use of any personal electronic device in a manner that interferes with or disrupts any form of academic instruction (teaching-learning activity) in any classroom or other instructional space is strictly prohibited and may be subject to discipline up to and including suspension, expulsion or exclusion from the Board premises.

STUDENT PARKING

Students driving to school **must** obtain a parking permit to park their vehicles in the lot and **must** park in the lot designated for student parking only. Irresponsible use of any vehicle on school property will not be tolerated. **The school reserves the right to deny access to school property and parking privileges to any student or visitor operating a vehicle in an unsafe manner.**

ROLLERBLADES AND SKATEBOARDS

The use of rollerblades and skateboards is not permitted inside the school or outside on school property.

LOST AND FOUND

The school is not responsible for lost or stolen articles. Students are strongly urged to leave all valuables at home. Personal items should be secured in the student's locker during the school day. All items found are to be brought to the Main Office. Students can claim items there or from the lost and found box located in the cafeteria. **Never leave valuables in the change rooms or unattended anywhere in the school at any time.** The school is not responsible for lost or stolen items. The school is not responsible for items left in school at the end of the academic year.

STAFF-STUDENT RELATIONS

Teachers, secretaries, custodians, cafeteria staff and school bus drivers provide a variety of valuable services for students. **Students are expected to be respectful of all staff and to follow their direction at all times.**

VISITORS

Casual visitors are **not** allowed into the building or on school grounds during the school day. Students are asked **not** to invite visitors to the school without the **prior** approval of the administration. Your parents are encouraged to contact the school, for an appointment in order to review any matter pertaining to your educational needs.

LOCKERS

Lockers are loaned to students for their convenience but remain the property of *St. Ignatius of Loyola Catholic Secondary School* and the Halton Catholic District School Board. Students are responsible for keeping their locker clean and presentable. Pictures and/or slogans

inside the locker must conform to the principles of *St. Ignatius of Loyola Catholic Secondary School*. Please do not keep anything of significant value in your locker as it is not burglar proof. Also, do not share your combination with anyone else. Students must purchase their own locks. **Lockers can be opened and searched at any time by the Principal or Vice-Principal or an agent of the Board without prior notice.**

ACADEMIC INFORMATION

EVALUATION

On-going evaluation identifies difficulties quickly and allows students/parents to take prompt remedial action. Student evaluation is based on a combination of classroom requirements, tests, participation, examinations and attendance.

Teachers use a variety of evaluation techniques to determine a student's mark. Evaluation is meant to be constructive and continuous, to increase a student's sense of self-worth and to emphasize what is important in a student's learning. In addition to outlining expectations for performance and attendance, each teacher will give students information regarding methods of evaluation at the outset of classes.

EVALUATION POLICY

A student's final grade in each subject is calculated as follows:

70 % TERM and 30% FINAL EVALUATION

SUBJECT PROMOTION

When a student passes a subject with 50% or higher, he/she may:

- take the same subject in the next grade at the same level;
- take the same subject in the next grade at a different level;
- drop the subject and substitute another option if it is not compulsory.

When a student fails to obtain 50% in a subject he/she:

- must repeat the subject if it is compulsory;
- may repeat the subject or choose another subject if it is optional;
- may attend summer school to upgrade or repeat a subject.

EXAMINATIONS & CULMINATING ACTIVITIES

Final examinations and culminating activities are held at the end of each semester. All students are expected to write final examinations and culminating activities in all courses. Students will not be exempt from final examinations and culminating activities unless a medical certificate stating that they are unable to write is presented. In such cases, the student's final grade may be based entirely on term work or arrangements are made to write the examination and/or culminating activity at a later date. Students must plan for vacations and/or employment AFTER the examinations.

ACADEMIC HONESTY

No-one is allowed to plagiarize, cheat, copy or knowingly and deliberately present the language, ideas or thoughts of another individual as their own work. You must quote or reference all sources.

Consequences may include assessing a mark of zero on the assignment, test, or culminating activity.

USE OF SCHOOL BOARD'S COMPUTER NETWORK

The signatures of students and parents (where the student is under 18) are mandatory before access is granted for the use of telecommunications provided by the Halton Catholic District School Board. Students and parents must agree to the Board's Policy on *Acceptable Use Procedure for Telecommunication and Internet Use*.

FIELD TRIPS, EXCURSIONS, SPORTS

While students are encouraged to participate fully in school-sponsored activities, they are still responsible for work, tests and assignments in their classes. It is the responsibility of the student to inform their teachers of their school related absence prior to the absence. Some courses have a compulsory field trip component which students must attend.

HOMEWORK

Homework includes the completion of daily assignments, study, review and preparation for major assignments, tests and examinations. Students should expect subject teachers to check regularly that their work has been completed. The amount of homework depends on the subject, levels of difficulty and grade level. However, it is reasonable to expect homework (study and written) on a daily basis at the secondary level.

REPORT CARDS AND MARKS

During the course of the school year, as outlined on pages 3 & 4, you and your parents or guardians will be informed of your progress.

Reports cards will include a mark based on work, assignments and tests completed to that point, attendance record and a teacher's comment.

STUDENT SERVICES DEPARTMENT

The Student Services Department works to foster the total development of all students in conjunction with administrators, staff, parents and community agencies.

The Student Services Department is there to help students learn how to assess their own competencies, characteristics and aspirations. With the assistance of qualified counsellors, students will explore a broad range of work, learning and community-life options. Courses offered through the Guidance Department will allow the students to acquire an understanding of the changing nature of work and of the challenges and opportunities that they may encounter in the modern economy. Counsellors will assist students in developing learning skills and strategies they can use in secondary and post-secondary education.

Students should be aware of the following with regard to their Ontario Student Transcripts. **Effective September 1999, full disclosure on student transcripts of Grade 11 and 12 results is part of the high school program. Students taking Grade 11 and 12 courses are**

affected. Students are advised to make appropriate subject selections from the courses available in Grades 11 and 12.

SPECIAL EDUCATION

The Special Education Department recognizes that education must address the unique strengths and needs of all students. It is understood, therefore, that all students have the right to access quality education and to develop to their fullest potential. Our Special Education Programs are fully integrated into all aspects of the school environment. The resource teachers work collaboratively with staff members in a variety of ways.

These may include:

- providing assistance with program modification
- providing in-class support
- providing subject teachers with individual student profiles

To this end, it is the role of the Special Education support services to empower and encourage the school community to meet the individual needs of all students.

LIBRARY RESOURCE CENTRE

The Library Resource Centre supports the learning activities of the school. Books, magazines, newspapers, vertical files and various multi-media resources are available for student use. Most materials are available on two week loans; however, borrowing privileges are suspended if books are not returned on time.

Come to the Library during lunch periods and after school to study, read or work (but be advised that food and beverages are not allowed). The Resource Centre Librarian is there to assist you - please ask for assistance.

CO-CURRICULAR ATHLETICS

A CODE FOR STUDENT PARTICIPATION IN ATHLETICS

St. Ignatius of Loyola Catholic Secondary School offers a wide variety of activities. We believe that athletics can and should play an important role in high school life by providing valuable learning situations both on and off the playing field. In order to gain maximum benefit from the program, student athletes must adhere to this code:

- Being a member of a school team is a privilege - not a right. The number one priority is the regular school program which should not suffer due to athletics. It is your responsibility to catch up on any work missed.
- As student athletes, you are expected to co-operate completely with all requirements of school life, making certain that you adhere to policies regarding attendance, punctuality, dress and behaviour.

- On game days and practice days, you are expected to be in attendance at all classes up to the designated time to be excused.
- You must be registered as a full time student.
- You will accept full responsibility for the school equipment and uniforms.
- Playing on a school team means making a commitment to the team and its members. It is important to attend all practices and to be on time for practice. If you must miss a practice, inform the coach personally as early as possible.
- You are expected to co-operate fully with all staff especially in the area of clean up, set up or moving of equipment.
- Finally, remember that you are "goodwill ambassadors" and represent your school, coach and team mates during any activity. Your behaviour, therefore, must be at the highest possible level at all times, exhibiting good sportsmanship, adherence to game rules and courtesy to all officials, players and spectators.

ALL STUDENTS ARE ENCOURAGED TO PARTICIPATE IN SOME PHASE OF THE ATHLETIC PROGRAM ENABLING THEM TO DEVELOP A WELL ROUNDED EDUCATION BOTH INTELLECTUALLY AND PHYSICALLY.

To participate in co-curricular activities, you must have the following:

- Ontario Hospital Insurance Card
- Acknowledgement of Risks/Permission to Participate
- Medical Information Form RM/1-91

CHILD AND YOUTH COUNSELLOR

The Child and Youth Counsellor is a support staff member at *St. Ignatius of Loyola Catholic Secondary School* who encourages the healthy development of our students through confidential individual counselling or group work. The Child and Youth Counsellor's goal is to provide assistance with social and emotional issues. Through the support and guidance that we offer, we believe this will foster the students' personal development to help with academic success.

SUBSTANCE ABUSE PREVENTION PROGRAMS

Substance abuse is a concern for all members of our community. We recognize that the consumption of alcohol and drugs can impair a student's well-being, can interfere with his or her ability to learn as well as impact adversely on the legitimate academic and extra-curricular interests of other students and staff.

Accordingly, it is our school's and the Board's policy that the possession and/or use of alcohol or drugs on Board property and during school supervised activities will not be tolerated. Consequences for substance abuse infractions are outlined in the *Student Code of Conduct* as well as in the *Board's Substance Use/Abuse Policy (II-28)*.

We acknowledge that as a result of concerted efforts of parents, teachers, students and the Police Department, there has been an ongoing endeavour to educate our students to the realities of substance abuse.

The *Board's Substance Use/Abuse Policy* includes a programme-based prevention component, an intervention and counselling component and a discipline component.

Our substance prevention programme has been effective due to the efforts of all stakeholders and in particular the support of the Police Department. *St. Ignatius of Loyola Catholic Secondary School* has a liaison police officer who works at our school on a regular basis. The visibility of a uniformed police officer, working in co-operation with our school's administration and staff produces a very positive situation for our school community.

Parents and students are reminded that lockers are school property and on reasonable and probable grounds, a student's locker may be searched.

PROGRAM AND DIPLOMA REQUIREMENTS

HIGHLIGHTS

18 Compulsory credits:

- 4 English, 3 Mathematics, 2 Science, 1 Canadian History, 1 Canadian Geography, 1 Arts, 1 Health and Physical Education, 1 French as a second language, 0.5 Career Studies, .05 Civics.

Plus one credit from each of the following:

- 1 additional credit in English, or a third language, or Social Sciences and the Humanities, or Canadian and World Studies, or Guidance and Career Education, or Cooperative Education.*
- 1 additional credit in Health and Physical Education, or the Arts, or Business Studies, or Cooperative Education.*
- 1 additional credit in Science, or Technological Education, or Cooperative Education.*

In addition to the Compulsory Credits, students must complete:

- 12 optional credits
- 40 hours of community involvement activities
- The provincial literacy requirement (pass the grade 10 literacy test)

* A maximum of 2 credits in Cooperative Education can count as compulsory credits.

WHAT TO DO IF...?

THE FIRE ALARM RINGS? -Check the notice in the area for the nearest exit. Follow the directions of staff.

YOU WANT TO MAKE A P.A. ANNOUNCEMENT? -You must have a staff member or Vice-Principal sign your announcement and then bring it to the Main Office the day before the announcement.

YOU FIND OR LOSE SOMETHING? -All items found on school premises should be handed in to the secretaries in the Main Office. If you have lost something, retrace your various classroom locations and then, if not found, check with the Main Office.

Never leave valuables unattended anywhere in the school.

SOMEONE COMES TO VISIT YOU AT SCHOOL? -Visits from friends are discouraged during the school day. Persons who cannot justify their presence will be asked to leave the school property. Unauthorized persons (trespassers) may be prosecuted under the Provincial Trespass Property Act.

YOU HAVE A PERSONAL PROBLEM? -See a Counsellor in Student Services or the Chaplain.

YOU BELIEVE YOU ARE BEING HARASSED? -See a Counsellor in Student Services or the Vice-Principal.

YOU NOTICE SOMETHING OR SOMEONE SUSPICIOUS? -Report it to a Staff Member immediately.

YOUR TEACHER DOES NOT ARRIVE? -Have a member of the class report to the Attendance Office for instructions. Do not leave the classroom area.

YOU HAVE A QUESTION OR CONCERN ABOUT A SCHOOL POLICY? -See your Vice-Principal or Principal.

EMERGENCY NUMBERS:

Emergency	911
Children' Aid Society of Halton	905-333-4441
Birthright	1-800-550-4900
Oakville Trafalgar Hospital	905-845-2571
Rape Crisis Centre – 24 hours	905-875-1555
Halton Women's Place – 24 hours	905-332-7892
Kid's Help Line	1-800-668-6868
Teen Crisis Line – 24 hours	905-878-9785

INFORMATION AND/OR HELP:

Halton Family Services	905-827-6523
Halton Region Police Service	905-878-5511
Halton Adolescent Support (24 hour Crisis)	905-878-9785
ADAPT Oakville	905-847-6547
Oakville Distress & Info Centre	905-849-4541

MENTAL HEALTH CONTACTS:

R.O.C.K.	www.rockonline.ca	905-339-3525
Halton Family Services	www.haltonfamilyservices.org	905-845-3811
Canadian Mental Health	www.cmha.ca	905-338-2130
Halton Regional Health	www.halton.ca/health	905-825-6000
C.O.A.S.T. Halton Youth Crisis/ Outreach and Supp. Team	www.coasthalton.ca	1-877-825-9011
St. Matthews Parish	www.saintmatthew.ca	905-825-0219
Bereaved Families Ontario	www.bereavedfamilies.net	905-848-4337
The Lighthouse Program	www.grievingchildren.org	905-337-2333