

St. David Catholic Secondary School



Student Handbook

2017-2018

4 High St.

Waterloo, ON

Tel: (519) 885-1340 Fax: (519) 885-1345

Attendance Office (519) 885-4352

sdav.attendance@wcdsb.ca

[Website: stdavid.wcdsb.ca](http://stdavid.wcdsb.ca)



Glenda Leusink

Acting Principal

Kevin Hinsperger Deanna Wehrle

Vice-Principals

This handbook belongs to:

Name: _____

Homeroom: _____

BELL SCHEDULE

| |
|--|
| Warning Bell 8:10 |
| Period 1 8:15 – 9:30 |
| Period 2 9:35 – 10:50 |
| Lunch 10:50– 11:40 |
| Period 3 11:45 – 1:00 |
| Period 4 1:05 – 2:20 |

OPENING EXERCISES

All students are expected to be in first period and be in proper uniform at 8:15am for the opening exercises.

Each day begins with the national anthem and morning prayer.

Students are asked to stand and remain quiet during opening exercises in both the hallways and classrooms.

Announcements are displayed continuously throughout the day on the TV monitor in the foyer.

IMPORTANT DATES 2017-2018

| | |
|-------------------------|--|
| August 29 &30 | Registration 12-3pm |
| September 5 | Grade 9 Orientation: 8:15–11:45am (non-uniform) |
| September 5 | Grades 9-12 Classes: 12:00–2:20pm (non-uniform) |
| September 6 | Full Day of Classes (full uniform) |
| September 7 | School Photo Day/Critical Medical Alert Meeting 5:30pm |
| September 14 | Meet the Teacher Night: 6:00–8:00pm (Gr. 9&10) |
| September 21 | Opening School Mass |
| September 21 | Awards Night: 6:00–9:00pm (Gr. 10/11/12) |
| September 22 | P.D. Day |
| October 9 | Thanksgiving Day (School Closed) |
| October 18 | Progress Report Card Distribution (Homeroom) |
| October 23 | P.D. Day |
| October 26 | Student/Parent/Teacher Conferences: 1:30pm–8:00pm |
| October 27 | School Photo Re-Take Day |
| November 1 | Take Your Kids To Work Day (Gr. 9) |
| November 9 | Term 2 Begins (Gr. 10 Careers & Civics Turnaround Day) |
| November 13 - 16 | Bullying Awareness Week |
| November 17 | P.D. Day |
| November 22 | Mid-Term Report Card Distribution (Homeroom) |
| November 29 | Team/Clubs Photo Day |
| November 29 | Grade 8 Parent Information Night 6:30pm |
| December 4 | Advent Wreath Lighting |
| December 8 | P.D. Day |
| December 14 - 15 | Grad Photos (By Appointment) |
| December 25 – January 5 | Christmas Holidays (School Closed) |
| January 8 | Classes Resume |
| January 18 & 22 | Grade 9 EQAO Assessment of Mathematics |
| January 26 – February 1 | Semester 1 Evaluations |
| February 2 | P.D. Day |
| February 5 | Semester 2 Begins |
| February 6 - 9 | Grad Photo Retakes (By Appointment) |
| February 14 | Ash Wednesday Liturgy |
| February 15 | Semester 1 Report Card Distribution |
| February 19 | Family Day (school closed) |
| March 1 | St. David Feast Day Mass (School Gym) |
| March 12 - 16 | March Break |
| March 28 | Progress Report Card Distribution (Homeroom) |
| March 29 | Stations of the Cross (Period 4 Cafeteria) |
| March 30/April 2 | Good Friday/Easter Monday (School Closed) |
| April 4 | Teams/Clubs Photo Day |
| April 4 | Student/Parent/Teacher Conferences 1:30pm–8:00pm |
| April 10 | Grade 10 EQAO Literacy Test (OSSLT) 8:15–11:30am |
| April 10 | Grade 9-12 Shortened Periods: 12:00–2:20pm |
| April 13 | P.D. Day |
| April 19 | Term 2 Begins (Gr. 10 Careers and Civics Turnaround Day) |
| April 30 -May 4 | Mental Health Week |
| May 2 | Mid-term Report Card Distribution (Homeroom) |
| May 7-11 | Catholic Education Week |
| May 21 | Victoria Day (school closed) |
| June 1 | P.D. Day |
| June 6 | Athletic Banquet - evening |
| June 7 | Grad Breakfast (Period 1) & Year End Mass (Period 2) |
| June 7 | Arts Banquet - evening |
| June 13 & 14 | Grade 9 EQAO Assessment of Mathematics |
| June 19 - 22 | Grade 12 Evaluation Days |
| June 22 - 26 | Grade 9-11 Evaluation Days |
| June 28 | 2018 Graduation Waterloo Recreation Centre 7:00pm |
| July 11 & 12 | Report Cards Picked Up |

Liturgies and Assemblies are an integral part of our school program and attendance at these events is mandatory.



Welcome Message from St. David's Administrative Team

Dear Students,

On behalf of all the staff at St. David Catholic Secondary School, we welcome both new and returning students to the 2017-2018 school year. We look forward to working with you as you embark on the next step of your education and faith journeys. As a school community, we are committed to preparing our students to be lifelong learners, contributing members of society and faithful Disciples of Christ who work for justice in the world.

This handbook contains important information that will assist you in achieving your educational goals and being a positive contributing member of the Celtic community. We strongly recommend that you use this handbook to review school supports and plan your participation in the many opportunities available at St. David. We encourage you to take part in the various sports, clubs and special activities that are offered and outlined in this handbook. The experiences gained through these activities will allow you to develop in ways that will complement your learning and growth in the classroom.

This handbook also contains our school policies and procedures that all St. David students are required to know and adhere to. Learning and personal development are enhanced in a safe, positive and supportive school environment in which everyone is valued and respected. Our goal is to have students, staff and families working together, so each member of our community can reach their God-given potential.

At St. David, we are committed to the vision of our school being the heart of the community, where there is success for each and a place for all.

Your Leadership Team

“Heart of the community – success for each, a place for all.”

ST. DAVID CATHOLIC SECONDARY SCHOOL

TEACHING STAFF

Staff Email firstname.lastname@wcdsb.ca

Bachher, Kuldip
 Bedic, Steve
 Behm, Robert
 Berry, Mike
 Boland, Garry
 Bradley, Nicole
 Brenner, Rosemarie
 Brohman-Way, Stacey
 Butler, Marianne
 Coates, Kevin
 Collins, Sarah
 Denomme, Lisa
 DeVrieze, Carol
 Dietrich, Kristen
 Dlugokecki, Annette
 Durastanti, Mathew
 Economides, Zeno
 Elias, Jessica
 Elliott, Annamae
 Elworthy, Derek
 Foran, Sharon
 Gangl, Lisa
 Gay, Pauline

George, Patrick
 Gillies, Kate
 Gmach, Joseph
 Griffin, Steve
 Grundy, Rob
 Hall, Rebecca
 Hannoush, Rosemary
 Johnson, Susie
 Kelly, Larry
 Kerr, Megan
 Knapp, Will
 Kraehling, Garry
 Kueneman, Karen
 Lang, Lisa
 Leduc, Jason
 Lehmann, Angela
 Lehmann, Phil
 Magolon-Brown, Aneta
 Matan, Alex
 McGrath, Patrick
 McClenaghan, Laura
 Murphy, Caralynne
 Nijhuis, Andrea

O'Grady, Maureen
 Oberholzer, Michael
 Pellegrini, John
 Pendergast, John
 Phillips, Amanda
 Rinaldi-Fernandes, Filomena
 Ruck, Margaret
 Scanlon, Larry
 Schnarr, Stacey
 Schumacher, Randy
 Sharma, Lucky
 Sianchuk, Larry
 Spanopulos, Anthony
 Spoltore, Lori
 Symanyk, Jon
 Temple, Mark
 Verbiski, Shane
 Vermette, Amy
 Vrolyk, Krista
 Weiditch, Tonia
 Zeinstra-Dye, Maria

SOURCES OF COMMUNICATION

| | | |
|-----------------------------|---------------------|---|
| Automated Home Notification | Progress Reports | @StDavidAthletic |
| Staff Email & Voicemail | Daily Announcements | @StDavidGuidance |
| Celtic Express Newsletter | Student Handbook | @StDavidIntramur |
| Outdoor School Sign | @StDavidCeltics | http://stdavid.wcdsb.ca |

| ADMINISTRATIVE RESPONSIBILITIES | GUIDANCE COUNSELLOR RESPONSIBILITIES |
|--|---|
| Mr. Hinsperger A – Ho Ms. Wehrle Hu – R & International Students Mrs. Leusink S – Z | Ms. Dietrich A – D Mr. Knapp E – J and International Students Mr. Phil Lehmann K – Ph Mrs. Kueneman Pi – Z |

CHAPLAIN
 Deacon Ed MacIntosh

ATHLETIC DIRECTOR
 Lisa Lang

SPECIAL EDUCATION CONTACT
 Program Head - Maureen O'Grady

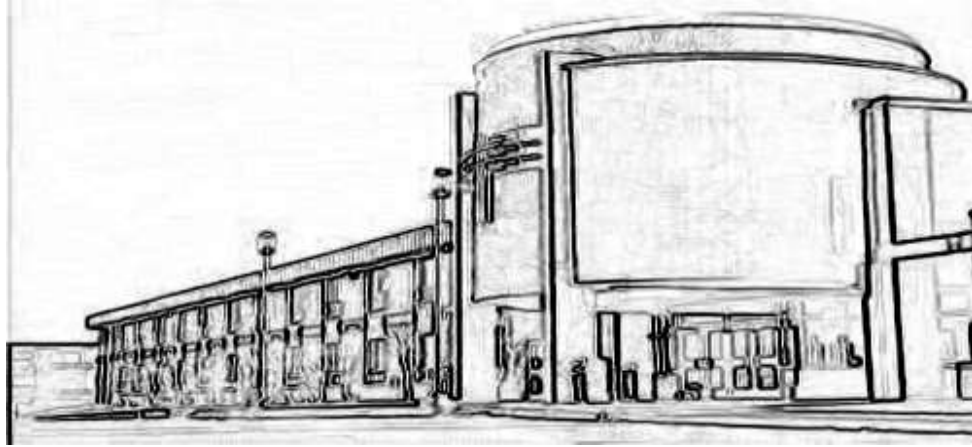
SAC DIRECTOR
 Amanda Phillips

STUDENT SUCCESS CONTACT
 Program Head - Garry Boland

LINK CO-ORDINATOR
 Leanne Kropf

INTERNATIONAL/ESL STUDENT ADVISOR
 Will Knapp

GUIDING PRINCIPLES



VISION OF ST. DAVID CATHOLIC SECONDARY SCHOOL

Our Catholic faith is the core of the St. David community and as such, we are committed to respecting the dignity of every member of our community and celebrating our diverse gifts. The vision of the WCDSB is **“Our Catholic Schools: Heart of the community -- success for each, a place for all.”** At St. David we believe strongly in this vision and strive each day to bring that vision to a reality in our halls, classrooms and among our Celtic family. We endeavor to share this vision with students, parents, staff and the administrative team at the school. Through the various academic and extra-curricular activities, it is anticipated that all members of the St. David community will be challenged and will challenge each other to embrace this vision by putting our faith into action in the school, local and global communities.

OUR BELIEF STATEMENTS

- Parents are the primary educators of their children.
- We have a responsibility to care for our neighbours, our environment, and ourselves.
- Each staff member is morally and legally responsible to help students become mature Christians and good Canadian citizens.
- Everyone has the right to a safe and secure environment, free from deliberate insult and injury.
- We will live in peace and promote means of solving conflict, which promote repair, reconciliation, and reassurance.

CODE OF CONDUCT

The Code of Conduct for the Waterloo Catholic District School Board has as its foundation the School Board’s mission statement which states that we are **“As disciples of Christ, we educate and nurture hope in all learners to realize their full potential to transform God’s world.”**

Each person is responsible for his/her conduct within the walls of St. David, in our neighbourhood and business community. If the conduct is positive and life-giving, the response will have encouragement, praise and thankfulness. If the conduct is negative, demeaning, degrading or disrespectful of self/others and their surroundings, one can expect a consequence.

A progressive discipline approach will be taken towards matters of student discipline. Disciplinary consequences may include some or all of the following: an informal talk, a verbal warning, a detention, parental involvement, loss of privileges, clean-up tasks, restitution, a disciplinary referral, a suspension, Board of Education involvement, police involvement and/or expulsion.

CHAPLAINCY

The central role of the Chaplain is to serve the staff and students of St. David Catholic Secondary School. Thus, the school continues to live and grow as a unique Catholic Christian community to which staff and students belong. The Chaplain provides evangelization for the Celtic community and support for the faith life of its members.

By being present and visible, the Chaplain shares in the life of the school and in the joys and the sorrows of its members, providing witness of the caring Church. The Chaplain is available to help those who suffer or who need support in times of crisis in their lives.

Some of the areas in which the Chaplain plays a lead role are, but are not limited to; co-ordination and leadership of Celebrations of Faith at the school, such as prayer, worship, retreats, liaison with local parishes, pastoral counselling, the Spirit of the Gospel, justice and peace and crisis response.

May the 2017-2018 school year be a time of your life that is rich with God's blessings, and may you feel comfortable to stop by the Chaplain's Office to say, "Hello".

STUDENT SERVICES - SPECIAL EDUCATION

In keeping with the WCDSB philosophy of inclusion, all students in our school neighbourhood attend St. David in a positive and supportive environment. Exceptionalities within our community include the autism spectrum, developmental disability, giftedness, learning disability, hearing and vision needs, behaviour, and physical challenges. Individual Education Plans are developed, and through them, most accommodations and modifications to credit courses are provided by subject teachers. The ACTIVE and Community Living Programs provide alternative Certificate pathway programming. Educational Assistants support academic and physical needs, and Youth Care Workers develop and support plans to help with social-emotional, behavioural, and learning needs.

Each student who has an IEP is assigned a Program Support Mentor teacher who will:

- Meet with students to:
 - Coach self-advocacy.
 - Adjust the accommodations on the IEP.
 - Provide additional support and space for tests and assignment completion.
 - Provide training and access to assistive technology.
- Meet with teachers to:
 - Implement and adjust programming and assessment strategies.
- Meet with parents to:
 - Discuss student success using the designated accommodations and modifications, and advise on pathway planning in collaboration with guidance counsellors.

Students will be informed of their contact in Student Services – Special Education at the beginning of Semester 1 each year. Questions can be directed to teachers in Rooms 100 or 106.

RELIGIOUS ACCOMMODATION

To ensure the realization of our vision, St. David Catholic School will take all reasonable steps to accommodate an individual's desire to honour their religious beliefs and practices. Such areas of accommodation may include recognized religious holidays, religious dress, and dietary or fasting requirements. The procedure for requesting an accommodation is as follows:

- A written or verbal request for accommodation from the parent/guardian or student (in cases where the student is 18 or older) should be presented to the principal or vice-principal at, or as close as possible to, the beginning of the school year;
- The request for accommodation should describe the specific needs of the student;
- The principal or vice-principal will consider and confirm the accommodation with the parent/guardian, the student, and appropriate staff (i.e. Attendance Office, teachers, etc.).

**The vision of the WCDSB is *Our Catholic Schools:*
*heart of the community ~ success for each and a place for all.***

SAFE AND SECURE SCHOOLS, AND BILL 157

For the safety and security of all community members, following morning announcements daily, access to the school will be restricted to the front and rear courtyard doors of the building. Students and educators have the right to a safe, secure and inviting school environment free from all forms of harassment, bullying, threats and violence of any kind. Bullying (physical, emotional, verbal, electronic) is a particularly insidious form of violence and has a negative impact on the climate and culture of a school. The Waterloo Catholic District School Board believes that all forms of bullying are unacceptable and subject to consequences. Any student who witnesses, is a victim of, or participates in any act of bullying or harassment is encouraged to report the incident to any staff member.

- **HALL CONDUCT**

There must be no loitering in the corridors while classes are in progress. Students on spare may not complete homework in the halls during class time, but are directed to use the library or the cafeteria for quiet study time.

- **VIDEO SURVEILLANCE**

Areas of the school are monitored to ensure a safe environment for all students and staff.

- **VISITORS**

Authorized visitors (parents/guardians, guest speakers, volunteers) will sign in at the Main Office and be issued a visitor pass. Students are **not** permitted to have friends visit at school during the school day. Those visitors who are on property without permission may be charged with a violation under the Trespass to Property Act.

- **RIGHT TO SEARCH STUDENTS**

The Supreme Court concludes that "A search by school officials of a student under their authority may be undertaken if there are reasonable grounds to believe that a school rule has been violated, and the evidence of the violation will be found in the location or on the person of the student. These grounds may well be provided by information received from just one community member that the school authority considers credible". The right to search extends to student lockers and students' cars parked on school property.

- **VANDALISM**

Vandalism of any kind, such as marking desks, lockers and walls, anywhere in or around the school, will result in restitution or compensation on the part of the student and may result in suspension.

- **VIOLENCE**

St. David Catholic Secondary has a zero tolerance policy with regard to physical altercations occurring between students. Students who are involved in such behaviour will be suspended from school for up to 20 days. In addition, the Police may be called to investigate

- **WEAPONS**

All weapons or facsimiles are prohibited from school property. Weapon possession issues will be referred to the Police. Students found with weapons in their possession (including in lockers) will face possible expulsion.

BANNED SUBSTANCES

The possession, trafficking and consumption or use of alcohol, drugs, banned substances or associated paraphernalia at school or at any school function, co-instructional activity, dance or field trip is contrary to Canadian Criminal Law, the Education Act and Regulations, WCDSB Code of Conduct APC018 and negatively affects the safe and secure environment we are expected to provide for all students and staff.

1. Immediate removal from a class, a dance, an excursion or other school function for any student who is in possession of, or, in the opinion of an adult supervisor, under the influence of any of the above substances.
2. Suspension from the school
3. A student who is removed from a school dance or extracurricular school function may be banned from future school dances or functions for a period of one year.
4. Possible involvement of the police.

THEFT(s)

All thefts are to be reported immediately to the Main Office. Administration will contact police if necessary. To prevent thefts, students are discouraged from bringing to school valuable items such as cell phones, I-Pods, cameras, computers, etc. Valuables of any kind should be left locked in student lockers and should never be left in change rooms or unattended by students. The school will not take responsibility for the loss of personal belongings.

VERBAL ABUSE/IMPROPER LANGUAGE/PROFANITY OR THREATS

This is defined as any expression that impinges on the human rights of others. This includes all direct or electronic racial, religious or ethnic slurs, sexist language, sexual harassment, name calling, insults, ethnic jokes and teasing. If students are threatened, they are encouraged to contact an administrator and to consider involving the police. Members of our school community have the right to feel welcome, secure and safe while carrying out their respective duties.

EMERGENCY PROCEDURES

Staff, students and visitors to St. David C.S.S. have the right to learn, work and be present in a safe and secure environment. Everyone who spends any amount of time at St. David C.S.S. on a regular basis needs to know how to protect themselves in the event of a major incident or threat of school violence.

•FIRE ALARMS

Emergency fire drills are conducted three times each semester. The fire alarm is to be taken seriously at all times. When the alarm sounds, all students and staff are to assume that there is an emergency and leave the building via the designated exit for each room. Everyone is to stay with their class, at least 50 meters from the school building or portables. Everyone is to remain outside until instructed to return inside.

•HOLD AND SECURE

The term “**Hold and Secure**” will be used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g., a bank robbery occurs near a school but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

•LOCKDOWN

The term “**Lockdown**” will only be used when there is a major incident or threat of school violence within the school - or in relation to the school. By law, each school shall have in place a Lockdown Procedure. Schools practice lockdown procedures once each semester to ensure that everyone in the building knows what to do and where to go. The procedure is reviewed regularly and is coordinated with Waterloo Regional Police. A “lockdown” is called when a staff member or student reports seeing a potentially serious situation – where there is a threat to life posed by an individual due to guns, knives, explosives, etc. In a lockdown situation, students and staff are directed to go to ‘safe’ areas such as classrooms and remain there until there is an announcement made that the lockdown is over. Staff members are directed to lock all doors, and ensure that all cell phones are turned off.

During a lockdown situation fire alarms are to be ignored

unless an announcement is made over the public address system or there is definite evidence of fire.

Note: Cell phones are NOT to be used for calling or text messaging to ensure uninterrupted communications with police. No door is to be opened to anyone unless identification is provided, slipped under the door. If the school needs to be evacuated, the **Waterloo Pentecostal Assembly** is the off-site location where students will be directed.

•SHELTER IN PLACE

The term “Shelter in Place” will be used when it is necessary to hold all occupants inside the school to protect them from external situations such as chemical spills, blackouts, explosions or extreme weather conditions such as a tornado.

•TORNADO DRILL

Each school will develop a tornado awareness program for the school and will review tornado procedures with staff and students twice each school year – in the months of a) **September** to ensure students new to the school are familiar with procedures and b) **April** to review procedures prior to the start of tornado season in southern Ontario (from APH013).

GUESTS ON CAMPUS

•Adults and Students having school business on campus sign in at the Main Office.

Associated staff members will be contacted for escort of guests to specific locations. Students not registered to St. David C.S.S., or anyone not on staff who do not have a verified school-based purpose (ex. registration, guest speakers, coaches, parent watching sports event) for being on campus are not permitted on campus.

HEALTH SERVICES

•ACCIDENTS

Report any accident that occurs on school property to the Main Office or to a nearby teacher immediately.

•CONCUSSIONS

If a student sustains a concussion (either through a school event or elsewhere), the concussion protocol must be implemented in order to support student learning in the classroom during the period of their recovery. All concussions must be reported immediately to a staff member for follow up with guidance and administration. Medical notes will be needed to verify the status of the concussion and to account for any changes to attendance during the school day or classroom programming, including during exams. Medical notes of clearance will also be required for students to return to sport teams or wanting to partake in school events.

•SMOKING

Smoking is banned on all School Board properties including parking lots and while on any school sponsored field trip or event. Cigarettes, e-vape electronic cigarettes and chewing tobacco are not to be used, carried or visible in the school building nor on the school grounds. The designated smoking area is defined as the pole on High Street opposite the school driveway to the pole towards Uptown Waterloo. Students who violate the ban will be suspended for a period of one (1) day in accordance with the School Board policy and the smoking by-law officer will be notified.



LOCKS and LOCKERS

A locker is assigned to you when you begin your schooling at St. David and will remain your locker while you are a student here. A student who occupies a locker not assigned to him/her will have the lock removed and locker contents held at the office. **Do not switch locks or lockers.** If you experience difficulty with your lock or locker, please report the problem to the Main Office.

- **Only St. David supplied locks** may be used (any other lock will be removed). **Do not share** your combination or locker with anyone. The “owner” of the locker is responsible for any and all items found in the locker, and will be held responsible for the consequences according to school policy.

The school cannot be held liable for theft or loss of personal property.

- Please keep your locker neat and clean. Do not allow old lunches and junk to pile up. There will be periodic designated times throughout the year for locker clean out. Graffiti and markings on lockers and/or locker doors are **NOT permitted**. Students will be charged an annual fee if cleaning or repairing is needed.

LOST & FOUND

Found articles are to be dropped in the lost and found bin outside the Phys. Ed. Office. Valuable items are to be brought to the Main Office. All unclaimed articles are donated to charitable organizations at the end of each semester.

BUS PASSES

The Waterloo Catholic District School Board (WCDSB) does not provide GRT bus passes. Students who qualify for yellow bus transportation will be notified at the time of registration regarding specific arrangements of bus route & number. (<https://bpweb.stswr.ca>)

CHANGE OF NAME AND ADDRESS

Students who experience a change of either address or phone number at any time during the school year should report the change to the Guidance secretary. This will ensure that student records are kept up to date at all times.

STUDENT ACTIVITIES

-STUDENT COUNCIL

The St. David Catholic Secondary School Student Activities Council (SAC) is organized by constitution for the purpose of sponsoring extra-curricular activities for students and promoting school spirit in all school functions. All students become members of this student body upon payment of their student fee. If you have suggestions or ideas, submit them to any council member or ask to be placed on a meeting agenda. We want your input!

-STUDENT ACTIVITY FEE

At the beginning of the 2017-2018 school year, a \$50.00 fee that will be collected from each student in grades 9, 10, 11 and 12. Payment of the student fee entitles you to a library/student ID card. The fees are used to support student activities and functions, such as assemblies, spirit activities, school events, special projects, clubs, groups, athletics, and contests.

-STUDENT CARDS

A student card is issued as evidence of membership (paid SAC fees) and is needed for students to enter dances and sign out library books. Students who do not pay this fee lose the opportunity to participate in extra-curricular activities e.g. teams, dances, trips, etc., anything supported by monies from Student Activity Fees but extra-curricular in nature. This is an important piece of photo identification and should be kept safe at all times. If you lose your student card report it to the Main Office immediately.

-YEARBOOK

Once again, the yearbook staff will be busy recording the events and memorable occasions of the 2017-2018 school year. If you have interests in journalism, art work, layout design or photography, get involved; sign up for *Communications Technology – Graphic Design and Print (TGG3M and TGG4M)*. Purchase your full colour yearbook at registration for \$25.00 for June distribution.



School Cafeteria Program

CAFETERIA

All five high schools in WCDSB are governed by a healthy eating policy – APH017 Nutrition-Healthy Choices. The purpose of the policy is to promote an environment that encourages and supports the development and maintenance of healthy eating habits. Students may choose to eat lunch in the cafeteria or off-campus. If students choose to eat or sit in the cafeteria, **full uniform is required**. Jackets, non-uniform sweaters, hoodies and bags are not permitted in the servery. Tables must be left clean, all garbage must be placed in the proper garbage and recycling receptacles.

-FOOD OUTSIDE THE CAFETERIA

Students will be permitted to eat in the hallways, granted they are sitting so as to not block other students and staff from walking safely, and that all food, garbage etc. is disposed of by students.

No food or drinks, other than water, is permitted in the classrooms or library. This is a safety issue for staff and students who have food allergies.

Except as follows:

- students and staff working together at lunch break (with teacher's permission and supervision)
- at times other than lunch for legitimate reasons approved by the teacher (eg. Approved class celebrations)
- component of course program (eg. ESL, French, Hospitality programs)
- medical reasons (eg. diabetes)

In the case of these exceptions please be aware of food allergies of students/staff using the classroom throughout the day.

VISION OF THE LEARNER

THE GRADUATE IS EXPECTED TO BE:

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

An effective communicator who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values.

A reflective, creative and holistic thinker who solves problems and makes responsible decisions with an informed moral conscience for the common good.

A self-directed, responsible, lifelong learner who develops and demonstrates their God-given potential.

A collaborative contributor who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.

A caring family member who attends to family, school, parish, and the wider community.

A responsible citizen who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

LIBRARY RESOURCE CENTRE

The school librarian is prepared to assist in research and in recreational reading suggestions. Research skills are demonstrated and practiced as students access information from online sources such as periodical databases and from books selected specifically for their relevance to the curriculum. A constantly updated collection of newspapers, magazines, novels, comic books, manga, educational videos, reference materials, online research databases and ebooks provide material for independent studies and leisure reading.

•ONLINE SUBSCRIPTION DATABASES FROM HOME

Online subscription databases are accessible: <http://stdavid.wcdsb.ca/academics/library-resources/> .

To obtain remote usernames and passwords, please speak with your librarian Sandra Chambers Gallipeau, Sandra.ChambersGallipeau@wcdsb.ca.

•STUDENT BEHAVIOUR EXPECTATIONS

The library is a shared space which requires good manners and respectful consideration for all users. Please conduct yourself appropriately during and after school. St. David Library Learning Commons has study carrels for quiet individual work, comfortable seating for reading and group spaces for working collaboratively. Please keep your voice and all other noise at a moderate level. Food/drink is not permitted in the Library.

•BORROWING

You are required to use a St. David student card to borrow items. Items can be borrowed for two weeks. All borrowed items are to be returned by the due date. Students are permitted to extend borrowing timelines by renewing the loan prior to the due date at the Library front counter.

•DAMAGED or LOST ITEMS

If an item is lost or is returned in damaged condition, the student is responsible for the replacement cost of the item. Do not loan out your card: you are responsible for all fines and charges attached to your card. Late fines charged \$0.25 per day per item to an account maximum of \$5.00.

•OUTSTANDING MATERIALS

Students are loaned materials with the expectation that such are kept in good order and if applicable, returned or renewed by the due date. It is the student's responsibility to return classroom materials by the time of the final evaluation in each course. If items are not returned or kept in good repair, replacement and/or repair costs will be the student's responsibility.

ATTENDANCE PROCEDURES

Students are expected to attend all classes to ensure academic success.

•ABSENCE REPORTING - - 519-885-4352 Message Line available 24/7



- Parent/guardian contacts the school BEFORE the beginning of the school day (admit slip not required).
- Written note AFTER the absence (admit slip required).

Student/Parent/Guardian Access <https://sis.wcdsb.ca>

Information available to view includes **current timetable, real time daily attendance, mark history and contact information.**

- Student ID number (on student schedule) and birthdate are required to access the website.
- Automated message system notifies parents when a student is absent from one or more classes without explanation.

•EXTRA-CURRICULAR ACTIVITIES AND STUDENT ABSENCES

It is our expectation that all students who attend school sponsored curricular or extra-curricular activities, such as sports or arts events, dances, etc. will be in full attendance at school on the day of the event. Any verified absences will be accepted at the discretion of the activity organizer in consultation with an administrator. Any unexplained absences from school will result in the student not being able to participate in the activity. Students with a pattern of attendance or late concerns will be ineligible for extra-curricular activities at the discretion of their administrator.

- **A parent may not give students permission to not attend class but still be in the building in places like the library, washroom, hallway & sports field for any reason** as this becomes a safety and supervision issue.
- **Only school coaches and school event organizers can provide attendance validation for missed classes.**
- **It is not permitted for parents to approve absences from class in order to watch school sporting events or other special events.**
- If the student is on school property, but not in their assigned classroom, the absence from class will be recorded as a truant and the related consequences will apply.

-ARRIVING & LEAVING SCHOOL DURING THE DAY

-SIGNING IN & LATENESS

Students must go directly to class as soon as they arrive. Teachers will provide consequences for lateness which may include lunch and after-school detentions. In keeping with the school's progressive discipline policy, chronic tardiness will be reported to Student Success and Administration.

-SIGNING OUT: ILLNESS & APPOINTMENTS

Students **must sign out in the Attendance Office prior to** leaving the building. While signing out, students will be expected to provide a parental/guardian note or use the school phone to make contact with a guardian so that the Attendance Office can properly record the absence. Students who become ill and sign out, must leave the school campus. Students who become ill must report to the main office if they are not in their classes.

- If the student has a note at the start of the day to be excused, they should take the note to the Attendance Office to receive an excuse slip to be shown to the teacher prior to the approved departure time.
- Students are instructed to sign in at the Attendance Office if they return the same day.

-STUDENTS OVER 18 YEARS OLD

In keeping with the Municipal Freedom of Information and Protection of Privacy Act, no calls will be made home to report absences or truancies for students 18 or over. According to the Act, the student is viewed as an adult and, as such, correspondence regarding academic progress, attendance etc. must be directed to the student.

- A maximum combination of 7 days absence for 'illness' and 'personal' as reasons for absences will be accepted in a semester. After 7 days of absences for these reasons any additional absences must be validated by a doctor's note or professional appointment card to avoid risk of withdrawal for non-attendance - truancy.
- Students over 18 years may grant permission to keep parents as the first contact and indicate this through registration form or the Attendance Office.
- **Students will not be permitted to add parents back to 1st contact if they choose to manage their own account.**

-EXTENDED ABSENCES DURING THE SEMESTER

Parents are encouraged to take holidays during designated school breaks so that students do not fall behind in their studies. If this is not possible, the procedure is as follows:

1. The student obtains ***Intent to Be Absent Form*** from the Attendance Office.
2. Parents must sign the request.
3. Students are to inform each of their teachers.
4. The form is returned to the Attendance Office and given to Administration for final approval.
5. The student will be informed of approval with any further directions regarding assignment completion.

-ABSENCE DURING SUMMATIVE ASSESSMENT/FINAL EVALUATIONS

In the event of extraordinary circumstances, all arrangements for an alternative examination date(s) must be made in advance through consultation with the student's administrator and by completing the Request for Alternative Scheduling of the Final Evaluation

- A medical practitioner's note is required for missed summative assessments/final evaluations.

-EXAM ATTENDANCE

- It is the responsibility of the student to attend a final evaluation on the correct day, at the correct time, and in the correct location. Final evaluations will be scheduled during the months of January and June.
- A student who arrives late for a final evaluation within the scheduled period will not be given extra time to complete the evaluation.
- A student, who fails to write a final evaluation for reasons other than those approved by the school administration, will receive an assigned mark of zero for that portion of the final 30% (APC017).
- If a final evaluation is missed due to illness, a medical certificate must be provided or a mark of zero will be assigned. **Note:** At Administration's discretion, a medical practitioner's note may be required for missed summative assessments/final evaluations taking place prior to the formalized exam schedules.
- In the event of extraordinary circumstances, all arrangements for an alternative examination date(s) must be made in advance through consultation with the student's administrator and by completing the Request for Alternative Scheduling of the Final Evaluation.
- To complete a course, students have to have met all the enduring expectations of the course. If students have not completed the activities, taken part in the credit rescue process, completed the final evaluation/summative assignment, or do not attend the credit rescue sessions available to them, then they have not completed the course. Students who do not complete their coursework may not be eligible for further credit recovery and may need to take the course over in its entirety, possibly at a different level.

- Emergencies accepted, students will not be allowed to leave the classroom during the final evaluation period. All students will stay in the class for the full evaluation period.

UNIFORM

The school's uniform policy has been developed in compliance with the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code. The WCDSB Code of Conduct APC018 states that all school members "must respect and honour the appropriate dress specified by the school community". A school uniform is defined as the standard of student dress worn by all students in keeping with the Ontario Education Act and Regulations.

At St. David Catholic Secondary School, the wearing of the school uniform is mandatory. Our school uniform defines us as a Catholic community; helps to reduce peer pressure involving choice of clothing, helps school staff recognize non-students/intruders, and helps create a positive learning environment for all students. All students are expected to be in uniform at all times during the school day in the school building, including all offices, cafeteria and the library. The uniform is to be worn on field trips unless specified otherwise. School Administration reserves the right to send students home whose dress is not in keeping with these guidelines and infractions may result in progressive disciplinary action.

- The uniform is to be worn from **8:00 a.m. - 2:20 p.m.** including the lunch hour and when students are on spares.
- All items are to be worn as purchased and are not to be taken in, embellished, tucked, rolled up or altered in any way. Students who alter or roll up uniform shorts will lose the privilege to wear shorts for the remainder of the semester. Shorts are to be shown with the cross at the hem clearly visible.
- Excessive jewelry, including wristbands/necklaces with studs, is not allowed.
- The uniform must be in good repair and worn as purchased.

Only St. David uniform items sold by R.J. McCarthy's are permissible to be worn.

- 1-800-668-8261
- www.rjmccarthy.com
- **Cambridge Store:** 44 Saltsman Dr., Unit #1

| Uniform Policy 2017-2018 | | | |
|---|--|---|---|
| Men | Women | Optional Uniform Items | Spirit Wear Wednesdays |
| McCarthy white or black embroidered unisex golf shirt (long or short sleeve) | McCarthy white or black embroidered unisex golf shirt (long or short sleeve) OR McCarthy white or black embroidered women's golf shirt (long or short sleeve) | Full zip embroidered fitted jacket V-Neck embroidered pullover V-Neck embroidered vest Zip embroidered polo sweatshirt | Spirit wear shirts from teams, clubs, arts performances or garments purchased from SAC to promote school spirit can be worn instead of the uniform shirt. The clothing must have been generated through a St. David activity. |
| **The uniform golf shirt must be worn underneath the V-Neck pullovers, V-Neck vests and Full zip jackets. | | | |
| McCarthy casual pants (khaki)* OR McCarthy embroidered walking shorts (khaki)* | McCarthy's casual pants (khaki)* OR McCarthy's ¾ length Capri pants (khaki)* OR McCarthy embroidered walking shorts (khaki)* | | School pants or shorts or capris must be worn. |
| *With the exception of hemming pants to proper length, Shorts, Capris and Pants are not permitted to be tailored in any way including (but not limited to) narrowing, elasticizing, buttoning or zippering hemlines. Shorts, Capris and Pants are not permitted to have rolled hems. Pants are not permitted to be tucked into socks. | | | |
| Pajama bottoms, sweat pants, yoga pants or lounging pants may not be worn in the school during the school day. | | | |
| <ul style="list-style-type: none"> • Open toe and/or open heeled shoes may <u>not</u> be worn in Art, Technology, Science classes, Gym nor the Weight Room. • Coats, jackets, non-uniform items and hats, bandanas and headgear must be removed upon entering the school and are to be stored in the student's locker for the school day. | | | |

-CIVVIES DAYS

At the discretion of administration, Civvies Days will be announced to the students through SAC. Guidelines for appropriate dress are extended to include clothing worn so that no undergarments or bare skin are showing:

- shirts with sleeves
- skirts/shorts are to be worn no shorter than 12 cm above the knee

The following items are NOT to be worn:

- tank tops, spaghetti or one-strap tops
- shirts with plunging necklines that show cleavage or mid-riff areas of the body
- pajama bottoms, lounging pants, jeggings/leggings
- pants with torn/ripped areas showing bare skin
- clothing depicting or promoting alcohol, drugs or other inappropriate messaging
- clothing with sexual, racist, offensive slogans, words or images

COMPUTER FACILITIES

Computers are provided to students for educational use only. When classes are not booked into the library, computers are available on a first-come, first-served basis for students on their study period.

Before students are assigned a computer login and password, a COMPUTER NETWORK AND INTERNET USE INFORMED CONSENT FORM must be read by the student, signed by the parent/guardian and returned to the school. Students who abuse their computer use will lose access to the computers. This could have significant academic consequences, especially if computer use is an integral part of the student's program.

Student login: Eight alphanumeric characters: nnnnnxxx

- Where nnnnn = last five (5) digits of the student ID
- And xxx = first three (3) characters of the student's last name
- The initial password is your birth date in format (mmddyyyy) (e.g. Jan. 15, 1980 = 01151980)
- Please change your password as soon as possible [minimum six (6) characters]

-COMPUTER USE GUIDELINES

- Keep your account login, password and session secure!
- Access only A:\ G: or I:\ system drives.
- Use standard format file naming.
- Ensure files are virus-free.
- Work on approved curriculum with files/sites as per the Acceptable Use Policy APS017, Appendix A.
- Respect and keep computer equipment in good working order.
- Keep food and drink away from computers.
- Downloading, installing/storing of executable or zipped files is not permitted.
- Any print credit required in addition to the initial student allocation must be either granted by the teacher for the class or purchased individually through the Main Office.

-STUDENT ACCESS TO THE WIRELESS NETWORK

The "WCDSB Internet" wireless network will provide access to any personal device that has wireless capability (laptop, tablet, mobile device, etc.). Students just need to select WCDBInternet on their device and enter the password that will be provided to them in September. The WCDSB in its sole discretion may deny access at any time.

At no time do users have permission to connect to the local area network (LAN) using a cable of any sort.

-CONSEQUENCES FOR INAPPROPRIATE NETWORK & COMPUTER USE

- Loss of computer access for at least five (5) days (first offense) ten (10) days (second offense) and semester (third offense), effective immediately.
- You must obtain your Computer Infraction Form from the Main Office. You are responsible for getting all required signatures and returning the form to the Main Office.
- Your parents and administrator will be notified and you may be suspended from school. You must provide restitution for any damages incurred.

-ACCEPTABLE USE OF CELL PHONES, COMPUTER TECHNOLOGY, ELECTRONIC DEVICES AND THE INTERNET

As part of the 21st century learning students will be participating in a variety of social media tools via the Internet in the classroom. Some social media tools may be used in the classroom as deemed appropriate by the classroom teacher in accordance with Ministry of Education curriculum.

Cell phones are to be out of sight and turned off if not being used for learning in the classroom.

St. David Catholic Secondary School cannot assume any liability for lost or stolen electronic devices. If they are being misused in the classroom, the student may be asked to turn it over to the teacher until the end of the period. Progressive discipline will be used with students who do not follow this classroom expectation.

For emergency situations, messages for students will be accepted at the Main Office or Attendance Office.

Parents/guardians are asked not to telephone or text message students during school hours.

Laser pointers are not to be brought to school and due to safety concerns and will be confiscated if found.

Anyone who violates APS017 will be considered to have committed an infraction that may result in the loss of the right to access the School Board's WAN and/or other consequences consistent with the School Board's Safe and Secure Schools policy, the Education Act, the Freedom of Information Act, Family Life policies or other appropriate policies and laws.

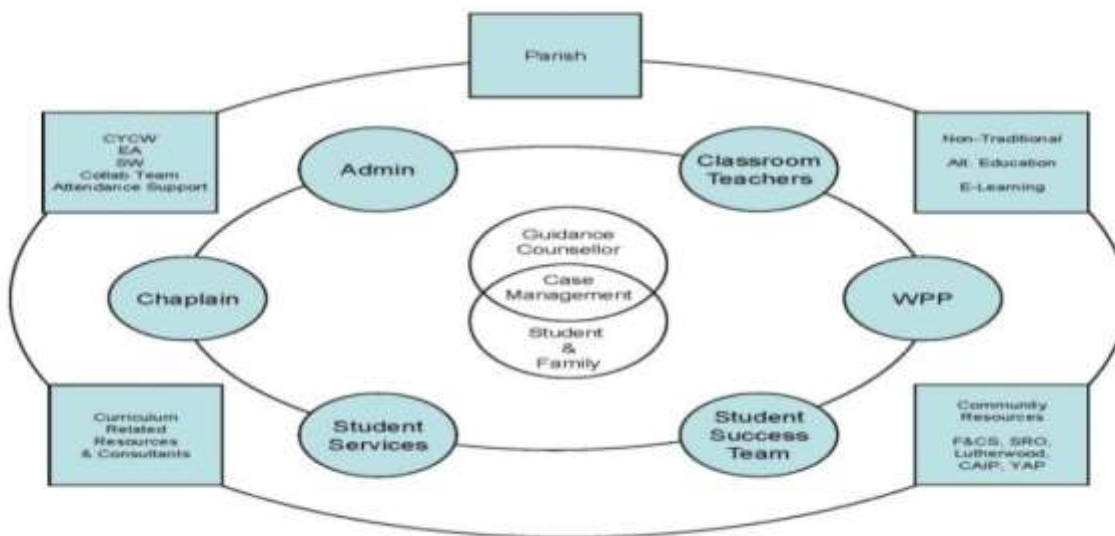
The use of the School Board's computers, networks and internet access is for educational purposes only and the School Board cannot be held responsible for material available via the Wide Area Network and Internet. This policy is available in full at each school, the School Board Office and on the School Board's Web Site at <http://www.wcdsb.ca>.

STUDENT SUPPORTS

-CELTIC ATTENDANCE ACCOUNTABILITY PROGRAM – CAAP

CAAP is a program for students who have missed a class period without a valid reason. The student is issued a 35 minute detention in the Student Success Centre (room 229) during lunch hour the day following the absence.

St. David Student Support Structure



Parents/guardians have 24 hours after the student returns to school to verify the absence. Students are encouraged to use the time to complete any work or assignments missed for the period from which they were absent. **It is the student's responsibility to serve their lunch detention on the assigned day.** Failure to attend an assigned detention will result in it being re-assigned. Two missed detentions or an accumulation of several unexplained periods may result in further progressive discipline measures as determined in consultation with the student's administrator (eg. in-school suspension, out of school suspension, etc).

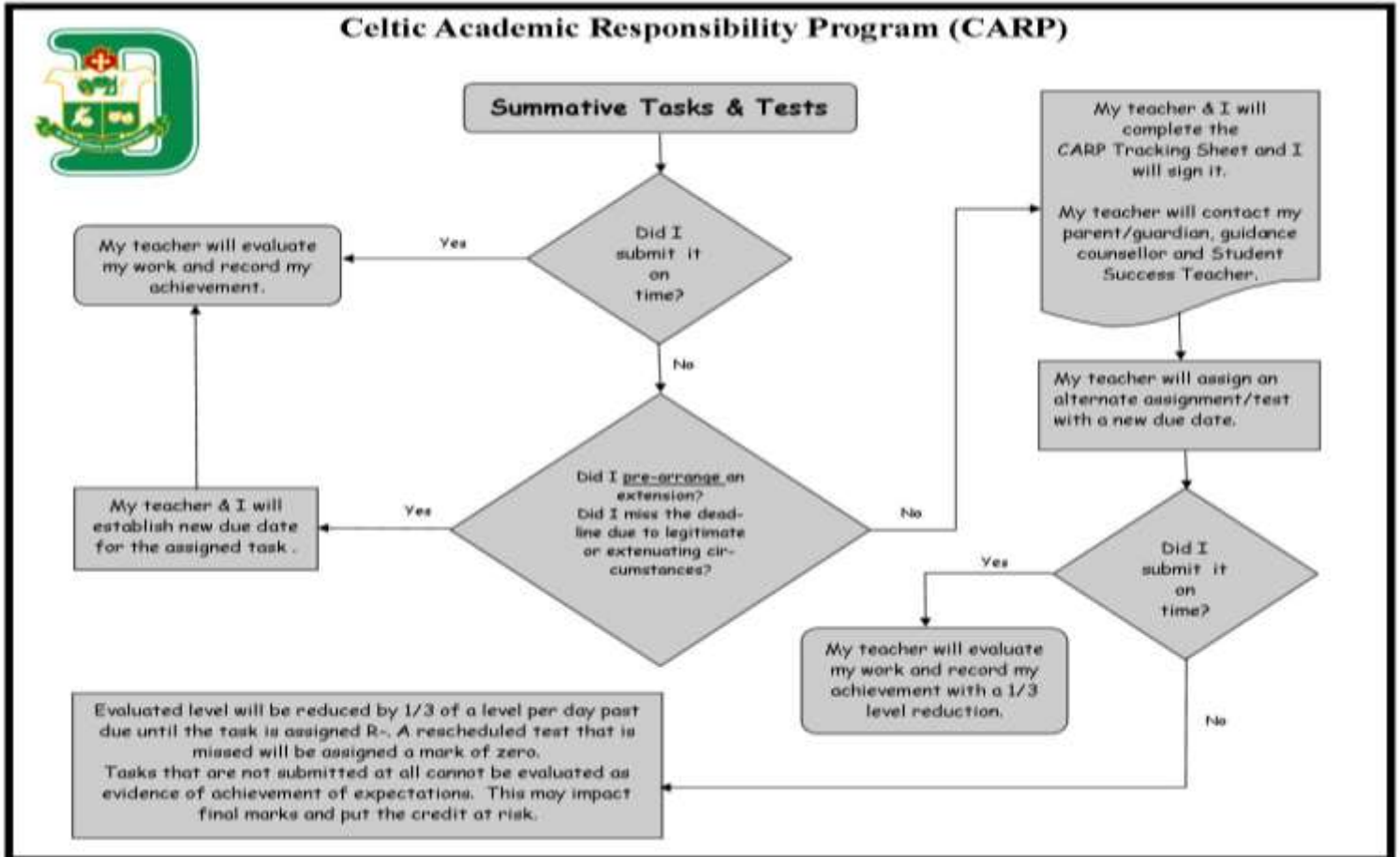
STUDENT SUCCESS CENTRE (ROOM 229)

The Student Success Room is available to all students who require a quiet place to work and assistance or support with an assignment or course work. Students may access the room on their lunch or afterschool or with the permission of their teacher during a class period. Student success teachers' work with a student's administrator and guidance counsellor to support students with various curriculum backgrounds as the need arises throughout the school year.

ACADEMIC INFORMATION

CELTIC ACADEMIC RESPONSIBILITY PROGRAM (CARP)

Students are responsible for providing evidence of their achievement of the overall expectations within the time frame specified by the teacher and in the form approved by the teacher. Consequences for not completing assignments, submitting work late or missing tests are based on the Ministry of Education document, Growing Success (APC017). Late and missed assignments may also be noted on the report card as part of the evaluation of the student's learning skills and work habits.



EDUCATIONAL ASSISTANT SUPPORT

Educational Assistants offer academic, social and emotional supports to students with Individualized Learning programs. They are assigned to students by the Special Education Program Area and work as a part of the mentoring team. Students with EA support are encouraged to utilize this service in order to achieve to the best of their ability.

YOUTH CARE SUPPORT


Youth Care Workers offer support to students with social-emotional, behavioural, or learning needs. They provide additional support in the classroom to help with student achievement. Students may be referred to a CYCW by a classroom teacher, guidance counsellor or administrator for short term support.

ACADEMIC ENGAGEMENT

Academic Engagement

St. David students are engaged in and value academic learning when they are intentionally focused on the process of learning, independently taking the interest to make connections between enduring expectations and personal experience by initiating inquiry to extend their comprehension.

I am engaged in my learning when...

| | | | |
|---|--|-------------------------|--|
|  | Persisting | Stick To It! | <ul style="list-style-type: none"> · I find ways to achieve the Learning Goal. · I don't give up when challenged in my learning. |
|  | Managing Impulsivity | Take Your Time! | <ul style="list-style-type: none"> · I am thoughtful & deliberate when making decisions and acting on them. · I remain calm when frustrated and refocus on the task. |
|  | Listening with Understanding & Empathy | Understand Others! | <ul style="list-style-type: none"> · I value and respect the ideas & opinions of others. · I incorporate Descriptive Feedback in my work. |
|  | Thinking Flexibly | Look At It Another Way! | <ul style="list-style-type: none"> · I consider alternate points of view. · I create alternate solutions to problems. |
|  | Striving For Accuracy | Check It Again! | <ul style="list-style-type: none"> · I complete my work & find ways to improve it. · I reference my work against Success Criteria & Rubrics. |
|  | Apply Past Knowledge to New Situations | Use What You Learn! | <ul style="list-style-type: none"> · I transfer prior learning in new situations. · I make connections between my learning and personal experiences. |
|  | Questioning & Posing Problems | How Do You Know? | <ul style="list-style-type: none"> · I ask questions to seek clarity about my learning. · I ask questions to extend my understanding. |
|  | Thinking & Communicating with Clarity & Precision | Be Clear! | <ul style="list-style-type: none"> · I accurately communicate information. · I choose the most appropriate method of communication. |
|  | Creating, Imagining & Innovating | Try A Different Way! | <ul style="list-style-type: none"> · I generate creative solutions to problems. · I use 21st Century Learning tools to enhance my learning. |
|  | Taking Responsible Risks | Venture Out! | <ul style="list-style-type: none"> · I respond to questions even when I am unsure of my understanding. · I ask questions when I don't understand. |

EVALUATION AND REPORTING

Students are informed of evaluation methods at the beginning of each course in alignment with APC017 School board Assessment and Evaluation Policies which can be found on the school board home web page. **It is the right and responsibility of students to initiate communication with their teachers whenever aspects of their evaluation need clarification.** Final marks are based on formative and summative evaluation. Key dates of the Report Cycle on Page 3.

-COMMUNICATIONS STYLE GUIDE & PLAGIARISM

Summative assignments must observe the format of the style guide unless otherwise instructed by the course teacher. Students are encouraged to become familiar with the conventions of academic citation in order to protect the integrity of their work. The St. David Style Guide & Plagiarism Policy can be found at:

<http://stdavid.wcdsb.ca/academics/library-resources/>

Plagiarism occurs when an individual intentionally or unintentionally cheats by representing another person's words, facts, ideas, translations, images (photographs, art work, graphs, etc.) or audio as their own by not giving credit to the creators. APC017 further outlines evaluation consequences for plagiarized assignments.

-FINAL EVALUATION LOCATIONS

All final evaluations will occur in the room in which the students regularly have class, unless otherwise informed.

-ADDITIONAL RESOURCES

Students will not be permitted to bring any additional resources such as notebooks, calculators, etc., into an evaluation room unless specifically permitted for that final evaluation. Where additional resources are permitted, it is the student's responsibility to bring all necessary materials. Students who give or receive unauthorized assistance during a final evaluation will have their paper confiscated, receive a mark of zero for the final evaluation and will be consequence as deemed appropriate by a school administrator according to APC017.

-TRANSPORTATION

Special school bus schedules will be published and announced.

-UNIFORM

Students are required to be in full uniform for final evaluations.

[Except during June examinations for non-returning Grade 12 students who have donated their uniforms.]

COURSE SELECTION INFORMATION

Please check current course calendar, available on St. David website: <http://stdavid.wcdsb.ca/>

Guidance counsellors will lead students through the course selection process starting in February. All students in grades 9 to 11 must take eight credits. Grade 12 and students returning for a fifth year, may take fewer than eight based on their diploma and post-secondary requirements.

- Career exploration and course planning tools are available to all students through Career Cruising. Students can login in using their student number and birthdate at www.wcdsb.ca/planner.
- Staffing and scheduling are based on the original course option selection. Therefore, it is imperative that the selection of courses be well thought out. Course selections should be completed carefully, so that changes are kept to an absolute minimum.
- **All course changes should be done within the first week of students receiving their timetable.**
- Students will not be permitted to drop courses except for medical or other serious reasons. All such requests must be made to the student's administrator, through discussion with the Guidance Counsellor. Courses may show withdrawal date and mark depending on drop date.
- Changes in course selection and timetable will be considered for the following reasons only:
 - changes in post secondary plans OR
 - failure to complete a prerequisite course

REPEATING FAILED SEMESTER ONE COURSES

Students who fail a course first semester and wish to repeat the course must take the course at summer school or include the course in their programs for the next school year. Exceptions may be granted by administration.

- **All changes must be approved by the parent/guardian and Guidance Counsellor and, in some cases, Program Head or Administration.**
 - Some courses are over-subscribed. Students who have never taken the course will be placed in the course before students repeating the course to upgrade, or students who have failed the course.
 - Students wanting to take a course not in their timetable may take it as a new credit at summer school, e-learning, night school or wait until the next year.

DIPLOMA REQUIREMENTS FOR ONTARIO SECONDARY SCHOOL (OSSD)

| Compulsory Credits (Total of 18) ** A maximum of 2 credits in cooperative education can count as compulsory credits. Any over 2 are used as an elective. | | Elective Credits (Total of 12) NOTE: All students within WCDSB will take 4 Religious Education courses in Grades 9 through 12 as part of their commitment to Catholic Education. |
|--|--|---|
| 4 | English (1 credit per grade) | PLUS 40 hours community-based involvement & Successful completion of the grade 10 Literacy Test |
| 3 | Mathematics (at least 1 credit in Grade 11 or 12) | |
| 2 | Science | |
| 1 | French-As-A-Second Language | |
| 1 | Canadian History | |
| 1 | Canadian Geography | |
| 1 | Arts | |
| 1 | Health & Physical Education | |
| 0.5 | Civics | |
| 0.5 | Careers | |
| 1 | GROUP 1 Additional credit in English, or French as a second language, or a Native language, or a classical or an international language, or social sciences and the humanities, or Canadian and world studies, or guidance and career education ** | |
| 1 | GROUP 2 Additional credit in health and physical education, or the arts, or business studies, or cooperative education ** | |
| 1 | GROUP 3 Additional credit in science, or technological education, or cooperative education ** | |

GUIDANCE SERVICES

The Guidance Department is supported by all members of the school staff in the delivery of its services. Students are assigned a guidance counsellor based on their last name as indicated on page 1 of the handbook. The guidance program and services are aimed to help all our students to:

- ✓ Expand their knowledge and have an understanding of their interests, values, abilities and aspirations.
- ✓ Relate more effectively with other people.
- ✓ Annually develop a personal plan, consistent with their abilities, interests and goals.
- ✓ Develop a personal career plan. Students learn decision making, career planning and job search skills. They expand their awareness of career alternatives using a number of career research strategies.
- ✓ Learn the skills needed to be effective students: study habits, time management. They become familiar with their preferred learning style and the way they can learn best.

To help students achieve these outcomes, the Guidance Department at St.David uses a variety of delivery modes;

- speakers, presentations, workshops
- personal counselling
- Career Cruising
- teacher, parent/guardian consultation
- responsive (emergency) counselling

Where necessary, special resource personnel are available through the Student Services Department of the WCDSB. These include behavioural consultants, social workers, attendance counsellors, special education consultants and a consulting psychologist. Guidance counsellors can also provide referrals to approved outside community agencies in consultation with the student and parent/guardian. (See the inside back cover of this handbook).

STUDENT TRANSFERS

Students who transfer or retire from St. David during the school year must complete the following procedures through their assigned Guidance Counsellor. If a student is transferring locally, a Principal to Principal transfer is initiated through the Guidance Department. Students who move, may apply to stay at St. David as an out-of-bounds student based on criteria determined by WCDSB.

1. Notification by a parent/guardian.
2. Interview with a Guidance Counsellor.
3. Return of all materials belonging to the school.
4. Student athletes wishing to participate in athletics at their new school should discuss eligibility for athletics with their counsellor.

TRANSCRIPTS

Students who wish an official transcript of their marks should contact the Guidance Department. Please allow at least one week for a transcript to be processed (nominal fees may apply).

FULL DISCLOSURE POLICY

Withdrawal from any grade 11 or 12 course after five (5) school days following the issuance of the mid-term report card will be recorded on the student transcript. The percentage grade reported will be the grade at the time of withdrawal. No credit will be granted as the course has not been completed. Withdrawal from a course after the first two weeks of the start of a semester but prior to five (5) days after the report card date will result with the course being shown on the transcript as a withdrawn course (W) but with no mark indicated. A failed course or a repeated course will also show on a student's transcript.

AWARDS

•ACADEMIC AWARDS

Each fall we honour students who have excelled academically the previous school year. Students in Grade 12 are recognized at Graduation and students in grades 9 to 11 are recognized at an Academic Awards Evening in early fall of the following year. Subject Awards are awarded to the top students from each class of a subject discipline. Academic Excellence Awards are given to the top 5% of students on the Honour Roll in Grades 9, 10 and 11.

•HONOUR ROLL

Students who receive an overall average of 80% or greater each semester (while earning a minimum of 3 credits) will be acknowledged on our Honour Roll. Students will receive an individual letter and have their name displayed in the Honour Roll Display.

•SCHOLARSHIP INFORMATION

It is the student's responsibility to search out available scholarships. In Guidance, we have an area that has many, but not all, of the scholarships available. We also have print resources from some scholarship search companies, like: www.scholarships.com. In addition, students can go online to find scholarships.

For college bound students, go to: www.ontariocolleges.ca.

For university bound students go to: www.ouac.on.ca and then follow the link: www.electronicinfo.ca.

For apprenticeship bound students, there are bursaries, awards, and loans available: www.edu.gov.on.ca. Services for Apprentices can also be found at: <http://www.edu.gov.on.ca/eng/tcu/apprentices/services.html>.

EXTRA-CURRICULAR ACTIVITIES

All extra-curricular activities are intended to enrich the education of the individual student. With the pursuit of excellence in these activities, students also enhance the reputation of the school and, through their effort and dedication, benefit all members of the school community.

ELECTRONIC PRIVACY REMINDER

Our students and staff enjoy opportunities to share some of their activities with parents and the school community through teams, clubs, and special events. Many of these are 'memory making' for our students and families and as such photographs are often taken. We ask that individuals exercise their discretion when taking photographs or videos at school events and consider the privacy of other students who may also be present in those pictures. We would appreciate if images of students other than yourself or your own child are not uploaded to the Internet (e.g. YouTube or Facebook).

CODE OF CONDUCT IN ALL SCHOOL FACILITIES

While deciding to participate in these activities students agree to meet the following standards as representatives of our school:

- Eligibility for extra-curricular activities is dependent on a student's effort to be successful in all courses.
- Students may not participate in an extra-curricular activity on a day when they have an unexplained absence from any class or while on suspension. Students who miss more than a half day due to illness may not participate in an extra-curricular activity on that day. Chronic absenteeism could result in students being denied the opportunity to participate in extra-curricular activities.
- Once a commitment to participate is made, students are expected to attend all scheduled practices, games, and meetings. **Failure to do so may result in being denied participation in any club or team for a period of one year from the time of the infraction. Students who quit or are removed from a team will need to request to have their case reviewed before they may play on another team. See the athletic director for an application to go through the appeal process.**
- Students who participate in competitive activities are expected to show respect for all officials, coaches, teachers, spectators, or opponents from any school, and for the rules of the game or activity in which they participate. We expect that students who represent St. David in co-curricular activities will be a source of pride to the school and to themselves. Actions or activities which detract from this premise, such as belittling opponents by word or deed, are expressly prohibited and will be consequenced.

CELTIC "HONOUR D" AND CELTIC MERIT AWARD

These awards represent dedication to extra-curricular activities and are sponsored by the St. David Student Council. Each year, students in grade 11 and 12 are eligible to apply: grade 11's for the Celtic Merit Award and grade 12's who are graduating may apply for the Celtic "Honour D" Award. A student must obtain a minimum of 1500 points during their grade 9 and 10 years at St. David while students in grade 12 must obtain a minimum of 2500 points in their senior years. Points are granted according to involvement in school categories including scholastic achievement, spiritual, the arts, athletics, clubs, committees, and activity involvement.

- The decision as to how many points will be awarded for any category will be up to the discretion of the advisor or head of the activity.
- Students can pick up their application forms in May.
- Awards will be presented as part of our Academic Awards Night in the fall.

| CLUBS AND ACTIVITIES 2017-2018 | | | |
|---|--|--|---|
| <u>Clubs and Groups</u> Art Club Athletic Council Breakfast Club Celtic Express Newsletter Celtic Groove Machine Charity Concert Chemistry Club CIA- Celtics In Action Coffee House DECA Business Club Dance Team | Drama Productions Fiftieth Anniversary Club First Robotics Club French Club Girls Rock It Club Healthy Choices Club Jazz Band LINK Crew Math League (<i>Senior</i>) Model United Nations Photography Club Powerlifting Club Remembrance Day Committee | Rock Climbing Club Special Olympics Club Student First Responders Symphonic Band Triathlon Club Visual Art Club W.A.Y.V.E. Team We Schools In Action Website Club Youth Leadership Conference Table Top Gamers Video Game Club | <u>Competitions</u> Business French Public Speaking Math Sciences Skills Canada Technology Creative Writing Dances Intramurals Student Council Lunch Activities |



ATHLETICS

•HOME OF THE CELTICS

St. David teams are called the Celtics. They carry the school colours of kelly green, royal blue and white into a great variety of athletic competitions. In recent years, the Celtics have captured many championships. This is accomplished through the partnership of excellent athletes and the fine teaching staff and returning alumni athletes who spend many volunteer hours coaching.

All students can become a part of this winning tradition. St. David offers a wide selection of sports programs at all levels. A student can contribute in many ways as a player, fan, manager, trainer, score keeper, timer or a member of the Athletic Council. Be sure to take this opportunity to be involved in St. David school life. Your participation in secondary school athletics is something you will enjoy, benefit from and never forget.

In addition to the Code of Conduct explained on page 22, all athletes please note the following:

- A transfer student from another high school is ineligible for athletics until he or she has completed an OFSAA Transfer Form available from the athletic director or the guidance department and has received approval.
- Students who choose to participate in sports will pay a team fee of \$60, plus a league fee for each sport played during the school year. There is a one-time athletic banquet fee collected with a student's first team fee of \$10. If a student plays a 4th sport, there is no fee.

•INTRAMURALS

Students can participate at lunch in our nationally recognized & award winning intramural program. Teams can represent junior, senior, male, female or co-ed. Sport activities include: basketball, dodge ball, soccer, handball and ball hockey. Join as an individual or as a Superteam, stay healthy and be active. Celtic intramurals.....it's all for fun!!!

•COMPETITIVE SPORTS TEAMS 2017-2018

St. David attempts to provide a wide range of athletic opportunities however; the sports offered each season will depend upon the availability of qualified coaches and a staff representative. Athletes may only participate on one team each season with the exception of badminton.

| FALL <i>(Sept. to Nov.)</i> | WINTER <i>(Nov. to Feb.)</i> | SPRING <i>(Mar. to June)</i> |
|---------------------------------------|--|--|
| Jr. Boys Soccer | Varsity Boys Hockey | Sr. Boys Soccer |
| Jr. Girls Basketball | Jr. Girls Volleyball | Varsity Girls Soccer |
| Sr. Girls Basketball | Sr. Girls Volleyball | Varsity Boys Rugby |
| Jr. Boys Volleyball | Jr. Boys Basketball | Varsity Girls Rugby |
| Sr. Boys Volleyball | Sr. Boys Basketball | Jr. and Sr. Boys Golf |
| Sr. Tennis | Jr. Boys Hockey | Jr. Tennis |
| Jr. Football | Varsity Girls Hockey | Track and Field |
| Sr. Football | Wrestling | Jr. and Sr. Badminton |
| Varsity Girls Field Hockey | Swimming | Varsity Girls Golf |
| Cross Country Running | Curling | Girls Softball |
| | | Lacrosse |

FREQUENTLY ASKED QUESTIONS

"WHAT DO I DO WHEN I AM ABSENT FROM SCHOOL?"

Have your parent/guardian phone the school attendance line (519-885-4352) that same day. If you forget to call the school on the day you are absent, bring a note from your parent/guardian to school when you return and go to the Attendance Office before classes begin to get an admit slip.

"WHAT DO I DO WHEN I HAVE TO LEAVE DURING THE DAY?"

Bring a note from your parent/guardian to the Attendance Office before 8:20 a.m. and sign out at the attendance office. You will get an excuse slip. If you return the same day, sign in and get an admit slip to return to class.

"WHAT DO I DO WHEN I FEEL TOO ILL TO STAY IN CLASS?"

Go to the Attendance Office and arrangements to get you home will be made.
DO NOT STAY IN A WASHROOM, LIBRARY OR HALLWAY.

"WHAT DO I DO WHEN I FIND A COURSE(S) TOO DIFFICULT/EASY?"

First talk with your subject teacher.
Then see your guidance counselor, student success teacher or special education teacher.

"WHAT DO I DO WHEN I NEED TO CHANGE MY TIMETABLE?"

See your guidance counsellor immediately. Attend all classes until a guidance counsellor meets with you.

"WHAT DO I DO WHEN I HAVE A PERSONAL PROBLEM THAT I NEED TO TALK ABOUT?"

See your guidance counsellor, the chaplain, a youth care worker, the Waterloo Regional Police School Resource Officer, a teacher or administrator.

"WHAT DO I DO WHEN I FEEL LIKE I AM BEING BULLIED or HARRASSED or I SEE SOMEONE ELSE WHO IS?"

Don't ignore it. Talk to an adult that you trust - a parent, teacher, guidance counsellor, administrator, or coach.

"WHAT DO I DO WHEN I HAVE LOST SOMETHING OF VALUE?"

Check with the Main Office to see if it has been turned in and to provide information about the item.
Note: Put your name in all your books and valuables. Always keep your locker combination confidential. It is strongly suggested to leave personal items and valuables at home. Never take anything of value into change rooms.

"WHAT DO I DO WHEN I HAVE A QUESTION ABOUT LOCKERS OR LOCKS?"

See a Main Office Administrative Assistant.

"WHAT DO I DO WHEN MY CLASS ISN'T IN OUR REGULAR CLASSROOM?"

If there is no sign on the door of your classroom, then go to the Main Office and ask the receptionist for help. Do not interrupt other classes looking for your class or fail to spend the period in a classroom as you will be considered truant.

"WHAT DO I DO WHEN I WANT TO SIGN UP FOR CLUBS AND ACTIVITIES?"

Clubs, teams and student council all use the morning announcements to invite students to participate. You may also read about upcoming events and opportunities on the monitor in the front foyer, announcements posted outside the athletic office and the Main Office, and occasionally through posters around the school.

"WHAT DO I DO WHEN I WANT TO BUY SPIRIT WEAR?"

Students can buy spirit wear through teams and clubs that they are a part of. Students can also purchase spirit wear through the SAC office as it is available throughout the year.



COMMUNITY SUPPORT SERVICES

NEED SOMEONE TO LISTEN?

Kids Help Phone: 1-800-668-6868
Here 24 Seven (Crisis Line): 1-844-437-3247
Front Door: Access to Child and Youth Services: 519-749-2932

How to be More Resilient:

Tips for handling stress in your life!

1. **TALK:** to friends, parents, teachers, counselors, or anyone with whom you feel comfortable sharing. Keeping your stress inside is not helpful and it will not disappear on its own.
2. **SELF CARE:** when you are feeling overwhelmed, go for a **walk**, get enough rest, eat well, exercise, and take care of yourself!
3. **UNPLUG:** being immediately and constantly available via social media and texting is **exhausting!** Take a break from technology and **unplug**. You will be glad you did!
4. **TAKE CONTROL:** of what you can! This means realizing what is **not** in your control! Focus on what you **can** control and make positive decisions— they are **yours** to make!
5. **CREATE A HASSLE FREE ZONE:** de-clutter your space! Get rid of too many distractions so that you can create a peaceful and relaxing space for you to refocus and **relax** in!
6. **PRIORITIZE:** keep it simple! Make a list and circle those items that need your **immediate** attention. You might realize there is less to focus on than you thought! Set aside the items that can wait!
7. **HELP SOMEONE ELSE:** helping others **feels good** and it also takes your mind off of what's bothering you.
8. **BE OPEN:** see that there is a real possibility that great things can happen ... and **yes**, even to **you!**
9. **GIVE YOURSELF SOME SLACK:** you are human and that rocks! Find time to see the humour in everyday “stuff”, even your mistakes! It's okay to laugh at yourself!
10. **STAY THE COURSE:** set goals, always do your best, try new things, and remember; life is a marathon, not a 100 metre sprint!