

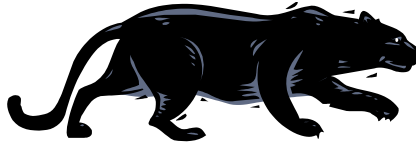


**SAINT ELIZABETH  
CATHOLIC HIGH SCHOOL**

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**STUDENT**

**2023-2024  
School Planner**



# **SAINT ELIZABETH CATHOLIC HIGH SCHOOL**

## **SCHOOL HANDBOOK 2023-2024 STUDENT**

The purpose of this handbook is to familiarize staff, students and parent(s) / guardian(s) with the Policies, Procedures, and Services of St. Elizabeth C.H.S. and to have students record any type of schoolwork and due dates. The consistent use of the handbook by students will promote positive study habits and ultimately improved academic success.

525 New Westminster Drive  
Thornhill, Ontario, L4J 7X3  
Telephone: 905-882-1460  
Fax: 905-882-5074  
<http://seh.ycdsb.ca>

SAINT ELIZABETH CATHOLIC HIGH SCHOOL DAILY TIMETABLE		
WARNING BELL	8:10 AM	
PERIOD	FROM	TO
<b>PERIOD 1 (Homeroom)</b>	8:17am	9:40am
<i>Travel Time</i>	9:40am	9:45am
<b>PERIOD 2</b>	9:45am	11:00am
<i>Travel Time</i>	11:00am	11:05am
<b>PERIOD 3</b>	11:05am	1:05pm
<b>Lunch</b>	(11:05am - 11:45am - Lunch A) (11:45am - 12:25pm Lunch B) (12:25pm - 1:05pm Lunch C)	
<i>Travel Time</i>	1:05pm	1:10pm
<b>PERIOD 4</b>	1:10pm	2:25pm

**NOTE:**            **Week 1 - ORDER OF PERIODS: 1,2,3,4**  
                         **Week 2 - ORDER OF PERIODS: 1,2,4,3**

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## **ADMINISTRATORS' MESSAGE**

### **St. Elizabeth Catholic High School A Catholic Learning Community Dedicated to Excellence**

*Welcome to the 2023-2024 school year at Saint Elizabeth Catholic High School. I am glad that you, as a student, have chosen to be part of our wonderful community. To our incoming grade 9 class, we hope that you will find your high school experience to be an exciting one. So much of what you are about to experience will be new – and your anticipation for what high school is about can be keenly felt. We look forward to your years with us and will take every step possible to take care of you – academically, socially, and spiritually.*

*To our returning students in grades 10, 11, and 12, we know that you will continue to affect your school in the most positive of ways and that your presence graces us with your gifts. Continue to share those with our community.*

*At Saint Elizabeth, we are called to the service of our young people. We are committed to your welfare as students and to ensuring that your education is purposeful and met with every degree of success possible. We remain committed to our belief in you and what you will bring to our community and to the community of the world in which you live. Just like we mentioned in our opening assemblies, our school is very much like a beehive – all members are essential in order to have a hive that thrives and brings positive change to the world.*

*It is my sincerest hope that you have a school year filled with God's blessings. Challenge yourselves to do well and have a wonderful school year.*

*Martina Fasano  
Principal*

Jonathan Huang  
Vice Principal

Lisa Joseph  
Vice Principal

### **MISSION STATEMENT**

***"The mission of St. Elizabeth Catholic High School is to value learning and excellence through collaboration and innovation as a Catholic community."***



### **ST. ELIZABETH - OUR SCHOOL PATRON**

Our school is named after St. Elizabeth, the cousin of Mary, and mother of St. John the Baptist. At an elderly age, Elizabeth was told that she was to bear a child. Months later, she welcomed her pregnant cousin Mary. This welcome is crucial to understand the importance of Elizabeth. Elizabeth practiced the ministry of hospitality. Mary could easily have been dismissed as a pregnant teen that was causing scandal. But Elizabeth not only welcomed her but also ran out to meet her saying, "You are most blessed of all women, and blessed is the child you will bear". She saw the sacred in Mary.

At St. Elizabeth CHS, we continue St. Elizabeth's ministry of hospitality in so many different ways. We practice hospitality to new members of our community no matter who they are. We practice intellectual hospitality in welcoming new ideas, skills and acts of creativity. We practice moral hospitality by reaching out to those within and outside our community with acts of justice and charity. We practice sacred hospitality through our prayers and worship where we welcome and celebrate God's presence among us. St. Elizabeth gave birth to St. John the Baptist who announced the coming of the Messiah. We announce the presence of the sacred through our acts of hospitality.

### **ST. ELIZABETH C.H.S. PRAYER**

St. Elizabeth, we ask you to help us grow in faith and understanding. Help us to know that nothing is impossible with God. Help us to celebrate life as you celebrated life with our Mother Mary at the Visitation. Help us to offer hospitality to those we meet today. Teach us to offer love and understanding to those who are in need, just as you offered your support to Mary during her pregnancy with Jesus. As a mother, you know the joys and sorrows of young people. Be our support. Help us to grow as students and teachers. May our school reflect your gifts of faith, respect for life, and hospitality.

St. Elizabeth pray for us. Amen

## HISTORICAL OVERVIEW

St. Elizabeth C.H.S. was founded in September 1987. Originally housed in Holy Family CES's present site, it was moved to its permanent location in February 1990. The school continued to grow, peaking at approximately 2,000 students. St. Elizabeth was recognized as an ESL Centre. In September 2003, St. Elizabeth launched the *Regional Arts Program*. A dance studio was added to our facility. Students from across the region auditioned for spots in one of five areas, Dance, Drama, Instrumental Music, Vocal Music or Visual Arts. In 2017, Digital Media was added to the RAP Program. The popularity of this program has continued to grow. In February 2006, The Y.C.D.S.B. Centre for the Arts opened to house a state of the art theatre that has enhanced our school productions and has allowed our students to gain valuable technical expertise. St. Elizabeth also has high skills major designation in the areas of Arts and Culture, Business, Construction and Transportation. This year, we are launching a new Specialist High Skills Major in Business. Our students continue to excel in all areas. Our commitment to the community is clearly evident in the fundraising efforts we have embraced.

## **FAMILY OF SCHOOLS AND PARISHES**

### ***FEEDER SCHOOLS***

#### **Blessed Scalabrini**

290 York Hill Boulevard, Thornhill, ON L4J 3B6  
T 905-886-3272 F 905-886-0038

#### **Our Lady of the Rosary**

206 Glen Shields Avenue, Concord, ON L4K 1T8  
T 905-669-6690 F 905-669-9520

#### **St. Joseph The Worker**

475 Brownridge Drive, Thornhill, ON L4J 5Y6  
T 905-738-5703 F 905-738-8121

#### **St. Cecilia**

300 Peter Rupert Avenue, Maple, ON, L6A 4P3  
T 289-304-0725

### ***PARISHES***

#### **St. Andre Bessette Parish**

2 Barletta Drive, Maple, ON L6A 4H4  
T (289) 553-1610

#### **St. David's Catholic Church**

2601 Major Mackenzie Drive. Maple ON L6A 1C6  
T (905) 832-5595

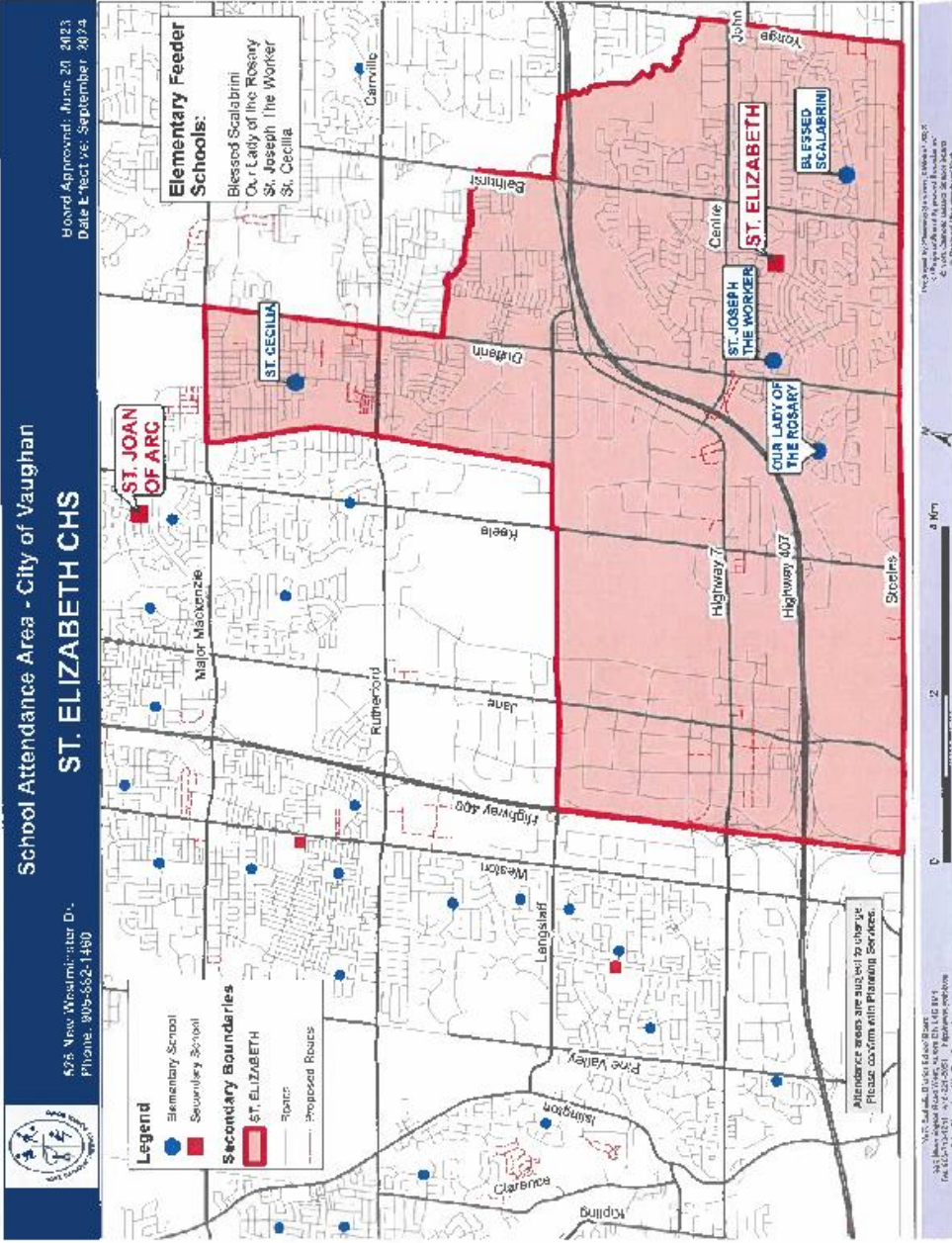
#### **St. Mary Immaculate Catholic Church**

10295 Yonge St, Richmond Hill ON L4C 3B9

#### **St. Pascal Baylon Catholic Church**

92 Steeles Avenue West, Thornhill, ON, L4J 1A1  
T (905) 889-9021





**ST. ELIZABETH CHS  
REGIONAL ARTS PROGRAM  
FEATURES AND EXPECTATIONS**

Congratulations! You are part of a *Regional Arts Program* (RAP) that will be both challenging and rewarding. You are amongst a group of individuals who have been selected to represent the St. Elizabeth C.H.S. community with professionalism. Being a RAP student means you must conduct yourself in a manner befitting a highly respected student who is very involved with the study of a chosen art. Your behaviour will be characterized by your passion for the arts as well as your integrity, courtesy and reliability. We welcome your energy, curiosity, and willingness to explore for deeper meaning and growth in the arts.

**Regional Arts Program Philosophy**

RAP at St. Elizabeth C.H.S. offers an integrated approach to learning through the Arts in a Christ-centered learning environment. Students specialize in Dance, Drama, Instrumental Music, Vocal Music, Digital Media Arts or Visual Arts. RAP encourages students to appreciate all areas of the Arts and to seek a balance between academics and the Arts. Students will be able to enhance and develop their artistic talents through participation in workshops, and Master classes with professional guest artists. Students in RAP will also be afforded many opportunities to perform, as part of an ensemble and in solo work, in front of an audience at a variety of events and in partnership with community groups through the run of the four-year program.

**Admission to RAP and Maintaining Status as a RAP Student**

Students across York Region are eligible to audition for RAP at St. Elizabeth in one of the six disciplines of the arts: Dance, Drama, Instrumental Music, Vocal Music, Visual Arts or Digital Media. It is recommended that students participate in Audition Workshops hosted by St. Elizabeth C.H.S. prior to auditions in order to be as prepared as possible. Students who are successful in their audition will be contacted and offered a position in the program. (Students who are not successful in gaining admission through RAP auditions may seek admission as a comprehensive student.)

Students accepted into RAP are expected to remain committed to all aspects of student life while at St. Elizabeth C.H.S. If a RAP student does not meet the academic expectations, and/or overall expectations of the *Regional Arts Program*, the student and parent(s) /guardian(s) will be advised that the student's file will be reviewed and the student may be put on probation with the possibility of being demitted from the program.

Students who experience difficulties and who demonstrate an inability to meet with the expectations of the school, their course work or of the program, in one or more of the following areas: academics; behaviour/conduct; uniform; attendance; will be formally placed on probation. Parent(s)/guardian(s) and students will be invited to meet with a school-based team to determine what supports need to be put in place to ensure continued placement in the program. The student is placed on contract at this point and if there has not been a marked change in the areas targeted for improvement, according to the timeline set during the student case conference, the student will be removed from the Regional Arts Program. If a student is at risk of not earning a RAP credit at mid-term, he/she will be placed on probation for the remainder of the semester. If the student is not successful in the RAP course at the end of the semester, the student will be demitted from RAP.

#### **Attendance Expectations**

In order to achieve and maintain a high level of artistry, attendance in class and after school activities is mandatory. If a RAP student has unusual absences, a meeting will be arranged with the RAP teacher, school administration, parent(s)/guardian(s) and student involved to discuss the student's commitment to the program. It is expected that a RAP student attend after school rehearsals or meetings pertaining to their area of art discipline.

### **Care of Equipment and Borrowed Materials**

Every student shares in the responsibility of using all materials and equipment with appropriate care and safety. The classroom and all related areas/items – lighting, instruments, flooring, drapery, dressing rooms, practice rooms, computers, electronic devices, props, cleaning agents. They are to be handled properly, respected and returned to identified storage areas when not in use. Students are responsible for the replacement cost of lost or damaged equipment, materials and dry cleaning of costumes after use. **Students are not permitted to purchase items for the RAP program for reimbursement without the prior approval of the school administration.**

### **Community Service Hours**

All students are required by the Ministry of Education to complete 40 hours of community service in order to graduate. RAP students are encouraged to complete their 40 hours of community service by volunteering in the area of the arts (i.e. after school in preparation for any discipline performance and/or exhibition). A RAP student can also volunteer outside of the community in order to fulfill their graduation Community Service Hours. These hours will be tracked by using the “Community Service” form found on the Guidance Website is to be signed by your teacher and then submitted to the Vice-Principal overseeing the grade level of the student.

### **Private Instruction**

It is at the parent’s and student’s discretion if any supplementary/private lessons are arranged. All costs associated with private instruction is the responsibility of the student or parent(s)/ guardian(s).

### **RAP Enhancement**

The \$155 collected from RAP students at course selection time is used for RAP students to participate in enhanced artistic activities. For example, an artistic expert is invited to St. Elizabeth CHS to work with the RAP students in an organized setting. It is also used for enhancement purposes such as visiting professional theatres, art galleries dance, music/vocal experiences, visiting artists, specialty equipment and resources.

### **RAP Transportation**

Students who reside outside the comprehensive school attendance boundaries are eligible to register with Pay For Use Bus Transportation. These arrangements are made directly with the Transportation company. Information about registration, payment options, terms and conditions and bus routes are available

through the bus company. Students are expected to follow all school rules of behaviour and conduct on these buses as well.



Stock Transportation Contact Information:  
905.883.6665  
[rapst.elizabeth@stocktransportation.com](mailto:rapst.elizabeth@stocktransportation.com)

### **Specialist High Skills Major**

RAP Students in this Specialist High Skills Major (SHSM) Arts & Culture program are involved in courses and experiences that match and develop their skills and interests in a specific sector. They are motivated to succeed because they can easily connect their present-day learning to their postsecondary and career goals.

The Specialist High Skills Major (SHSM) is a way of organizing and recognizing outstanding programming and student success. A SHSM (Red Seal) designation on an Ontario Secondary School Diploma tells everyone that the student has focused their high school experience on a career path that matches their skills and interests. Specifically, the student has successfully completed all key program components at the same time they have met all the graduation requirements.

### **PERFORMANCE UNIFORM: RAP INSTRUMENTAL/VOCAL STUDENTS**

The performance uniform for the RAP instrumental students and RAP Vocal students is all-black semi-formal.

- a long sleeve black collared shirt, black belt, black socks, black dress shoes, and black dress pants.
- a long black skirt, short sleeve black blouse and black dress shoes.
- The school may provide performance uniform pieces to compliment the attire. (Ex. Red tie or sash).

### **Uniform**

A RAP student must wear the school uniform properly every day, where no artistic improvisation or interpretation is permitted. When attending a RAP event, students should wear the school uniform unless it has been indicated otherwise by the Vice Principal of the Regional Arts Program.

## Uniform Policy

- The student uniform consists of the following:
- A short sleeved or long sleeved golf shirt - with the school crest
  - School sweater with school crest
  - Black dress pants with the school crest (located on the pant leg)

### PLEASE NOTE:

- No leggings (even if they are crested)
- T-shirts worn underneath the golf shirt - must be short sleeved and not visible
- Uniform must be fastened
- Spirit wear is not part of the school uniform and may only be worn on spirit days
- Uniform is to be worn: from 8:17am - 2:25pm
- Students are to be in full uniform when they are within the school building (Library, Cafeteria, hallways etc.)
- Students are to be in full uniform when participating in field trips
- No baseball caps are to be worn inside the school building/classrooms (including Civics Day)
- No hoodies or turtlenecks under golf shirt or 1/4 zip sweater



## UNIFORMS:

A short sleeved polo



# Uniforms are your identity



1

### WARNING

- Student will be instructed to get into uniform
- Will be documented
- Parents will be called to bring uniform item to the school
- Parents will be instructed to pick up their child from school if the uniform item is not provided
- Student will remain in the main office if parents are unable to bring uniform item

### WHERE TO BUY?

**DGN KILTERS**  
**Fee-Free Phone Ordering**

1-800-437-5872

Methods of Payment: VISA, MasterCard

#### On-line Ordering:

[www.dgn-kilters.com](http://www.dgn-kilters.com)

Methods of Payment: VISA, MasterCard

#### Track Track

Picks up the school once a month from 11:00am to 3:00pm. Please call school for dates

#### Detail Location

1500 Elm Hill Road

Missionville, Ontario

Methods of Payment: Cash, Debit, VISA, MasterCard

#### NEW DGN KILTERS - 4.0cm

1.70 reduced length 4.0cm  
1.70 reduced length 4.0cm  
All disputes will be done by T.T. Track.

**ST. ELIZABETH  
CATHOLIC HIGH SCHOOL**  
**ARE YOU IN UNIFORM?**



**PROUD TO BE A ST. E.  
STUDENT!**

### **RAP Website**

<https://sites.google.com/ycdsb.ca/artsconnectedathome-seh/>

**You may also go through out school website: [seh.ycdsb.ca](http://seh.ycdsb.ca)**

Please visit our RAP website for up-to-date events & important dates. Should you wish to contribute to our website, please contact our RAP Secretary.

The staff and students at St. Elizabeth C.H.S. work cooperatively to offer a wide variety of Council and Co-Curricular activities of interest to students. We encourage our students to become actively engaged and supportive of the school activities. Members of Councils and Co-Curricular activities are expected to be students in good standing, both academically and in terms of behaviour. Students involved in co-curricular activities represent the entire school community. In representing St. Elizabeth C.H.S., all participants must subscribe to the highest standard of conduct and effort.

For this reason, a student who:

- has failed two or more credits in the first reporting period will need the approval of the teacher, facilitator and Administration to participate;
- has failed one credit will be eligible to participate, but will be placed on probation;
- is struggling academically will seek additional academic support;
- is suspended will be placed on probation and may be withdrawn; and
- is disrespectful of school rules, non-compliant with uniform, attendance or academics may jeopardize his/her role in co-curricular activities.

### **ATHLETE'S CODE**

Student athletes are also representatives of our school and should conduct themselves accordingly. This means that all athletes must:

- commit to attending all practices and games for the sake of personal and team success; (Students who miss 3 practices may be removed from a team)
- realize that it is a privilege to represent a school team and be obedient to the rules of the game and accept the decision of the officials gracefully, conducting yourself at all times with honour and dignity;
- be generous in winning and graceful in losing;
- be fair at all times trusting in the honesty of the opponents, exhibit sportsmanship and work for the good of the team;
- be respectful of school rules. Non-compliant with uniform, attendance, behaviour or academic expectations may jeopardize his/her role in co-curricular activities;
- recognize and applaud honestly and whole-heartedly the efforts made by all athletes regardless of colour, creed, race or gender.

- be responsible to inform teachers of scheduled absences and to make prior arrangements to complete missed work.
- **Student athletes are expected to be positive role models for the rest of the student body.**

**Students suspended from school will also be automatically suspended from team play until a conference with the Vice Principal, and/or coach of their team occurs.**

<b>St. Elizabeth Panther Athletic Teams</b>		
<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
Basketball-Girls	Basketball-Boys	Baseball-Boys
Cross-Country Running	Ice Hockey - Boys & Girls	Slo Pitch-Girls
Golf- Boys & Girls	Skiing & Snowboarding	Soccer-Girls
Soccer-Boys	Volleyball-Girls	Table Tennis
Tennis Co-Ed		Track and Field
Volleyball-Boys		Ultimate Frisbee
Swimming		Badminton - Co-Ed

#### **ARTS COUNCIL**

##### **(DANCE, DIGITAL MEDIA, DRAMA, MUSIC INSTRUMENTAL/VOCAL, VISUAL ARTS)**

The Arts Council plans events that focus on the development of the school's artistic program. The annual Christmas and Spring Arts Festivals are a great success. It is an opportunity for parents and community members to view the many displays of students' artistic talent.

#### **ATHLETIC COUNCIL**

The Athletic Department at St. Elizabeth C.H.S. encourages all students to participate in the athletic program to enhance both their physical and social growth and development. In representing St. Elizabeth C.H.S., all participants must subscribe to the highest standards of sportsmanship, exemplifying school spirit and positive comportment at all times. A high academic standing is a requirement. Athletic achievement is celebrated annually at the year-end Athletic Banquet.



The St. Elizabeth C.H.S. Athletic Logo represents the *Panther...Feel the Power!*

#### **EMPOWERING STUDENT PARTNERSHIPS (ESP)**

A trained student-led group which plans, organizes, executes year-long safe school initiatives, in partnership with the York Regional Police and the York Catholic District School Board.



#### **FSL AND INTERNATIONAL LANGUAGES COUNCIL**

The FSL and International Languages Council group gathers to promote enhanced academic and social experiences to foster the development and appreciation of additional languages and cultures.

#### **ONTARIO STUDENTS AGAINST IMPAIRED DRIVING**

The Ontario Students Against Impaired Driving group plans school events that focus on developing student awareness about the impact of substance abuse.

#### **PEER MINISTRY**

The Peer Ministers plan events that facilitate our spiritual growth and liturgical experiences. The Peer Ministry program offers staff and students opportunities to witness their love of Christ and neighbour by sponsoring a variety of outreach activities and charitable events.

#### **STUDENT ADVISORY COUNCIL**

The Student Advisory Council provides leadership opportunities within the St. Elizabeth school community. Student Council members assist in the planning and organization of various school activities. They are the voice of St. Elizabeth's student body.

#### **PRESIDENT'S COUNCIL**

The President's Council will coordinate all councils in the school community. Members meet on a monthly basis.

#### **SCHOOL COMPETITIONS, CLUBS, AND TEAMS**

BioTalent Competition  
Environmental Awareness / Recycling Club  
Global Cultures Club  
Mathematics Competition  
Mock Trial  
Nations United Club  
Newspaper

## ST. ELIZABETH C.H.S. CATHOLIC SCHOOL COUNCIL

The education of our students is a shared responsibility involving schools, students, their families and the members of the community. The central tenet of the St. Elizabeth Catholic High School Council is to “promote the best interests of the School Community”. The Council will work within the policies, mission statement and goals of the school, the Board and the Education Act and Regulations. St. Elizabeth C.H.S. has always been about community and relationships. We value partnering with you-our Catholic School Council members--to provide learning environments for students that are shaped by Catholic beliefs and values. We appreciate your active participation in our schools and we welcome your continued involvement in Catholic School Councils. Meeting dates are posted on our website. All parents are welcome. Parents wishing to take a more active role may seek a position on our Catholic School Council (CSC) by completing the appropriate nomination form by the due date indicated on our school website.

## SECONDARY SCHOOLS

### **St. Brother Andre CHS**

6160 16th Ave. E.  
Markham, ON L3P 3K8  
T 905 294 7671 F 905 294 7132

### **Cardinal Carter CHS**

210 Bloomington Rd. W.  
Aurora, ON L4G 0P9  
T 905 727 2455 F 905 727 9568

### **Father Bressani CHS**

250 Ansley Grove Rd.  
Woodbridge, ON L3L 3W4  
T 905 851 6643 F 905 851 9638

### **Father Michael McGivney Academy**

5300 14th Ave.  
Markham, ON L3S 3K8  
T 905 472 4961 F 905 472 4976

### **Holy Cross Catholic Academy**

7501 Martin Grove Road  
Woodbridge, ON L4L 1A5  
T: 905-851-6699 F: 905-851-4207

### **Our Lady Queen of the World CHS**

10475 Bayview Ave.  
Richmond Hill, ON L4C 3P2  
T: 905-770-8656 F: 905-770-2678

**Our Lady of the Lake CHS**

185 Glenwoods Avenue  
Keswick, ON L4P 3E9  
T 905 656 9140 F 905 656 9142

**Sacred Heart CHS**

1 Crusader Way  
Newmarket, ON L3Y 6R2  
T 905 895 3340 F 905 895 9416

**St. Augustine CHS**

2188 Rodick Road  
Markham, ON L6C 1S3  
T 905 887 6171 F 905 887 6163

**St. Elizabeth CHS**

525 New Westminister Dr.  
Thornhill, ON L4J 7X3  
T 905 882 1460 F 905 882 5074

**St. Jean de Brebeuf CHS**

2 Davos Raod  
Woodbridge, Ontario, L4H 2Y1  
T 905 851 3259 F 905 653 5678

**St. Joan of Arc CHS**

1 St. Joan of Arc Way  
Maple, Ontario, L6A 1W9  
T 905 832 8882 F 905 832 5791

**St. Maximilian Kolbe CHS**

278 Wellington St. E.  
Aurora, Ontario L4G 1J5  
T: 905-727-5652 F: 905-727-1884

**St. Robert CHS**

8101 Leslie St.  
Thornhill, Ontario, L3T 7P4  
T 905 889 4982 F 905 88

**St. Theresa CHS**

230 Shaftsbury Ave.  
Richmond Hill, Ontario, L4C OE8  
T 905 787 1407 F 905 787 8678

**St. Katharine Drexel CHS**

55 Meridian Drive  
Stouffville, Ontario, L4A 4X5 T 289 451 2294

**YORK CATHOLIC DISTRICT SCHOOL BOARD**

**MISSION STATEMENT**

*“As a Catholic community we value learning and excellence through collaboration and innovation.”*

**SHARED VISION**

*“We are a Catholic Learning Community of collaborative partners, called to serve one another by being committed to and accountable for quality learning for all, with Jesus as our inspiration.”*

## SCHOOL POLICIES, PROCEDURES AND SERVICES

The following information will assist you in becoming acquainted with school procedures. Understanding and following these will make the experience of school rewarding and positive.

### ACCESS TO THE MALL

**Students are advised to remain on the school grounds during the school day.**

### ACCIDENTS, PERSONAL INJURY, AND SAFETY

It is the responsibility of each student to understand and comply with School, Board, Community Regulations, Policies and Laws related to safety and to report any school accidents to the supervising teacher or the Main Office as soon as possible. These include any accidents occurring on school property or during school sponsored events at other sites. **Students unable to go to class because of an accident or illness must report to a supervising teacher or the Main Office. Students are not permitted to leave the school without authorization from Administration and parent contact, including during the lunch period.** Students who do not comply and leave the school without permission from the Administration may be subject to discipline at the discretion of the Administration.

Staff who are injured at school or during a school related activity must report to the Main Office and complete appropriate accident reports.

### ACTIVITY / IDENTIFICATION PHOTO CARDS

The student activity photo card is issued to each student. It will identify a student and it is useful for school events, transportation, and other school related activities. The student must carry this card at all times. Cards must be used to take books out of the Library Information Centre and to use computers. Replacement cards may be purchased through the Library Information Centre.

### ADDRESS OR SOCIAL INFORMATION CHANGES

It is the responsibility of the parent to promptly report to the Main Office in writing changes to home address, telephone number, cell numbers, email address, and other pertinent information. Appropriate school support forms must also be completed.

### ADMISSION

St. Elizabeth C.H.S. is open to students (Grades 9 - 12) whose parent(s) / guardian(s) are residents of York Region living within the school's attendance zone and who share in the mission of Catholic Education. Religious education is central to the understanding of the Catholic way of life practiced at St. Elizabeth C.H.S. Therefore, **all students must take Religious Education classes each year.** Students must fulfill all obligations and requirements of the courses, including retreats and Christian Community Service. **Students seeking admission or readmission to St. Elizabeth C.H.S. will be interviewed**

**with their parent(s) / guardian(s). For additional information about RAP admissions, please refer to *Regional Arts Program Features and Expectations*.**

#### **ADULT STUDENTS**

While the school recognizes the status of students who reach the age of eighteen, school policy is to keep all educational partners informed regarding school-related matters and to maintain communication with parents of students 18 years of age or older unless written notice is provided by both parents and students.

#### **ALCOHOL / DRUGS**

Alcohol or drug possession, possession of paraphernalia, consumption or distributing to students, is all extreme violations and criminal offences. Students who exhibit the physical effects caused by the consumption of alcohol or drugs or who possess or distribute alcohol or drugs while on school property, at school sponsored events, or in other situations will be subject to various disciplinary measures and may jeopardize their educational career.

#### **ANNOUNCEMENTS**

**Announcements are to be submitted via the approved electronic portal at least one day prior.** Announcements must be clear and concise. Announcements of interest to the entire school will be read by a student or administrator at the beginning of first period. Only announcements of an urgent nature will be read just before dismissal.

#### **ASSEMBLIES**

Assemblies will be held for special events during the school year including liturgical celebrations. Students are required to enter and leave the assemblies in an orderly fashion. During the assembly, students must behave properly, express approval in a positive manner, and respect the presenter(s) at all times. **All students must attend the assemblies and sit in the assigned area with the class and supervising teacher. If students are approved to sign out, they are not to be on school property.** Missing a scheduled assembly without authorization constitutes skipping.

#### **ASSESSMENT, EVALUATION, AND REPORTING**

In order to inform the parent(s) / guardian(s) of student achievement, the school will issue **formal Mid-Term Reports in November and April and, formal Final Reports in February and July.** Formal reports will identify the percentage grade the student has attained in the course as well as comments and reports on areas of strength, areas for improvement, next steps and learning skills. The school will also set up **formal Parent-Student-Teacher Conferences in November and April.** **Students or parent(s) / guardian(s) wishing to inquire about a student's academic standing or performance may contact the subject teacher directly to request feedback, a printout of marks, or an interview at a mutually agreed upon time.**

#### **The 7 Fundamental Principles of Assessment, Evaluation, and Reporting**

To ensure that assessment and evaluation are valid and reliable and that they lead to the improvement of student learning, teachers must use assessment and evaluation strategies that:

- are fair, transparent, and equitable for all students; support all students, including those with special education needs, learning the language of instruction (English or French), and First Nation, Métis, or Inuit;
- are carefully planned to relate to the curriculum expectations and learning goals and, as much as possible, to the interests, learning styles and preferences, needs, and experiences of all students;
- are communicated clearly to students and parents at the beginning of the school year or course and at other appropriate points throughout the school year or course;
- are ongoing, varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning;
- provide ongoing descriptive feedback that is clear, specific, meaningful, and timely to support improved learning and achievement;
- develop students' self-assessment skills to enable them to assess their own learning, set specific goals, and plan next steps for their learning.

#### **Determining a Report Card Grade**

The report card grade represents a student's achievement of overall curriculum expectations, as demonstrated to that point in time.

Determining a report card grade involves the teacher's professional judgement and interpretation of evidence of learning with consideration for the student's most consistent and recent level of achievement.

Teachers will consider that some evidence carries greater weight than other evidence; for example, some performance tasks are richer and reveal more about students' skills and knowledge than other types of assessment tasks.

#### **Late, Incomplete and Missed Assignments**

- **Students absent for school authorized programs will not be penalized for missing an academic assessment or evaluation but will be required to promptly complete any missed work within the timelines established with the teacher.**
- The teacher should establish a completed assignment due date in consultation with students to ensure that the timelines are achievable. A due date should be set to allow students to complete their assignments in a timely fashion. Teachers are encouraged to establish a two-day window of opportunity for students to complete and submit an assignment. **In cases where teachers are deducting marks, they should employ the model of deducting up to 5% each day (excluding weekends).**
- A closure date will be established at which point assignments will not be accepted. To encourage completing assignments by a due date, a culture of responsibility is encouraged. Students should be made aware of the need for proper planning and scheduling of commitments and schoolwork. Since this is a learning skill, teachers should assist students in the planning and execution of assignments to ensure they are completed by the assigned due date. The tendency to submit assignments late or to fail to submit assignments will **be reflected in the learning skills and work habit section of the report card. It may also result in insufficient evidence for evaluation or successful completion of the course work.**

- Late and missed assignments may occur for a number of legitimate reasons, including extenuating circumstances, such as: illness, accident, family issues, and/or parental intervention. Late penalties may be waived when legitimate extenuating circumstances occur. Students are expected to complete all work and submit all assignments. If an assignment is not submitted, teachers should determine the reason for non-submission which may require contacting the parent/guardian to inform them of the missed assignment.
- If students have not provided teachers with enough evidence of achievement of the overall expectations, teachers should take this into consideration when determining a final letter grade or final percentage grade for the course.
- Students, identified by an Identification Placement and Review Committee and who have an Individual Education Plan (I.E.P.) that outlines **extended timelines as part of the I.E.P., may discuss alternative timelines with teachers.**

**Achievement Review:**

- When a student or parent(s) / guardian(s) requests a review of an evaluation or assessment the following steps are to be followed:
- The student(s) or parent(s) /guardian(s) will contact the subject teacher to request a review;
- The teacher may consult with the Department Head and the Administration;
- The Administration may become involved to facilitate the request.
- Final grades demonstrate that the student has met the expectations of the course.

**50% represents a given mark**  
**51% represents an earned credit**

**ASSIGNMENTS AND PROJECTS**

Assignments and projects will be assigned throughout the semester. **Teachers will not assign major / new assignments in the week prior to the examination periods.** Teachers will support students by returning assignments as promptly as possible. Students are reminded to manage time well in order to meet all assignment deadlines and to ensure work is neat and uses appropriate academic style.

**ATTENDANCE**

**Parents are responsible for the attendance and punctuality of their children and parents / guardians are also responsible for reporting any absence and providing the reason for absence (such as illness, funeral, court appearance etc.).** Students are to be in school and on time for all classes, including Homeroom. Regular and punctual attendance is necessary for students to complete all in-class work and other assessments. **Students absent for school authorized programs will not be penalized for missing an academic assessment or evaluation but will be required to promptly complete any missed work within the timelines established with the teacher.** Attendance will be tracked each day period by period.

**Absences:**

Parents **must** report their child’s absence by 8:10 a.m. on a daily basis by using the **Safe Arrival Website, Phone Line or App.** If leaving a message, clearly state the student’s name, grade, and reason for absence. The teachers, Attendance Secretary, or the Vice



Principal may contact parent(s) / guardian(s) to verify the absence or to check for discrepancies. **Please note that according to Ministry of Education guidelines, a student who misses 15 consecutive days without the student, parent, or guardian contacting the school, will be removed from the school's enrolment register.**

Students who miss class because of a field trip, athletic contest, a school retreat, guidance appointment or other school activity, will be marked absent by the teacher for that class or classes. Once the absence has been reported to the attendance secretary, the absence indicated by the teacher will be deleted and replaced by the designation of a school activity. All absences are counted when reporting the total days absent for the semester. In cases where absences are a concern, a decision may be made by the Administration to limit a student's ability to participate in activities that cause class absences. **Holidays, doctor appointments, vacations etc. should not be booked during school time, especially during exams.** Students who are frequently absent and or absent without permission may be reported to the Board's Attendance Counselling Services. When parents / guardians, and students who have been appropriately counselled continue to be chronic offenders, Alternative Education Pathways may be recommended. If students have an excused absence when an assignment is due, students should be given the opportunity to submit the assignment on their return to class. If students are absent without cause, teachers may provide an alternative assignment or follow the guidelines for missed assignments.

**Co-operative Education Class Attendance:**

Students must attend their in-school and job site sessions during the regularly scheduled school year. **Students are not permitted to extend vacations that interfere with the schedule.** Failure to abide by this procedure may result in the forfeiture of the co-operative education credits. **While attending the in school component of the program or any in school function, students are required to be in full and proper uniform.**

**Early Leaves:**

If a student must leave school (e.g. medical appointment), the student is to come to the attendance office before school begins to obtain an early leave. The student must present a note from his/her parent(s) explaining the necessity for the early leave to the Attendance Secretary. If returning to school on the same day, the student must return to the main office to sign back in. During the school day, students who are too ill to remain in the class must inform their teacher and report to the main office. The office staff will assist the student in contacting his/her parents. Any student who signs out is expected to leave the building.

**Extended Illness:**

Parents are asked to contact teachers directly to discuss arrangements for missed homework and assignments. **A medical note may be required.**

**Lates to School or Homeroom:**

Please be aware of the policies and procedures regarding students who are late to school, and students who are out of school uniform.

Students are expected to be on time for school and for all classes. Tardiness is disruptive to teaching and is not acceptable. Occasional late arrivals due to unusual circumstances will happen to everyone.

**Students Who are Late**

Students must be in class prior to the beginning of the National Anthem in the morning. If a student is later than 8:35 AM, she/he will report to the Attendance secretary.

After a 6th late, the school will call home to inform parents of the lateness.

On the 12th late, the student will serve a one hour after school detention.

On the 13th. late, the student will be suspended from school for one day.

After the 13th. late, progressive discipline will continue.

**Lates to Class:**

Students are expected to arrive to classes on time and are given 5 minutes travel time between classes. Students should keep to the right, move along briskly, and should not block the passageways by stopping for social gatherings around their lockers, washrooms, or classroom doors.

**Period by Period Attendance:**

When students are late at other times during the school day, **teachers will mark them late unless it is beyond the 30-minute mark. If that occurs, they will be marked absent and there will be follow-up with administration.** Daily attendance will be taken in each class by the classroom teacher. Parents will be notified via an automated phone call of unidentified absences/lates.

**Skipping Class / Truancy / Skipping Detention:**

Students are expected to attend all scheduled classes and school activities (such as assemblies and liturgies). Failure to do so will be considered skipping. Students may be reported to the Board's Attendance Counsellor and students and parents / guardians may face truancy charges. **Students who are absent from school or suspended must not be found on school property.** Students who skip detention will be further disciplined.

**Study Hall:**

Students are expected to attend all scheduled classes and school activities (such as assemblies and liturgies) and to be at school in full and proper uniform throughout the instructional day. Failure to be in school during scheduled classes will be considered skipping.

**Vacations:**

It is the policy of St. Elizabeth C.H.S. to discourage student absence from school, particularly the withdrawal of students at breaks other than those scheduled by the York Catholic District School Board, such as family holidays. If family vacations are planned

during the school year, students must pick up an ***“Extended Vacation Leave”*** form from the Main Office at least 2 weeks prior to the vacation. Students will be responsible for all assignments, assessment, and evaluations missed during a vacation. **No vacations are to be booked during the examination time. Students who miss a formal examination (including in-class examinations) due to family / personal vacations will receive a zero on that exam.**

## **ACADEMIC AWARDS, HONOUR ROLL AND SCHOLARSHIPS**

### **Honour Roll**

**The Honour Roll is updated each summer and reflects Honour Students of the previous school year (i.e. over two semesters).**

- Honour roll is calculated as an average of 79.5% of all courses taken during the school year, including those taken in the previous summer and including all courses delivered by YCDSB and taught by YCDSB teachers through regular day school, summer school, night school, Saturday school, e-learning or international programmes.
- The Honour Roll is calculated as an average of all courses taken in a school year in YCDSB, commencing in July and ending in June of that school year.
- Centro Scuola courses (summer and semester) are included in Honour Roll calculation.
- The Honour Roll plaque is updated at the end of June reflecting the accomplishments over the course of the full year.
- Determination of Honour Roll remains as follows: Minimum 8 credits gr. 9-11, minimum 6 credits gr. 12.
- Non-YCDSB courses do not count toward Honour Roll calculations.

### **BULLYING PREVENTION**

The York Catholic District School Board values a teaching and learning environment that is safe, nurturing, trusting, positive and respectful - consistent with our Gospel values. The Board believes that all bullying (physical, emotional, verbal, electronic) is a particularly insidious form of violence and that all students and staff have the right to a school environment free from bullying, harassment, threats and violence. It is the policy of the York Catholic District School Board that bullying in any form is unacceptable and that bullying prevention and intervention strategies will be implemented.

### **BUSES**

Transportation is provided for students within the established boundaries and within the specific bus route. Parents or students who wish further information should contact **1-866-287-7837** or **[www.schoolbuscity.com](http://www.schoolbuscity.com)**. **Only students who have been issued bus privileges will be allowed to use these services on a daily basis.** Special bus consideration may be provided to students in the event of a medical condition. A *“Request for Special Transportation”* form from the Main Office and medical certificate are required.

Responsible behaviour is required at all times when riding on the school bus particularly since misbehaving may distract the bus driver and endanger lives of all on the bus. Inappropriate behaviour may result in the suspension of bus privileges and other school discipline.

RAP students who live outside St. Elizabeth's attendance area are not eligible to receive School Board transportation to school as per Board Policy. Recognizing that many RAP students may reside outside the St. Elizabeth CHS comprehensive attendance area, Stock Transportation is offering a pay-for-use transportation service. Please note the success of this service will be evaluated annually and is not guaranteed beyond next school year.

Bus stops for this service are located at centralized, fixed locations similar to public transit. Please contact Stock Transportation at 550 Edward Ave. Richmond Hill, ON L4C 3K4 905 883 6665 fax: 905 883 6667 [www.stocktransportation.com](http://www.stocktransportation.com) for more information.

#### **CAFETORIUM USE AND LUNCH ACTIVITIES**

Students may purchase or bring lunch from home. **Students are required to remain in full and proper uniform while in the cafeteria during the instructional day, including all three 40-minute lunch periods.** Everyone has the right to eat in a clean, pleasant, and safe environment. **All food and drink must be consumed in the cafeteria and school eating area. All students are personally responsible for removing their garbage from the tables, depositing it into the available containers and leaving their eating area clean. Students are not permitted to throw things in the cafetorium.**

#### **CATHOLIC EDUCATION**

“Distinctive expectations for graduates of Catholic schools are determined and shaped by the vision and destiny of the human person emerging from our faith tradition...Catholic education view human life as an integration of body, mind, and spirit. Rooted in this vision, Catholic education fosters the search for knowledge as a lifelong spiritual and academic quest. The expectations of Catholic graduates, therefore, are described not only in terms of knowledge and skills, but in terms of values, attitudes, and actions.” *Catholicism's Core Understanding of the Human Condition. Ontario Catholic Graduate Expectations.*

#### **CATHOLIC SCHOOL COUNCIL DONATIONS**

Each family can be requested to make a voluntary donation to the Catholic School Council of their child's school. These funds are distributed by the council to support and enhance school activities and equipment, above and beyond the funding provided by the Ministry of Education. Receipts are available for donations of \$25.00 or more.

#### **CHAPEL AND CHAPLAINCY TEAM**

The chapel is available to all staff and students for quiet prayer and meditation. Students may make known special intentions for Mass by informing a member of the Chaplaincy Team. The Chaplaincy Team focuses on nurturing and supporting the spiritual growth and faith development of all staff and students who, through Baptism, are called to be disciples of Jesus Christ and proclaim the Good News of the Gospel. The Chaplaincy Team provides spiritual and pastoral counseling, illumination and inspiration, to all members of the school community. The Chaplaincy Team collaborates with the Religious Education Department to organize such activities as grade level retreats, guest speakers, and

conferences. The Team encourages students to participate in the life of the parish community and facilitates opportunities for developing Christian youth leadership skills. The Chaplaincy Team communicates with Administrators, Guidance Counsellors, and other school, community, and parish support services to support youth in crisis, to respond to loss or illness, and to foster peer outreach initiatives.

#### **CIVVIES DAYS**

**Civvies days are prearranged opportunities for students to attend school in regular/non-uniform clothing.**

- Clothing that is revealing and/contains obscene/rude slogans will be deemed to be and treated as, improper uniform items.
- While we hope that any disagreements about clothing can be settled amicably in the case of a dispute, the decision regarding acceptable garments rests with the Principal.
- **Modesty in dress is the governing principle.**

#### **COMPUTER TECHNOLOGY AND INTERNET USE**

Computer technology and use of the Internet can be a powerful educational tool for both research and communication. The use of these technologies has greatly increased as has the need for **ethical use of the technology and information gathered**. It is expected that students and staff working on the Internet will make choices based on the moral teachings of the school and act responsibly, following the rules of etiquette. School internet use should focus on research objectives determined by the teacher. Assistance with finding appropriate information and using it in a proper manner can be arranged through your teacher or the teacher-librarian.

Inappropriate computer use, cyber-bullying or harassment, or derogatory comments and or actions originating outside of the school computer use may still result in disciplinary action. It is also expected that all students respect school property and as well as that of others. Inappropriate use of computers may disrupt systems, damage or shut down equipment, and disrupt learning of all and will be subject to progressive discipline.

#### **CONTINUING EDUCATION**

Information on Continuing Education programs including **Summer School and Night School** is available through the Guidance Office.

#### **CO-OPERATIVE EDUCATION PROGRAM**

Co-operative education programs allow students to explore a career while earning credits at the same time. In addition to these “on-the-job” learning opportunities, co-operative education programs also have in school components to prepare students for the work experience and to integrate the practical experience with the theoretical expectations of the subject course to which it is linked.

- Student applicants will be screened to ensure the following co-operative education requirements are met

- attendance and punctuality have been met, and the student is in good academic standing with successful completion of prior semester courses;
- able to provide own transportation to and from placement;
- Students are required to attend the in-school component of co-operative education program and follow all school policies and procedures regarding attendance, leaving the premise, parking, and uniform.

#### **COURSE ENHANCEMENT**

Some courses need additional course materials that can be purchased. This will be indicated at the beginning of each semester by the teacher and paid by using School-Day.

#### **COURSE LOAD, SELECTION, AND CHANGE PROCEDURES**

All students in Grades 9, 10, and 11 must select 8 credits per year including a required course in Religion for every academic year. Grade 12 students are eligible for one Study Hall (Spare Period) if they have successfully completed 24 credits by the beginning of the school year and / or two Study Halls if they have successfully completed 27 credits by the beginning of the second semester.

Course selections are based on selections made by students and parents / guardians. Timetables, once generated, are set for the year. The only changes accommodated after this time will be those resulting from the student already successfully completing the course (i.e. at summer school in which changes will be processed during the last week in August), the student not having the required pre-requisite, or the student lacking the required course for admission to a post-secondary destination. A student seeking a change in the level of difficulty for a specific course will discuss the change with the subject teacher and the Guidance Counsellor within the first 2 weeks of the semester.

Students should carefully read the Course Calendar and be aware of the following Ministry of Education transcript requirements:

- if a student withdraws from a course before mid-semester, the course is not recorded on the transcript;
- the mark for any course dropped after mid-semester will appear on the transcript;
- if a student repeats a course, the mark for each attempt will appear on the transcript and the following prerequisite requirements:
- students should make sure they have successfully completed the prerequisite course or
- are currently (not concurrently) taking the prerequisite course or are making up a failed prerequisite course at Summer School
- have selected both the prerequisite and its subsequent course for next year.

#### **Procedures for Course Selection:**

All important dates regarding course selection will be communicated to students and parents. As a general guide, we tend to follow the timelines below.

- February - Guidance Counsellors visit all homerooms to in-service students on: Course of Study at St. Elizabeth C.H.S; course prerequisites; Pathways to Post-Secondary Destinations; and Course Selection Procedures and Timelines.
- February - Course Selection Day and Evening Information Sessions for parents / guardians and students;
- March - Course Selection and Verifications forms due;

#### **CREDIT RECOVERY COURSES AND IN-HOUSE ALTERNATIVE EDUCATION**

St. Elizabeth C.H.S. will offer Credit Recovery Courses in an effort to improve Secondary school learner outcomes. **School Success Teams will recommend and place students** in the Credit Recovery Course who have multiple failures or did not complete course expectations. Students will be given an **opportunity to repeat only the material related to the course expectations not achieved**, without repeating the entire course. The Credit Recovery courses are scheduled during the regular school day and are part of the student's school timetable. **This is not a course selected by students or requested by parent(s)/ guardian(s).** In school alternative education programs provide students with the opportunity to have a fresh start in a safe alternative learning environment right in their own school.

Students can earn up to four credits in two periods. Students in this program earn:

- up to two previously-failed credits through credit recovery;
- one additional credit-either Learning Strategies 1: Skills for Success in Secondary School (GLS10) or Discovering the Workplace (GLD20)
- one additional credit (a course that meets the student's personal pathways needs.

With a focus on "Personalized Pathways Planning", this program offers:

- more flexibility than is offered in traditional classroom settings;
- more direct teacher support with a low student teacher ratio
- opportunities to develop literacy and numeracy skills and earn a variety of credits;
- supports to address non-academic issues that hinder success;
- activities to develop transferrable learning skills and work habits;
- opportunities to discover and investigate post-secondary career and educational possibilities

#### **DETENTIONS**

Teachers may assign and supervise student detentions at mutually agreed upon times. Parent (s) / guardian(s) should be notified if a detention will impact bus transportation. Administrative detentions may be assigned by any Administrator and are served during lunch A, B and C in the main office. During all detentions academic work must be done or assigned. Failure to serve a detention is considered **defiance of authority** and students may be further disciplined.

#### **DISRUPTIVE BEHAVIOUR**

Disruptive behaviour, such as defiance, rough-housing, and object throwing are not permitted and will not be tolerated. While in school or on school property, students must

not be engaged in throwing objects (i.e. classroom resources, snowballs, etc) that may injure another person or damage property or vehicles. Using profane or improper language is inappropriate. Members of the school community are expected to speak respectfully to each other.

#### **DRIVING AND PARKING**

Cars must be operated in a safe and responsible manner at all times on school property in order to ensure the safety of drivers, passengers, and pedestrians. Traffic signs must be obeyed and there is no stopping in the Fire Routes. Students using personal vehicles to commute to and from school must adhere to the school driving and parking policy. Any violation of the policy will result in the loss of the driving and parking privilege and the loss of the parking permit fees, possible suspension and possible police involvement under the Highway Traffic Act. **Unauthorized cars or cars illegally parked may be towed and / or tagged at the owner's expense by the City of Vaughan. Students are not permitted to use or loiter around the vehicle during the instructional day including lunch and free periods.** The school is not responsible for students accepting rides from other students on or off school property. Parking spaces will be limited to students on a first come basis. Students wishing to park their cars must obtain a parking permit and park in the designated student parking area. Failure to do so may result in a parking ticket from the municipality.

#### **ELECTRONIC EQUIPMENT AND CELLULAR TELEPHONES**

Students are only permitted to cell phones **in the cafetorium during lunch. At all other times and in all other locations the expectations is "unseen" and "unheard."** Students have access to telephones at lunch and all emergencies must be directed to the Main Office. **Under no circumstances should these devices be used in the classrooms unless permitted by the classroom teacher for curriculum purposes. During exams, all cellphones and electronic devices are to be off and invisible.** Students who disrupt class with the inappropriate use of electronic equipment will be subject to discipline by the teacher and or the Vice Principal. **Laser pointers are prohibited on school property or at school related events.** The school is not responsible for loss or damage to personal electronic equipment. **Parent(s)/Guardian(s) are asked to ensure important calls are directed through the Main Office.**

#### **ELEVATOR USE**

The elevator is reserved for disabled and injured students as well as for staff purposes. Students in need of an elevator key must request one from the Main Office and provide a \$50.00 cash refundable deposit.

#### **EMERGENCY CODES AND RESPONSES**

**A full colour "Emergency Codes and Responses" chart is posted in every classroom. Emergency drills will be practiced throughout the year. In the event of a school emergency, students must follow the direction of teachers and the Administration.**



## **EQUITY AND INTERRACIAL HARMONY**

All members of the school community, no matter what gender, race, colour, ethnic origin or sexual orientation/identity will have equal rights, privileges, programs, and activities. All students have the right to study, learn, and participate without experiencing intimidation, verbal abuse, or any kind of discrimination. All violations of this policy must be reported to the Administration and may be subject to discipline.

### **E.Q.A.O.**

**Mathematics (Grade 9)**: Students in grade 9 mathematics classes will complete this 2 day assessment as part of their grade 9 Mathematics program in January or June depending on the semester in which they have a scheduled mathematics class.

**Ontario Secondary School Literacy Test (Grade 10)**: All students must pass both the reading and writing component of the OSSLT as part of graduation requirements. Students who are not successful will have the opportunity to redo the test or complete the requirement through the Ontario Literacy Course.

## **EXAMINATIONS**

Final examinations for all students in all subjects are held at the end of each semester in January and June. **Students and parents are NOT to book vacations or appointments at this time.** All students must write their examinations on the scheduled examination dates **including in-class examinations.** Any exceptions, i.e. for serious medical emergencies, must be approved by the Administration. **All absences during examinations due to illness must have a medical certificate.** A student who misses a formal examination, even when a doctor's note is provided, may be required to take a make-up exam at a later date. A parent / guardian must contact the Main Office by 8:15 a.m. to report a student absence during examinations.

Students are expected to know their course code, section and teacher's name, and students are responsible for knowing the date, time, and location of their examinations. Students are expected to arrive on time and in full and proper uniform when writing their examinations. **Students who arrive late will not be given extra time. Students must arrive in uniform to write exams.** Students may leave school at the conclusion of their examination(s). Transportation is provided and scheduled accordingly during the examination period. Students and parents / guardians have the right to access the final examination once corrected. Examinations are stored for one year.

**Students and parent(s)/guardian(s) may review final examinations after they are written by making an appointment with the subject teacher. Additionally, they can be reviewed on Exam Review Day.**

## **EXTORTION, ROBBERY AND THEFT**

Any form of stealing is illegal and strictly prohibited. Students who are involved in extortion (using force, threat or intimidation to obtain money or property) theft (stealing) or robbery (stealing by using or threatening to use force or violence) of any kind, will be immediately reported to the Administration and the Police.

### **FAILING COURSES**

A student who has failed a course can only repeat a course for a second time. Students may be directed to complete these courses at St. Elizabeth C.H.S. or through Adult and Continuing Education.

### **FIELD TRIPS AND EXCURSIONS**

Field trips and excursions are valuable learning experiences and an important part of the school program. A user fee is usually assigned to subsidize the cost of student transportation. Students are responsible for all assignments and tests while they are absent from school and must complete the *"Consent Form for Field Trips and Co-Curricular Activities"* Form. Parental consent forms must accompany each and every trip or excursion. In all situations, school rules apply and safety is stressed. The **uniform dress code will remain in effect** unless other arrangements have been made with the Administration. **Students who arrive to school without the proper uniform will not be permitted to participate in the trip and will not be reimbursed for any fees.** All other school rules, policies, and procedures will also remain in effect. Only students who have demonstrated responsibility will be invited to take part on field trips.

### **FIGHTING OR PHYSICAL ASSAULT**

Any physical altercation among students is not permitted. Students are expected to interact with peers, adults, and all members of the school community in a respectful manner and work to find ways to resolve disagreements in a non-violent manner. Students who exhibit inappropriate behaviour such as rough-housing (play fighting) will also be subject to discipline. Any physical altercation will result in progressive discipline being imposed.

### **FIRE DRILLS AND EVACUATION**

Staff and students must move quickly, quietly, and in an orderly fashion to the closest fire exit as indicated in each room. In the event this exit is unavailable, use the closest alternative exit. All windows and doors must be locked. Once outside, students and staff are to stand 30 meters away from the building in the assigned location and may not return inside until advised to do so. All fire routes are to be free for access by fire trucks. The fire alarm system must only be activated to report a fire. **False alarms are illegal; those who cause a false alarm may be prosecuted.**

Designated staff and special needs students with physical disabilities or limited mobility will proceed to the designated safety areas and will be assisted by the Educational Assistants and teachers.

### **FOOD AND NUTRITION**

The York Catholic District School Board is committed to healthy schools for our staff and students. As part of the commitment, we require that all foods and beverage sold in our schools meet the criteria of the Ontario Ministry of Education Food and Beverage Policy. (P/PM 150). Please take time to review and understand the requirements of the Ontario School Food and Beverage Policy (P/PM 150) at:

<http://www.edu.gov.on.ca/eng/teachers/healthyschools.html>

**FORGERY AND FRAUD**

Forgery is using or signing a name without authority. Fraud is the falsification of identification or some other documentation. All false representation by act, word, conduct that is intended to deceive, false allegations, or concealment of what should have been disclosed, is considered fraudulent. Parents / guardians are required to sign and date all notes to the school. The Administration and or the school staff may contact parents / guardians to verify the authenticity or validity of a parent note. A student who is involved in forgery (signing a note or submitting a note to the school) may be subject to discipline.

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

All forms that are used to collect personal information must comply with the requirements of the legal authority for the collection (i.e. the Education Act and/or the specific section of the Freedom of Information and Protection of Privacy Act). Parent(s) / guardian(s) who have any concern should ensure that the registration information indicates a specific request. Enquires should be directed to the Administration.

**FULL DISCLOSURE**

All Gr. 11-12 courses taken or attempted by students, including students who are identified as exceptional students, will be recorded on the Ontario Student Transcript (OST), with the percentage grades earned and credit granted.

A student who withdraws from a Grade 11 or 12 course within five instructional days following the mid-semester report card will not have the course recorded on the OST. If a student withdraws after this time, a "W" is placed in the "Credit" column and the percentage grade at the time of the withdrawal is recorded in the "Percentage Grade" column.

**FUNDRAISING**

Any fundraising activity must have the prior approval of the Board and the Administration.

**GAMBLING**

Gambling is strictly prohibited on school property. Students may play cards only for their enjoyment during the lunch period. Gambling for money or other valuables will result in discipline.

**GUIDANCE AND CAREER EDUCATION**

The Guidance department offers a variety of programs and services to assist students, parents / guardians, and teachers with student academic and career planning as well as individual counseling of an educational, career, social, or personal nature. These programs and services are offered to assist students in making high school a positive experience and to prepare students for their post-secondary destination. All matters are dealt with in an open, friendly, but confidential manner. We encourage you to discuss matters with the guidance counsellors.

#### **HARASSMENT-SEXUAL, RACIAL, ETHNO CULTURAL**

Harassment of any form involves the intent to incite bias or hatred against a person or group of people. It is not only not tolerated in the school, **it is illegal** and may be considered criminal if the victim(s) feels tormented, troubled, or continually or chronically plagued. Making a frivolous / vexatious harassment complaint, one that is false, unreasonable, or malicious is also a serious matter and may also result in discipline.

#### **HEALTH CONCERNS, MEDICATIONS AND ANAPHYLAXIS**

Parent(s) / guardian(s) must inform the school of any health concerns, conditions, and allergies that may affect a student so that we may place them on the computer database of medical alerts. Students and parents should note that the school staff cannot administer any medication including aspirins and cough medicines. **If a student must take medication during the school day, parents must inform the school in writing (S16 form) and the medication must be taken in the Main Office. Students who become ill during the school day must report to the Main Office. A staff member will contact a parent / guardian prior to granting permission to leave the school.**

**Anaphylaxis** is an extremely serious systemic allergic reaction that engages two or more of the body's systems: the gastrointestinal tract, the respiratory tract, the skin, and the cardiovascular system. It may result in circulatory collapse, shock, and may sometimes be life-threatening or fatal. **Parents / guardians with children who have this type of allergic reaction are required to indicate this on the school registration form, to ensure all school medical forms are up to date, and to provide the school with an extra epi-pen which will be stored in the Main Office. These students must also carry their epi-pens with them at all times including trips & excursions.** Because of the variety of allergens and the number of students in the school, the student and parents must determine whether to buy cafeteria foods or vending machine foods. Our school and school board cannot guarantee an allergen free environment.

**Asthma:** The policy dealing with students who have asthma has changed. In accordance with the *Act to Protect Pupils with Asthma* (Ryan's Law: Ensuring Asthma Friendly Schools, 2015) the Board Meeting. The York Catholic District School Board recognizes that there are some students within the school system who have a diagnosis of asthma which could be life threatening. The York Catholic District School Board also recognizes that asthma management is a shared responsibility among students, parents, caregivers & the entire school community. It is the responsibility of parent(s)/guardian(s) to advise the school immediately upon registration and/or when in receipt of a diagnosis of asthma. It is also the responsibility of parent(s)/guardian(s) to ensure that all medical information pertinent to their child's diagnosis of asthma is always current. If your child has a diagnosis of asthma please contact the school office immediately so that the appropriate forms are completed & school records are up to date in accordance with Policy 206. Thank you for your immediate attention to this request and your ongoing support in the shared responsibility for asthma management in our school. Please refer to the Board's website for more information related to Policy 206.

#### **Diabetes: Policy 213 Protection of Students with Diabetes – NEW**

Policy 213, the Diabetes Management Health Plan and Emergency Procedures were approved subject to community consultation.

This new policy has been developed in accordance with PPM 161 *Supporting Students with Prevalent Medical Conditions* and is an important step towards continuing to keep our students healthy and safe. Please refer to the Board's website for more information related to Policy 213.

#### **HOMEROOM**

Homeroom is held during first period and is the time when announcements and important school information is communicated. Students are expected to be on time for Homeroom class.

#### **HOMEWORK**

Academic success is directly related to serious planning and home study, especially if it is regular and systematic. Homework is the extension of learning and includes completion of reading and written assignments, on-going development, preparation of projects, papers, essays, review of notes, and preparation for tests and examinations. Homework completion is a valuable learning skill. The purpose of homework is to give students opportunities to complete work begun in class and to apply the skills and knowledge taught. When checking if the homework has been completed, teachers are evaluating learning skills and work habits and these should not be included in students' marks or grades. Time spent on homework will vary for each student and according to the quantity and quality of the work. Recommended average homework time should range from 1 hour to 2 hours in duration daily. **Students who are absent from school are responsible for missed work** and are encouraged to contact a peer in class so that work can still be completed. If a student will be absent for a prolonged period of time or is on a suspension, a **parent / guardian may make arrangements to bring or deliver homework to the school**. Teachers will notify a parent / guardian if homework incompleteness is persistent and / or if homework completion is being evaluated.

#### **INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION**

Inappropriate student public displays of affection may result in disciplinary action, including suspension.

#### **INCENDIARY DEVICES**

Possession or threatening to use a device that may cause a fire (lighter, firecrackers, etc) may result in jeopardizing the safety of the entire school community. All such items are strictly prohibited and possession or use will result in disciplinary action and police involvement.

#### **LOCKS AND LOCKERS**

Lockers are school property on loan to students. Each student is **assigned a specific locker** for the year provided he / she takes responsible care of it and maintains it in an orderly fashion. **Only a school issued combination lock may be placed on lockers**. Locker use is permitted at appropriate times only (it is not permitted during class time nor during

traveling time). **The school has the right to search lockers if problems are suspected.** Any graffiti or damage to the locker is the student's responsibility. Offensive material cannot be displayed in lockers. Students will be held financially accountable for any damages incurred during the year. When locker space is limited, students may be required to share lockers.

#### **LOST AND FOUND**

All articles are to be returned to the Main Office. Lost articles may be claimed during lunch or at the beginning or end of the school day. **The school is not responsible for lost items. It is strongly recommended that students do not bring valuable personal or electronic items to school.**

#### **ONTARIO STUDENT TRANSCRIPT**

- Withdrawals from a course in Grade 9 and 10 are not recorded on the Ontario Student Transcript (OST). Only successfully completed courses are recorded on the OST.
- All attempted courses at the Grades 11 & 12 level will be recorded on the transcript after five instructional days following the issue of the first formal reporting period in accordance with Ministry of Education policy.

#### **PLAGIARISM AND CHEATING**

Plagiarism is the intellectual theft of ideas, work, words or information created by another person without proper acknowledgement of the original producer. It is taking credit for another person's creation and presenting it as if it was your own in any essay, report, assignment, seminar, technological presentation, or other similar activity. You are plagiarizing if you copy or paraphrase information, ideas, or copyrighted material, whether it is an invention, a lyric or music, a picture, a graph, a chart, a research paper, information from a website, etc., without the full and proper acknowledgement of the legal creator. You are also plagiarizing if you submit the work of another person as your own or if the work you submit is the direct copying of another person's re-write of your assignment as in the case of a parent, tutor or ghostwriter. A ghostwriter is someone "who does work for which another person takes the credit" (The Oxford English Dictionary, Second Edition, Volume VI, 494).

Self-plagiarism is submitting the same assignment or partial assignment to teachers for assessment or evaluation in more than one course.

Cyber-plagiarism is copying information from the Internet without proper acknowledgement of the original owner and submitting it as your own. You are cyber-plagiarizing if you cut and paste information from one or a series of websites without proper citations, if you rearrange the original content or word order without acknowledging the original author, or if you submit a translation of a foreign language paper as your own original thought and creation. Use of artificial intelligence (i.e. ChatGPT) must be discussed with the teacher prior to use and any AI-generated work will be considered plagiarism.

Any form of plagiarism is a serious academic offence and is contrary to the vision of the learner in our Catholic schools as a self-directed, self-motivated, responsible life-long learner. Every student is expected to be an effective communicator who “reads, understands and uses written materials effectively, [and who] presents information and ideas clearly and honestly and with sensitivity to others” (Ontario Catholic School Graduate Expectations). A student is expected to be a collaborative contributor who “respects the rights, responsibilities and contributions of self and others” as well as a responsible citizen who “acts morally and legally...[and] accepts accountability for one’s own actions” (Ontario Catholic School Graduate Expectations).

If a student has plagiarized an assignment, the teacher will not evaluate the work and will assign a grade of zero. Guidelines for missed assignments will apply.

**5 Principles for Academic Integrity and Honesty for Students  
(How to Avoid Plagiarism)**

1. **Ensure you prepare a detailed Works Cited or Works Consulted list in the proper format for each research assignment.**
2. Ensure direct quotations you copy from another source are in quotation marks and properly cited. Remember: paraphrased ideas, facts, or information you borrow from another source must also be cited in the proper format.
3. Keep accurate notes of all your sources and follow a research process. Avoid procrastinating. Use time management skills to ensure you complete all research tasks in an ethical and timely manner.
4. Never copy or purchase another person’s work and submit it as your own. Avoid rearranging or replacing another person’s words and submitting other people’s ideas as your own by cutting and pasting from websites or using foreign language works in translation without proper acknowledgement.
5. Be creative, original, and confident about your own research. Obtain permission and approval of the teachers involved if you are submitting the same work more than once for evaluation or accreditation in more than one course. When you use other people to edit your work, be sure that the content, words, phrases, and voice remain your own.

**PORNOGRAPHY**

Accessing or possessing pornography is strictly prohibited. Students who are investigating the topic of pornography for a course assignment must collaborate with the course teacher and or teacher librarian to ensure this is done in an ethical manner.

**POSTING OF FLYERS**

Students must obtain permission from an Administrator before posting advertisements. Flyers that do not have approval will automatically be removed. Unauthorized distribution or posting of community flyers or advertisements is not allowed.

**SAFE SCHOOLS**

It is important that all staff and students have a safe, caring and accepting school environment in order to maximize their learning potential and to ensure a positive school

climate for all members of the school community. Our students are expected to respect themselves and the dignity of others, be it, peers or adults. As well, our students must demonstrate a positive appreciation of the learning environment and the learning tools that are given to them.

The York Catholic District School Board supports the use of positive practices as well as consequences for inappropriate behaviour, including progressive discipline, which includes suspension and expulsion where necessary, to meet the goal of creating a safe, caring, and accepting school environment. The Board does not support discipline measures that are solely punitive. Schools are required to implement proactive positive practices and corrective supportive practices when necessary.

In order to promote and support appropriate and positive student behaviours that contribute to creating and sustaining safe, comforting and accepting learning and teaching environments that encourage and support students to reach their full potential, the Board supports the use of positive practices for: (1) prevention, and (2) positive behaviour management. Progressive discipline is an approach that makes use of many programs, (interventions) supports, and consequences, building upon strategies that promote positive behaviours.

Crime Stoppers is to be accessed to report any occurrences that may jeopardize the safety of the school. Students are encouraged to contact Crime Stoppers at (416) 222-TIPS or 1-800-222-TIPS.

#### **SAFETY IN THE HALLS AND STAIRWELLS**

In order to ensure the safe movement of students and staff in the hallways and stairwells before, during and immediately after school, it is imperative that students refrain from sitting on the floors in the hallways when at their lockers and sitting on the stairs in the stairwells. During lunches it is also not permissible, for health and safety reasons, to sit on the floor in the hallways or in the stairwells in order to chat or eat lunch.

#### **SMOKING AND TOBACCO PRODUCTS**

Smoking either with a tobacco product or use of an electronic cigarette device is not permitted anywhere in school or on school property or at school events off school property and may result in disciplinary action and/or fines. A smoke-free Ontario witness report is filed by the school, as per the law, and parents are responsible for paying that fine to the Provincial authorities.

#### **STUDENT ACCIDENT INSURANCE**

The accident insurance covers the student while at school or during school related activities. This insurance is available for all students. Families are encouraged to avail themselves of this service in September. The family makes all claims directly to the insurance company.



### **STUDENT ACTIVITY FEE**

Student Activity Fees are allowable under the new Ministry of Education Fee Guidelines. This fee is customary in YCDSB secondary schools and covers such things as student activities, well-being guest speakers and student clubs/councils/events, etc. The costing of these services provided to students is based on full participation of the student body. The student activity is usually collected at the time of course selection for ease of tracking, though it is not related to registration or course selection.

### **STUDENT EMPLOYMENT**

A student who has a part-time job must realize that their job should not be allowed to interfere with academic studies and responsibilities towards school. Educational research indicates that after 15 – 20 hours of work per week a student's academic standing drops dramatically.

### **STUDENT MESSAGES AND TELEPHONE ACCESS**

Parents / guardians needing to communicate an **emergency message** to a student must contact the Main Office. **Do not place telephone calls directly to students during class times.** All emergency calls to parents / guardians must be placed in the Main Office with approval by an Administrator.

### **STUDENT-PARENT-TEACHER CONFERENCES**

Formal school-wide conferences will be established once per term. Parents and teachers are encouraged to communicate and share information on a regular basis (both concerns and commendations.) Focus of these interviews is to provide feedback that is specific, relevant, based on direct observation or assessment and evaluation of academic expectations.

### **STUDENT SUPPORT SERVICES**

Teachers and Administration may make referrals to any of the following student support services when needed with parental consent.

- **Attendance Counseling Services** includes: meeting with students and parents to plan attendance strategies; recommendations for alternative education programs; upholding legal accountability for parents and students to ensure students attend school and are on time.
- **Student Support Counselor Services** includes: behavior management; crisis and other intervention strategies; conflict resolution; recommendations and strategies for program modifications; liaison with community agencies; participation in Student Services, case conferences, parent meetings or other meetings as required.
- **Extra Help Labs Services** includes: subject specific after school help labs to assist students who have specific and directed questions or needs related to curriculum and assignments.
- **Chaplaincy and Guidance Services** includes: short-term supportive counselling on a variety of personal issues as well as educational planning needs.
- **Psychological Services** includes: short-term supportive counselling; crisis and other intervention strategies: psychological, academic and social-emotional assessment;

- recommendations, strategies, and in-services for program modifications; liaison with
- community agencies; participation in Student Services, case conferences, parent meetings or other meetings as required.
- **Settlement Worker** service includes: transition to Canada planning newcomer support, translation services.

**Outside Agency Supports**

Addiction Services for York Region	1-800-263-2288
Bereavement (Hospice Vaughan)	905-850-6266
Caritas Drug Recovery Centre	416-748-9988
Catholic Community Services of York Region	
Therapy, Immigrant Service	905-770-7040
Settlement Workers	905-731-8281
Children’s Aid Society	905-895-2318
COSTI (7800 Jane/Hwy #7)	905-669-5627
Crime Stoppers	1-800-222-8477
Crisis Line (Suicide/Depression)	905-310-2673
Family and Youth Therapist	905-832-3838
Health Connection	1-800-361-5653
Kids Help Phone	1-800-668-6868
Lesbian, Gay and Bisexual Youth	905-940-1333
Parents Help Line	1-888-603-9100
Pregnancy Support	905-853-5514
Sexual Assault Unit Police	905-895-1221
Sexual Assault Help Line	1-800-263-6734
Sexual Health Info	1-800-461-2135
Shaw Clinic (Mental Health)	905-832-1406
Social Assistance	905-850-3595
Ontario Works	905-895-3223
Substance Abuse Program	905-853-3040
Police – York Region	905-881-1221
Youth Shelter – Males – Newmarket	905-830-0121
Youth Shelter – Females – Newmarket	905-727-1944

### **TESTING**

- Testing/assessments should occur regularly throughout the semester.
- Students should be informed a minimum of five days in advance of major tests and write no more than two major tests per day.
- Students who miss major tests due to illness or legitimate reasons (bereavement, court date) may be given a make-up test at a time established between the student and teacher.
- Make-up tests, alternate assignments or an omit will be assigned as per department policy.
- Students participating in a school-related activity are not considered absent from school or from a test. They may be given a make-up test at a time set by the teacher. This privilege is available to only those students whose absences can be justified.
- Students who are absent from a major test or evaluation must provide a parental note to justify an absence in order for a make-up test to be arranged.

### **TEXTBOOKS AND OTHER SCHOOL RESOURCES**

Students are responsible for all textbooks or other school resources on loan to them. Assigned textbooks are loaned to students for each course and it is the student's responsibility to ensure each subject **teacher receives the assigned** textbooks at the end of each semester and all other school resources are returned on time. Students are responsible for lost/damaged items.

### **THEFT AND DAMAGE REPLACEMENT**

Staff members are asked to immediately report any theft of damage to an Administrator.

### **TRANSFERS / WITHDRAWALS**

Students who transfer from St. Elizabeth C.H.S. or who are withdrawing / retiring from school must contact the Guidance Department. Students are required to complete appropriate documents, return textbooks, and fulfill all obligations.

### **TRAVEL POLICY**

Participants in co-curricular activities are required to travel to and from school-sponsored activities under adult supervision provided by the school.

### **Note carefully:**

Obscene/rude slogans will be deemed to be, and treated as, improper uniform items for discipline purposes. **Appropriateness in dress is the governing principle.**

### **UNSUPERVISED ACTIVITIES**

- Students may **NOT** use the exercise room, cafeteria stage, theatre, drama rooms, visual art rooms, instrumental and vocal rooms, gymnasium, resource centre, or any other area of the school **WITHOUT** staff supervision **BEFORE, DURING OR AFTER** school hours.
- **Students must leave the school at the end of the school day unless involved in a supervised activity.**

#### **VANDALISM**

Vandalism, including defacing or destroying property, is a serious and possibly criminal offence. All school property, including items that are on loan to students (lockers, textbooks, etc.) must not be damaged. **Vandals may be prosecuted and may be required to pay restitution for damages or replacement.**

#### **VIDEO PRODUCTIONS**

Any videos, films, pictures, or any other material produced for the school will remain the property of St. Elizabeth C.H.S. No student, staff, or member of the public may be videotaped, audio taped, or photographically reproduced prior to obtaining written consent and Administration's approval. Unauthorized videos/photographs may result in disciplinary measures being imposed on students who engage in the acts of videotaping/photographing/audio recording.

#### **VISITORS**

All visitors are required to report to the Main Office and to receive a Hall Pass. Visitors may be asked to present identification and sign the visitor's register to comply with the Trespass to Property Act of Ontario and Board Policy. Parents /Guardians are asked to make an appointment with teachers or Administration prior to arrival. **Other visitors are not permitted on school property and noncompliance with this policy may result in a trespassing charge.** Visitors are asked to park in designated visitor parking spaces.

#### **WEAPONS**

Possession, trafficking, using, or threatening to use a weapon or **a replica or imitation weapon** is strictly prohibited. **WEAPONS** involvement will result in disciplinary action and police involvement.