



# St. John Catholic High School

Grades 9-12

[www.sjchs.ca](http://www.sjchs.ca)



<b>WEEK 1</b>	<b>Regular Timetable</b>	<b>WEEK 2</b>
Period 1	<i>8:50 – 10:04</i>	Period 5
Break	<i>10:04 – 10:13</i>	Break
Period 2	<i>10:13 – 11:25</i>	Period 4
Lunch	<i>11:25 – 12:15</i>	Lunch
Period 4	<i>12:15 – 1:37</i>	Period 2
Break	<i>1:37 – 1:47</i>	Break
Period 5	<i>1:47 – 3:00</i>	Period 1

### **Weekly Schedules**

At St. John, the schedule is flipped weekly. On Week 1, the classes are in numeric order. On Week II, the classes are in reverse order. Check the **Semester-at-a-Glance** chart on **page19**, to see the weekly schedule for the semester.

# IMPORTANT DATES

## Semester I

Sept. 6 .....	Back to School Bash
Sept. 15.....	School Photos
Sept. 22.....	Grade 9 Meet the Teacher
Sept. 30 .....	Professional Activity Day
Oct. 7 .....	First Progress Report
Oct. 7 .....	Graduation
Oct. 10 .....	Thanksgiving
Oct. 14.....	School Photo Retakes
Oct. 28 .....	Professional Activity Day
Nov. 14 .....	Interim Report
Nov. 17.....	Parent Interviews
Dec. 16.....	Progress Update
Dec. 26 - Jan. 6.....	Christmas Holidays
Jan. 27 - Feb. 2 .....	Semester I Final Exams
Feb. 3.....	Professional Activity Day

## Semester II

Feb. 6.....	Semester II Begins
Feb. 17.....	Early Dismissal/Elementary Interviews
Feb. 20.....	Family Day
March 9.....	First Progress Report
March 9.....	Option Sheets Due
March 12-16.....	March Break
April 6 .....	Good Friday
April 9 .....	Easter Monday
April 16 .....	Interim Reports
April 19 .....	Parent Interviews
May 18 .....	Progress Update
May 21 .....	Victoria Day Holiday
May 25 .....	Professional Activity Day
June 21-27.....	Semester II Final Exams
June 27 .....	Last Day of School

## STUDENT COUNCIL EXECUTIVE 2011 - 2012

### Executive Council

Jessica Harris      Jenna Sweeney  
Sile Kafrisen      Katie Brouillard  
Zach Haime      Gabrielle Gauthier  
Trevor Oattes      Nick Strong  
Kristina Ball      Miranda Moore  
Katrina Kerr      Jessica Gennuso  
Sarah Dodgson

### Grade 10 Reps

Morgan Quick  
Bridget Kafrisen  
Meg Madden  
Hillary Gauthier

### THE STUDENT ACTIVITY FEE

\$30.00/Student  
(Maximum of \$60.00 per family)

### WHAT DOES THE FEE ENTITLE ME TO?

St John Student Card  
Student Agenda  
Discounts at some stores  
Participation on school teams and/or clubs  
Entry to Dances

### WHAT DOES IT HELP PAY FOR?

School Yearbook  
School Agenda  
Team travel  
Referees  
Trophies and awards  
Team/Club entry fees for competitions  
Support for Clubs and the Band  
School Newspaper  
Subsidies for Assemblies  
Dances  
Carnival Days

## GOOD “STUFF” TO KNOW ABOUT ST JOHN

- Treat all adults and fellow students with respect - it is the best way to gain respect.
- Consume food and drink only in the cafeteria and atrium - *keep your school clean.*
- Personal listening devices are allowed in some areas of the school, so check with your teacher. *But beware; they are popular targets for theft.*
- Do not bring valuable items or large sums of money to school.
- If you miss a class, ask the teacher or a fellow student what work you missed.
- Health concerns? Go to *Student Services*.
- Got a question or a problem? See your counsellor in *Student Services*.
- Hats may not be worn in the school.
- The chapel is available to all students for quiet prayer and meditation. Mass will be offered on a regular basis, and times will be posted.
- We recycle cans, bottles, and paper. Please use the blue boxes. Do *NOT* put garbage in the blue boxes.
- Late buses are available if you wish to participate in after-school activities.
- If you are looking for your teacher, check through the Main Office
- Highlights for the day - Check our website at [www.sjchs.ca](http://www.sjchs.ca) for daily announcements or get a copy outside the main office.
- If a student has missed a class(es) for an unverified reason the day of a school dance, they will not be permitted to attend school dances that evening.
- Students who are not in good standing will not be permitted to participate in school activities (dances, extra curriculums, teams etc.)

## WHAT TO DO IF . . .

- *You are absent . . .* Have your parent/guardian phone the school (267-4724) before 9:00 am or bring a note to the attendance office when you return.
- *You are ill during the day . . .* Sign out at the Attendance Office, contact your parent or guardian and report to the health room.
- *You may be absent for an extended period of illness . . .* Have your parent/guardian phone the school, and arrange for work to be sent home.
- *You arrive late to school . . .* Sign in at the Attendance Office.
- *You must leave school during the day . . .* Bring a note or have your parent/guardian call the school and sign out at the Attendance Office.
- *You are late for class . . .* Go directly to class and your teacher will record the late.
- *You wish to make an appointment in Student Services...* Do so before classes, at break, or at lunch.
- *You are injured or have a health problem while at school . . .* Report to the Main Office.
- *Your locker is broken into or damaged such that it will not open or close properly . . .* Report it immediately to the office. The school is not responsible for stolen articles. Please leave your valuables at home and keep your locker combination to yourself.
- *You need to use a phone . . .* Use the pay phone across from the Main Office.
- *You want to photocopy materials . . .* Use the photocopy machine in the library.
- *The fire alarm sounds . . .* Leave the building in a quiet and orderly fashion, following the evacuation instructions posted in your classroom.
- *You want to bring a guest to a dance . . .* Fill in the “Sign-in List”, prepay for him/her by 12:00 pm on dance day. Note: You are only able to sin in one guest and that person must be in good standing and must have a current student card with him/her.
- *You are having problems with other students . . .* See your Student Support Worker or Vice-Principal.
- *You wish to drop or add a course . . .* Make an appointment in Student Services and bring your timetable when you come.
- *You move or your personal information changes . . .* Give these changes immediately to Student Services.

## **BUILDING COMMUNITY & REPAIRING RELATIONSHIPS THROUGH RESTORATIVE PRACTICES**

Our school strives to create a truly authentic Catholic culture animated by gospel values and rooted in a belief of the dignity of persons created in God's image. In our school, we proclaim a view of community that is church centered wherein all community members belong and play a vital role as a member of the Body of Christ.

Thus, our Christian mission challenges us to address student wrongdoing or conflict in creative ways to correct, guide and support its affected members and at the same time, protect the safety and integrity of all. We believe restorative practices supports this mission.

All staff and students have been introduced to restorative practices with its focus on building, maintaining and repairing relationships. Wrongdoing and conflict result in harm to people. Restorative practices seek to heal and right the wrongs and focuses on the needs of the harmed, those responsible for the harm and the community. While still providing limits and consequences for the wrongdoer, restorative practices seeks ways to repair damaged relationships.

Those who have been harmed have an opportunity to be heard and offer input into the resolution of the harm. Those who have caused harm are held accountable to those who have been harmed and they play an active role in deciding how to make amends to individuals and the school community. Community members help support those individuals involved in a harmful situation and reintegrate all as positive contributing members of the school community. By meeting face to face, the restorative process encourages healthy communication, accountability, healing and closure for all.

For more detailed information on restorative practices at our school, please contact the school principal.

## **SCHOOL CODE OF CONDUCT**

### **Student Responsibilities**

- 1. *Students are accountable for their actions.***
  - Students are to be aware of school rules.
  - Students are responsible for following the rules of St John when attending any school or Board-sanctioned event - regardless of location.
  
- 2. *Students agree to accept from the school discipline as exercised by a kind, firm and judicious parent.***
  - If a student refuses to follow school rules or comply with disciplinary action, the matter will be treated as a serious infraction.
  - If the student disagrees with the disciplinary actions of a school representative, the student may appeal to the principal or vice-principal.
  - The school will involve the police or other community agencies, as necessary.
  
- 3. *Students are expected to act as responsible members of the Catholic community.***
  - Students will respect the Catholic nature of the school, which includes participation/attendance in Masses and Retreats.
  - Students agree that their actions and communication will reflect dignity for self and others.
  - Students agree to be courteous to other students, to staff and to visitors.
  - Students agree to be courteous and welcoming at all times.

4. ***Students agree to respect property.***
  - Destroying or defacing property will not be tolerated.
  - **The student is responsible for repairs or reparation resulting from acts of willful damage**
  - The student will take proper care of school materials.
  
5. ***Students agree to comply with their school dress code.***
  - The student acknowledges that repeated dress code violations will be treated as serious infractions.
  - **For full dress code see pages**
  
6. ***Students are responsible for attending classes as well as arriving on time.***
  - Students who do not attend classes regularly will be reported to the School Attendance Counsellor and in more severe cases to the Board.
  - When returning from each absence, the student will provide a written note signed by the parent or guardian (or by the student if 18 years or older) or student will be issued a “No-note” detention.
  - **The parent is responsible for contacting the school to report absences.**
  
7. ***Students are responsible for putting a strong, consistent effort into their studies.***
  - It is expected that students will participate in daily learning activities, complete class assignments, and follow the instructions from the teacher and/or Educational Assistant.
  - Students with difficulties in their studies are encouraged to seek help from their teachers, grade specific Student Success teacher or other staff.
  
8. ***Violence or the threat of violence will not be tolerated.***
  - All incidents of threats or acts of violence will be treated as serious incidents
  - Students agree that prohibited materials are not allowed at school or any school-sponsored events.
  - **These materials include - but are not restricted to - drugs, alcohol, weapons or articles intended for use as a weapon, sexually explicit material, racist or sexist material, material glorifying violence and any other materials prohibited by law.**
  - Physical, verbal or sexual harassment and sexist or racist actions will be considered in the same manner as an act of violence.
  - If one or more members of a group violate this policy, all members of that group who directly or indirectly violate the policy may be subject to strict disciplinary consequences.
  - **When it comes to the attention of school personnel that students are committing serious violent acts away from school property, the school will notify the police.**

### **School's Actions and Responses**

1. **When a violation occurs, students and parents are assured that the school and the Board will use actions and responses that suit the circumstances. Normally, the initial actions will involve the teacher working with the student. However, when necessary, parents and appropriate school staff will be involved.**

***Some of the following actions may be chosen as responses to an infraction:***

- verbal warnings.
- detention
- school contact with parents
- loss of privileges (e.g. participation in extra-curricular activities)
- involvement of an attendance counsellor, guidance counsellor, chaplain, psychologist, student support worker and/or Learning Services professional
- written performance agreements between the student and the teacher
- school or community service
- class or in-school suspension
- out-of-school suspension for up to 20 days
- involvement of community agencies
- alternate learning settings, such as the ABLE program
- loss of credit for courses
- compensation for damaged or destroyed property, up to replacement or repair costs.

- police involvement
- recommendation to the Board for expulsion from school

**2. Acts or threats of violence are serious breaches of the code of behaviour. Responses are subject to the following guidelines:**

*When a student involves him/herself in any the following:*

- a) initiation or participation in threats or acts of violence;**
- b) intimidation or threats toward another student or adult;**
- c) harassment**
- d) robbery, theft, or extortion;**

*The school will:*

- contact parents if the student is under 18
- suspend the student
- notify police for serious threats or physical injury

*The school may also:*

- suspend the student for up to 20 school days with the approval of the Superintendent of Schools when an additional violation occurs
- report the violation to the police
- recommend participation in a counselling program
- remove school privileges
- recommend to the Board expulsion from school if the violation is severe or habitual
- refer the student to a school counsellor, psychologist or community agency
- impose other in-school consequences

b). *When a student:*

- a) is in possession of a weapon or illegal substance;**
- b) threatens or uses a weapon in an act of violence;**
- c) is under the influence of drugs or alcohol; or**
- d) selling drugs or alcohol;**

*The school will:*

- report the incident to the police
- contact parents if the student is under 18
- suspend the student
- confiscate the weapon/substance

*The school may also:*

- recommend assessment or a counselling program
- impose in-school consequences
- recommend the services of a community agency
- recommend expulsion to the Board

f.) ***When a student has sexually assaulted or physically assaulted causing serious injury***

*The school will:*

- inform the parents (if the student is under 18) along with the possibility of legal action
- inform the police, if the assault is sexual or serious
- inform the Children's Aid Society if the assault is sexual
- suspend

*The school may also:*

- refer the student to a school counsellor, psychologist or community agency
- consider in-school consequences
- recommend expulsion to the Board

- h.) *When a student has vandalized school property or property located on school premises, causing extensive damage*

*The school will:*

- inform the parent when the student is under 18
- inform the police for serious incidents or extensive damage
- suspend for serious incidents or extensive damage

*The school may:*

- refer the student to a school counsellor, psychologist or community agency
- impose in-school consequences

## **Parent/Guardian Rights and Responsibilities**

### **1. *Parents'/Guardians' Rights.***

- The expectation that the classes are conducted in a purposeful, safe and caring environment
- An educational program that meets the individual needs of their son/daughter
- Fair and honest treatment in all aspects of the education their son/daughter
- To be informed through interviews/reports and to determine course selections according to school policies.

### **2. *Parents and/or Guardian(s) are partners in the education of their children and as such, their responsibilities include:***

- Respect and support for the Catholic nature of the school
- Signing permission forms when they approve a school request (Parents are invited to contact the school if they have questions or concerns about a request)
- Cooperation with the school if the student's program or performance requires special attention.
- support legal requirements, such as ensuring the attendance of their son/daughter, inform the school as to the reason for any absences.
- Parents are also encouraged to work with school staff to resolve any behaviour problems which may arise

**\*\* *Parent refers to the parent or guardian of a student under the age of 18. Parent also refers to a student 18 or older. Students 18 or over are adults so their personal information cannot be shared with anyone, even parents, without the student's consent.***

## **ATTENDANCE POLICY**

At St. John Catholic High School, we believe that there is a direct correlation between student attendance and student achievement. It is the responsibility of each student to be present and on time for his or her classes. We believe that the more students attend, the more likely they will identify with and be part of the "family spirit," at St John.

**To support and encourage regular classroom attendance, the following policy is in effect:**

### ***Notification of Absence:***

With a large number of students it is important that the school is notified as soon as possible if a student is absent from school. It is strongly recommended that parents notify the school prior to the absence before or on the day of the absence. If this notification cannot be done by then, we ask that the school is notified no later than 9:00 a.m. the following day. **Notification can be done with a signed note or through our 24-hour voice mail (267-4724-option one).** Students who do not provide a note or a phone call before 9:00 a.m. the following day will be assigned a detention, even if their absence is legitimate.

### ***Sign-In/Sign-Out Privileges:***

**There may be times during the school year when a student will arrive late or need to leave early. However, this can only be done with parental/guardian consent.** With this in mind, the following is in effect:

- Students arriving late to school must sign-in at the attendance office and have a signed note or a phone call from parents/guardians explaining the reason for their late arrival.
- Any student arriving without a note/phone call will be sent to class and may be subject to a late detention.
- **No student will be permitted to sign-out at any time during the day without prior notification from a parent/guardian (note/phone call).**
- **Students who do not sign-out will be considered as having "skipped" and will be subject to consequences as outlined in the "skipped classes" section of the student agenda.**

### ***Lates:***

In order to gain maximum educational benefit, students are to come to class prepared to work. Failure to do so will result in the student having to make up missed time through detentions, at noon and/or after school. A student is deemed to be late if not in the room when the bell sounds.

Students are expected to arrive to each class on time. In the event that a student arrives after the bell, the following consequences will result:

- The first three late arrivals will be dealt with by the teacher at his/her own discretion. The teacher will record the late on the daily attendance sheet and remit it to the office.
- Upon the fourth late arrival, the student will be expected to serve a detention with the classroom teacher. The teacher will also notify the student's parent/guardian of the pattern of late arrivals by means of a phone call home.
- For subsequent late arrivals, the teacher will record the late on the daily attendance sheet as an "Office Late" (OL). The student will be expected to serve an office detention the following day.
  - At the 6<sup>th</sup> late arrival, administration will phone home to notify the parent/guardian that there is a continuing pattern of late arrivals.
  - At the 8<sup>th</sup> late arrival, a case conference between administration and the parent/guardian may be held.

### ***Skipped Classes:***

**A student is considered to have skipped a class if:**

- **Not in class, but on school property during regular class time (even if signed out)**
- **Not attending classes when not signed out**
- **Taking the bus to school, but not attending classes (this may also result in temporary suspension bus privileges)**

### **Consequences**

**1<sup>st</sup> skip:** the attendance secretary or dean will contact parents/guardians, and the student will serve two detentions

**2<sup>nd</sup> skip:** the school dean will contact parents/guardians and request a meeting with the dean and/or vice – principal and the student will be on a full day in-school detention

**3<sup>rd</sup> skip:** the school dean will again contact parents and the student will be given an in school or out of school suspension (at the discretion of administration) for persistent opposition to authority.

**Parents/guardians MUST attend a re-entry meeting with the school dean and/or vice principal, prior to the student's return to classes.**

Additional skips may result in longer suspensions and a case conferences with parent/guardian, administration and the Board Truancy Officer will take place. Ultimately, an alternate educational plan may need to be developed.

*Please note:*

- 1. A typical timetable at St. John includes four classes. A student who skips 3 or 4 classes in one day will be issued a minimum one-day in-school suspension with the possibility of a one-day out of school suspension.**
- 2. Students may not skip or be signed out of one class in order to do work for another class.**
- 3. Students skipping Masses or assemblies will be subject to an in school suspension and will meet with the chaplaincy leader.**
- 4. Students who forge their parent's signature on a note or voice-mail will receive an in school or out of school suspension for one day.**
- 5. Students who skip on the day of a school dance, will not be permitted into school dances.**

*Additional Notes:*

- Students absent because of a suspension are responsible for obtaining missed course material.
- The number of days missed in a suspension is recorded as unexcused absences.
- An accumulation of absences can seriously jeopardize a student's chance for academic success.

## **ABSENCE POLICY**

At the high school level, it is assumed that students are responsible for meeting all attendance and academic requirements in their courses. Should a student incur numerous unexcused absences, then detentions, counseling, parent-interviews, and in-school suspensions may be used to help prevent loss of credits.

A continued pattern of chronic unexcused absences (5+) will result in more severe consequences and a possible transfer of the student's timetable to our alternative program at St. Luke's or the ABLE program in Smiths Falls. Extended absences due to travel, vacation, illness, etc. must be indicated through written notification to the office (at least one week prior to departure for travel). **Please request a temporary absence form from the attendance office.**

We encourage parents to phone the school as soon as possible with any concerns over attendance so that together we can effectively deal with it in its earliest stage.

To help support this policy, the following actions will be taken when a student accrues numerous unexcused absences:

- 11<sup>th</sup> absence – a letter will be sent indicating that the trend of high absenteeism is concerning and that upon reaching 15 absences a case conference (a meeting between the student, parents/guardians, and administration) may be requested and the Board Attendance Counsellor will be notified.
- 15<sup>th</sup> absence – a case conference between administration and the parent/guardian and the student may be requested and a follow up meeting with the Board Attendance Counsellor will take place should the student's absences continue. Further absences could jeopardize course credits.
- 20 or more absences- The Board Attendance Counsellor will become involved and a review of the student's credit status will be determined and alternative programming may be deemed necessary.

## UNIFORM POLICY

At St. John Catholic High School, the uniform is a source of pride and a builder of community. Students who enroll at St. John Catholic High School do so with a complete awareness of uniform requirements. **Therefore, by choosing St. John Catholic High School, students and parents agree to abide by the established School Uniform Policy.**

The basic requirements for attending classes are that students are to wear a uniform shirt with uniform pants, shorts, or a kilt, along with appropriate footwear. When wearing options such as uniform vests, hoodies or sweaters students are to ensure that the basic requirements are still met.

*Students are required to wear the prescribed school uniform throughout the school year, including examination days. Basic uniform items may include:*

Uniform Item	Girls	Boys
<b>Shirts</b>	<ul style="list-style-type: none"> <li>• <b>Golf Shirt (Long sleeve/Short sleeve)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Golf Shirt (Long sleeve/Short sleeve)</b></li> </ul>
<b>Bottoms</b>	<ul style="list-style-type: none"> <li>• <b>Casual Pants (Black/Khaki)</b></li> <li>• <b>Dress Pants(Black/Khaki)</b></li> <li>• <b>X-Kilt</b></li> <li>• <b>Capris</b></li> <li>• <b>Shorts (Black/Khaki)</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Casual Pants(Black/Khaki)</b></li> <li>• <b>Dress Pants(Black/Khaki)</b></li> <li>• <b>Kilt</b></li> <li>• <b>Shorts (Black/Khaki)</b></li> </ul>
<b>Sweaters/Extras</b>	<ul style="list-style-type: none"> <li>• <b>Vest</b></li> <li>• <b>Sweater pullover</b></li> <li>• <b>Half Zip Polo</b></li> <li>• <b>Tartan Tie</b></li> <li>• <b>Cardigan</b></li> <li>• <b>Full Zip Sweater</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Vest</b></li> <li>• <b>Sweater pullover</b></li> <li>• <b>Half Zip Polo</b></li> <li>• <b>Tartan Tie</b></li> <li>• <b>Cardigan</b></li> <li>• <b>Full Zip Sweater</b></li> </ul>
<b>Footwear</b>	<ul style="list-style-type: none"> <li>• <b>Green/black/White Knee socks, nylons or full footed green/black tights</b></li> <li>• <b>Dress shoes or Dress sandals may only be worn with kilt</b></li> <li>• <b>Dress shoes, athletic shoes , or sandals may only be worn with pants, capris and shorts</b></li> <li>• <b>See Kilt Option</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Socks</b></li> <li>• <b>Dress Shoes and Athletic Shoes</b></li> <li>• <b>Sandals may only be worn with pants, and shorts</b></li> <li>• <b>See Kilt Option</b></li> </ul>

### **The Kilt Option**

- Socks, tights (closed toed) or nylons are to be worn with the kilt option. **Socks are to be worn at the knee, and must be solid black, forest green or white. Tights (closed toed) are to be solid black, forest green or white. Beige nylons are acceptable.** All items are to be purchased from R.J. McCarthy or are to be an acceptable equivalent.
- Kilts are to be worn at an appropriate length. A student who persistently alters the length may have the privilege of wearing the kilt revoked for an unspecified amount of time.
- For boys wishing to wear the kilt option, a proper boys/men's kilt must be purchased from R.J. McCarthy and worn with appropriate accessories.
- Dress shoes or dress sandals predominantly black or brown must be worn with the x-kilt/kilt option. Open-toed shoes (e.g. sandals) may not be worn in certain courses due to safety concerns. **Boots may not be visible above the ankle and are not acceptable footwear with the kilt option.**

- **Students are expected to arrive to school in uniform and are to be in full uniform at all times during the day. Uniforms will be worn on all school trips unless otherwise specified by school administration.**
- Students are expected to display a neat and orderly appearance. Pants must be worn at the waist and clothing should be kept clean and in good condition.
- **There is to be no alteration of the school uniform (including but not restricted to pinning the backs of shirts, re-hemming/fitting of pants, rolling up pant/short legs or kilts, etc.)** All uniform items are to be purchased from R.J. McCarthy.
- If a student arrives out of uniform, the student will work in isolation for the day, and will not be admitted to their classes. Parents/Guardians will be notified. If a student is not admitted to class, he/she will be responsible for all work missed.
- The principal or vice-principal may grant temporary uniform exemptions for extenuating circumstances. In the case of an exemption, students should be in as much of the uniform as possible. Appropriately coloured pants or shorts must be worn. **(Jeans are not acceptable)**
- Coats and jackets are not to be worn in the building during the day and are to be kept in lockers.
- **Only solid, plain white or black t-shirts** can be worn under uniform shirts and must be tucked in. Graphics, scripts, or designs are not acceptable. Should a student wear a different colour shirt underneath, he/she will be asked to change. **A Uniform shirt must be worn under sweaters, vests, hoodies and half zip polos.**
- Baseball caps, hats, bandanas and other headwear are not permitted during school hours and should be left at home. Students wearing headwear risk losing it for the balance of the school day.
- Accessories must be in keeping with the spirit of the uniform. The following are unacceptable: large jewelry, wallet chains, studded belts, collars, or bracelets, gloves (of any style), leg warmers, etc.

#### **Dress Down Days**

- Student Council requests days throughout the year during which students may be allowed to wear clothing other than the regular school uniform. These days generally coincide with some special event or spirit/theme day at the school. Students and staff who choose to dress down on these days will make a specified contribution (usually \$2.00) to a charity. Students who choose to come to school in regular uniform on such days are invited to make this donation but are not required to do so.
- On these days, all expectations of appropriate attire are still in place. **All tops, shirts and dresses must have sleeves. Specifically, all students are expected to dress neatly, modestly and with a sense of personal pride that reflects our Catholic faith. The following items are not acceptable: boxer or short shorts, crop tops, muscle shirts, ripped/torn jeans, monogrammed clothing/jewelry promoting sex and/or the use of drugs or alcohol or jewelry containing spikes, studs or long chains. No short tops. If you can't tuck it in, you can't wear it.** All tops, shirts and dresses must have sleeves. No hats or bandanas are allowed.

### **STUDENT REVIEWS (JAN/JUNE)**

Students who do not meet with success in their courses will discuss the conditions of their future education at SJCHS with the administration, in order to create measures that foster academic success. Conditions could include summer school, an action plan, a behavioural contract and/or an interview with the Administration Team.

*Note: Students under 18 years will be accompanied by a parent for this interview.*

### **STUDENTS 18 YEARS OF AGE AND OLDER**

Students 18 years and older are expected to follow the same guidelines for attendance and behaviour as other students, but are responsible for the accounting of their own absence to the attendance office. Failure

to do so will result in the absence being recorded as unexcused with the same consequences as outlined previously. Should attendance become a problem, the administration reserves the right to demand verification for absences. Persistent truancy can result in loss of credits; a transfer to an Alternative School; removal from the school register and/or a modified timetable.

## **Extra-Curricular Program**

All students are encouraged to get involved in the wide range of group and individual activities offered to all students. The extra-curricular program enables students to enjoy other aspects of life at St John, while giving the opportunity for them to develop personal, team, and leadership skills that will serve them well in life.

### **Eligibility**

In order to maintain eligibility for any extra-curricular activity, a student must:

- 1. Attend all classes in accordance with the School Attendance Policy.**
- 2. Be striving to achieve his/her credits in all subject areas.**
- 3. Adhere to the school Code of Conduct.**
- 4. Pay their student fee annually.**
- 5. Be a full time student. (i.e. a student must be enrolled in at least three courses in the semester in which the student participates in the activity.)**
- 6. Be a student in “good standing.”**

### **Guidelines for Involvement in Extra-Curricular Activities**

Most activities available to students take place outside of school time. However some activities involve a significant amount of missed class time. (e.g. sports teams and drama productions). Students and parents are encouraged to consider this fact when committing to extra-curricular involvement. In this way students can minimize any negative effect on their academic progress.

In order to help students maintain this balance, the staff at St. John has developed the following policy regarding eligibility for participating in multiple activities:

**The school year will be divided into 3 seasons:**

***Fall – September to December***

***Winter – January to March Break***

***Spring – March to June***

**Students may participate in a maximum of 2 activities that require school absence per season.**

Activities that do not involve school absence are unlimited, although students are cautioned to balance their involvement at school with their work schedule, academic timetable and community involvement. Should a need arise for a third activity involving school absence, students may apply in writing to the Vice-Principal who will consult with the student’s teachers and parent before a decision is made.

**Students who fall behind in their studies, while involved in extra-curricular activities, or those who have unexcused absences, put their eligibility for participation at risk.** Should this be a concern, the subject teacher will consult with the staff advisor of the activity. The student will then be given a period of time to correct the problem. If the problem persists, the student will be removed from the activity.

# SCHOOL POLICIES

## RELIGIOUS STUDIES

The Religion Program and associated activities are essential to the foundation of St. John Catholic High School. Full credit courses are mandatory in Grades 9, 10, 11, and 12.

The celebration of Mass is a characteristic of our school. Masses are arranged both on a grade and school-wide level. Moreover, each grade level has time set aside for an annual retreat. **Attendance at Masses and Retreats is obligatory, including students on spare. Students are to be excused only for medical or other unavoidable reasons.**

## ADMINISTRATION OF MEDICATION

As outlined by Board policy, at no time are school personnel to provide students with medication, unless the school has on file the proper written authorization from both the parent or guardian and physician. This includes any over-the-counter medication.

## ALLERGIES

Our school community wants to remind everyone that we have several students who have food allergies. The allergies include peanuts, tree nuts, shellfish, dairy and eggs. We ask everyone to be cautious about what they bring to school to try to reduce the risk posed to these students. Students are reminded to keep the food in the designated eating areas. Thank you for your ongoing support to keep our school safe for everyone. If your son/daughter develops an allergy, we need to be aware of it. Please contact Student Services. Students who require Epipens must wear them on their person at all times.

## HALLS

- Students are to walk in an orderly fashion in the halls and on the stairs
- The elevator is for restricted use only
- There is to be no sitting in the hallways
- **Food and drinks are to be consumed only in the atrium or cafeteria**
- In order to provide an optimum learning environment, students are not to be in the halls during class time
- Students remaining on school property when they do not have a regularly scheduled class must be in the cafeteria, atrium or library

## FIRE DRILLS

*Fire drills are held in each semester. When the alarm is sounded:*

1. All work must stop and absolute silence maintained during the entire exercise.
2. Stand and follow the instructions of your teacher for exiting.

## EVACUATION PROCEDURES

*When there has been an emergency requiring evacuation, students:*

1. will evacuate the building *immediately, calmly and quietly*, and as such **students are not to go to their lockers;**
2. **MUST** understand that their classes have **NOT BEEN DISMISSED**. For reasons of safety and security **students must STAY with their teacher at all times** because we need to be accountable for each person during this high-risk incident;
3. Will report to the Attendance secretary, if on spare;
4. Will dress and leave immediately with their teacher, if in locker rooms;
5. Leaving for Co-op or for teams will be contacted by their teacher/coach for instructions;
6. **Will keep their keys and medication with them at all times.**

## **HEALTH ROOM PROCEDURES**

*When a student leaves class sick, they are to sign out in the Attendance Office and to contact a parent at home or work to:*

1. **Inform** them that they are sick and have signed out of class;
2. **Ask** if they may be picked up.
3. If no one is able to pick the student up, the student will be expected to go back to class until pick up is possible.

## **COMPUTER USAGE**

All students registered at St. John have access to the computers that are designated for student use throughout the school. ***This access is a privilege, not a right.*** In order to retain computer privileges and to help maintain an efficient and pleasant network environment, students need to follow the rules below:

- ✓ **NO FOOD OR DRINK IN ANY COMPUTER ROOM OR AREA AT ANY TIME!**
- ✓ Every student registered at St. John has a logon and a personal workspace on the network. Students are responsible for the content of their workspace regardless of how it got there. **DO NOT** share passwords or network logon or workspace.
- ✓ Logoff the computer when finished working
- ✓ **Students may not deny access to any part of their workspace to the System Administrator.** This could impede regular network maintenance and will result in a loss or restriction of network access.
- ✓ The computers in the library are available during the day for students to work on school projects.
- ✓ During the day Students may work on computers in the computer labs if machines are available and the teacher in the room agrees to supervise the student
- ✓ No executable files (.EXE, .COM or .BAT files) from home are allowed in school computers.
- ✓ No games are to be played on the school computers at any time (exception: those being developed as part of a school programming project). Installing games onto the local hard drive or to a network folder can result in exclusion from computer privileges for an extended period.
- ✓ Please scan for viruses before using a storage device from home.
- ✓ Damaging other people's spaces, locking other spaces, interfering with other people's use of the system, etc. will be treated as vandalism to school property and will be dealt with accordingly.
- ✓ Students must treat all equipment with respect. Willful damaging of equipment will be treated as vandalism and dealt with accordingly.
- ✓ All machines at St. John have access to the Internet. This Internet access is provided as a tool to support and enhance the School curriculum. Student use of the Internet must be in compliance with the School's **Acceptable Use Policy**.
- ✓ **Downloading executable files or stream music or video may result in restrictions to computer access.**
- ✓ Students wishing to download material must have the permission of their classroom teacher or the supervising computer teacher.
- ✓ Failure to comply with these rules will result in loss of Internet privileges and possibly computer privileges.

## **SPARES AND PART-TIME STUDENTS**

Students may not take a spare until they are in Grade 12. Students may be part-time (less than 3 courses) only if they have already graduated and are returning for specific courses. Students on spare are expected to be in the library, cafeteria or atrium working on their studies.

## INCIDENT REPORTS

Any students sent to the office, will receive an incident report to fill out, detailing the reasons why they were sent out of class. The teacher involved will also be asked to fill out a report to either verify or correct the student's account. When the student has been sent from a class, the subject teacher is to contact the parents/guardians informing them of the incident. Incident reports will be kept in the student's file, with the consequences (detention, suspension, interview etc.) outlined. Where possible, restorative practices will be used to rectify the incident.

## DETENTIONS

Detentions are served each day from 11:45 am to 12:10 pm in Room 253. One skipped class warrants two detentions.

## STUDY HALL

Study hall is provided for students who have not completed summative assignments. A teacher may sign a student up for study hall, which takes place from 11:45-12:10 in room 178. The teacher will notify both student and parents that study hall has been recommended.

## ATRIUM

The atrium is intended as a relaxed work area. Anyone using the atrium is to do so quietly! Language is to be appropriate at all times and music is restricted to personal MP3 players/iPods with headphones only. Instruments are not to be played in the Atrium during school hours. Students leaving school bags or clothing unattended will have them confiscated.

## SCHOOL DANCES

School dances occur periodically throughout the school year for St. John Catholic High School students in good standing. All students must have a current student card that will be shown the night of the dance. A St. John student may sponsor 1 guest to attend (except for Student Council members, who may not sponsor any guests). The guests must be signed in before 12:00 p.m. the day of the dance, pre payment for the guest is required and the guest must enter the dance with their St. John sponsor. The St. John student remains responsible for their guest's conduct while on school property. **Consequences will be applied to the St. John student for the misbehaviour of their guest.** Doors close at 8:30 p.m.

Any student found under the influence of alcohol/drugs at a school dance will lose their dance privileges for one year (including the formal) as well as a 3-day suspension.

## SCHOOL BUSES

Students are directly accountable to the school administration for their behaviour on school buses and other related transportation. Inappropriate behaviour on a school bus may result in temporary or permanent loss of bus riding privileges. **A student cannot ride on another bus unless an Emergency Transportation form has been approved by administration. Transportation for non-school related functions is the parent's responsibility. The Board cannot provide transportation for special events such as birthday parties, sleepovers, a homework project, to complete community service hours or for a job. These requests cannot be permitted for safety reasons.**

## FIELD TRIPS AND EXCURSIONS

**The school code of behaviour is in effect on all trips.** Consent forms signed by a parent, guardian, or student (if applicable) must accompany each and every trip or excursion.

**No private arrangements can be made concerning transportation on a field trip or excursion. All students must depart from and return to the school on the transportation provided by the school.**

Students are responsible for all missed assignments and homework during the field trip or excursion period.

## **TRANSPORTATION - ATHLETIC EVENTS**

All students are to travel to and from games on the team bus. Only under exceptional circumstances and with the proper approval of the school office are students permitted to drive to games. *Under no circumstances are students allowed to transport other students.*

## **STUDENT PARKING POLICY**

There are three parking lots available at the front of the school for student use. **There is absolutely NO student parking or automobile access to the back of the school.** Students are reminded not to park in fire lanes, laneways, on medians, or on walkways. Parking violators will be subject to fines and possible towing of vehicles. Repeat offenders will lose their parking privileges at the school.

## **LATE BUSES**

Late buses will run from Tuesday to Thursday evenings at 5:15 p.m. Students need to sign-up for late buses. **Only students involved in a school activity have access to the late buses, while students not involved in activities are expected to leave the school by 3:30.** In order to allow the custodial staff to properly clean the school for groups using it in the evenings, students are asked to leave immediately following an after school activity or practice.

## **CANCELLATION OF BUSES**

If weather conditions force cancellation of the buses, an announcement will be broadcast on local radio stations beginning at 6:00 a.m. Information is also available at [www.cdsbeo.on.ca](http://www.cdsbeo.on.ca). If buses are cancelled in the morning, they will not run at all that day. On days the buses are cancelled, the school will remain open to those students who are able to make it. Students are not marked absent when their bus does not run.

## **ALLERGIES/HEALTH**

Students are not permitted to use spray colognes, perfumes, body sprays, etc. at school due to many allergic reactions. Our school community wants to remind everyone that we have several students who have food allergies. These allergies include peanuts, tree nuts, shellfish, dairy and eggs. We ask everyone to be cautious about what they bring to school to try to reduce the risk posed to these students. Students are reminded to keep the food in the designated eating areas. Thank you for your ongoing support to keep our school safe for everyone.

## **VISITORS**

*All visitors are required to sign in at the main office and are to be at school for a specific appointment.* Visitors wishing to deliver a message may do so at the main office. Visitors should not expect to stay for an extended period of time nor are visitors permitted to attend classes. Visitors are not allowed access to the back of the school (i.e. toward Conlon Farm).

## **STUDENT GATHERING AREAS**

Student gathering areas are provided in the atrium, cafeteria and courtyard as well as the grass area adjacent to the playing field. Therefore students should not loiter at the front of the school, and the turn around area is to be kept clear at all times.

## **SMOKING**

For staff, students and anyone who uses the school, **The Tobacco Control Act** means that there is no smoking in the school or on the school property at any time. It also means respecting the privacy and property of nearby homes and businesses. **Conlon Farm** is treated as an extension of the school. *All school policies apply and the area is to be kept free of litter and vandalism.*

## **ELECTRONIC DEVICES**

All cellular and or camera phones or any text messaging devices are a distraction to learning and are not to be used inside the classroom, at any time. Such devices will be *confiscated* until the end of the school day - and repeat infractions will be dealt with by detentions and potentially suspension from school. Audio devices may be used pending teacher discretion and approval.

## **BOOK BAGS / PERSONAL ARTICLES**

In the interest of maintaining a secure, safe, and clean, learning environment, bookbags and personal articles are to be left in lockers, at all times. Under no circumstances are such items to be left in hallways or the atrium/cafeteria area. All students are required to have a lock on their locker to ensure their personal items are secure. Lockers without a lock will be bolted by the custodial staff.

## **LOCKERS**

All lockers are the property of the Catholic District School Board of Eastern Ontario and are assigned to students for their convenience. Writing on or inside lockers is not acceptable and suggestive slogans or pictures posted inside are serious offences that will be treated as such. Lockers must be in the same condition at the end of the year as it is on the opening day of September. *Lockers may not be shared and all combinations must be on file in the office.*

### **NOTE:**

- In the interest and safety of all members of the school community, the school has the right and authority to search lockers and personal property without prior notice or permission.
- Should a student not ensure the condition of his/her locker at the end of the year, a fee of \$20 will be charged for cleaning.

