

St. David Catholic Secondary School



Student Handbook 2022-2023

Disclaimer: Data in this handbook is subject to change throughout the school year.

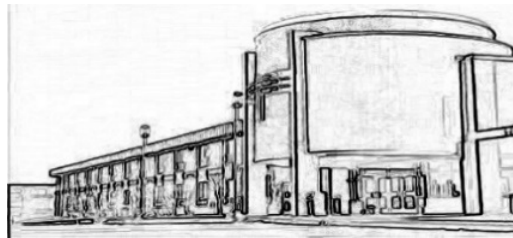
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Attendance Office (519) 885-4352
sdav.attendance@wcdsb.ca
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David Jaeger
Principal

Christine Bencina Erin Riley
Vice-Principals

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 (Waterloo Catholic District School Board) 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.

DAILY SCHEDULE

Warning Bell 8:10am
1st Period 8:15-9:30
2nd Period 9:35-10:50
Lunch 10:50-11:30
3rd Period 11:35-12:50
4th Period 12:55-2:10

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.



Welcome Message from the St. David CSS Leadership Team

Dear Students,

On behalf of all the staff at St. David Catholic Secondary School, we welcome both new and returning students to the 2022-2023 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 essential 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."

CHAPLAINCY

The main focus of a High School Chaplain is to provide a ministry of presence. In a school where being busy is a central part of a teenager's life, Miss Annabel is a visible presence in the halls, in the classrooms and in her office, offering a place of calm and quiet. After all, God hears us even when we whisper.

Faith is to be lived out in our actions and not only our words. Through the simplest of actions, St. David's is a vibrant community with Catholic teachings at its core. 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, experiencing faith in social justice and crisis response.

May this 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". ~ Miss Annabel (Quinn)

Chaplaincy

One of our responsibilities as Catholic educators is to approach student development in a holistic way. Consequently, the school creates an environment that enhances personal and communal growth in body, mind, and spirit. The primary role of the Chaplain is to facilitate this growth in the context of our Catholic faith. By sharing with students and staff in liturgical celebrations, retreats, social action, small faith communities, support groups, counselling, walking with individuals and groups on their faith journey, the chaplain provides opportunities to experience the risen Lord. These experiences become the building blocks of the school's Catholic Christian Community.

IMPORTANT DATES

Please refer to the [Calendar](#) on the St. David website for all important dates.

STAFF

Please refer to the [Staff List](#) on the St. David website.

COMMUNICATION

Administrative Team

Students are assigned an Administrator and Guidance Counsellor based on the first initial of their last name.

David Jaeger
Principal
Alpha T-Z + Int'l

Christine Bencina
Vice – Principal
Alpha J-S

Erin Riley
Vice - Principal
Alpha A-I

Guidance Counsellor	<i>Student Alpha Assignment</i>
Kristen Dietrich	A – E
Jennifer Nagy (program head)	F-O
Karen Kueneman	P-S + Int'l
Angela Lehmann	T-Z

STUDENT SUCCESS AND SPECIAL EDUCATION

Maureen O'Grady
Garry Kraehling
Shannon Penney
Steve Bedic

Community Pathway
A-I
J-P
Q-Z

ELL MONITORS

Anne Masojc
Heather Pietrobon

CHAPLAIN

Annabel Quinn

SAC DIRECTOR

Danielle Thoms

ATHLETIC DIRECTOR

Lisa Lang

Communication Chain

When a parent has a concern or suggestion, it is expected that the concern/suggestion will be raised first with the staff member, prior to contacting administration, as per Board Policy APC001.



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 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, special projects, clubs, and contests.

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 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/Instagram/TikTok).

CLUBS, ACTIVITIES & COMPETITIONS (subject to change)

Examples:			
<u>Clubs and Groups</u> Art Club Athletic Council Breakfast Club Board Games Club Celtic Newsletter Celtic Groove Machine Charity Concert Chess Club Conversation Club Coffee House Cosmo Club Dance Team Drama Club Drama Production Eco Schools Fitness Club French Club LINK Crew Lunch Intramurals Math Club Model United Nations Photography Club Remembrance Day REAL Group Special Olympics Student Council Student Equity and Engagement Council Team DAVE Tech Crew			<u>Competitions</u> Business French Public Speaking Math contests Sciences Skills Canada Technology Creative Writing



ATHLETICS

St. David sports teams are called the Celtics. St. David offers a wide selection of sports programs at all levels during 3 athletic seasons (Fall, Winter, and Spring). A student can contribute in many ways as a player, fan, manager, trainer, score keeper, timer, or a member of the Athletic Council. Students are encouraged to take this opportunity to be involved in St. David school life. Participation in secondary school athletics is something students enjoy, something they will benefit from, and hopefully something they will never forget.

In addition to the Code of Conduct explained in this handbook, all athletes should 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 coach, athletic director or the guidance department and has received approval.
- Students who choose to participate in sports will be required to pay a team fee. Team fees are different per sport based on facility rentals and transportation costs. The team fee also includes \$50, \$70 or \$90 (District 8 and CWOSSA fees). There is a one-time athletic banquet fee of \$15. The athletic banquet is a dinner and awards night hosted at the school in early June.

COMPETITIVE SPORTS TEAMS

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 (Sept. to Nov.)	WINTER (Nov. to Feb.)	SPRING (Mar. to June)
Jr. Boys' Soccer	Sr. Boys' Hockey	Sr. Boys' Soccer
Jr. Girls' Basketball	Jr. Girls' Volleyball	Varsity Girls' Soccer
Sr. Girls' Basketball	Sr. Girls' Volleyball	Varsity Girls' Slo-Pitch
Jr. Boys' Volleyball	Jr. Boys' Basketball	Varsity Boys' Slo-Pitch
Sr. Boys' Volleyball	Sr. Boys' Basketball	Jr Boys' Hockey
Varsity Tennis	Swimming	Varsity Badminton
Jr. Football	Varsity Girls' Hockey	Track and Field
Sr. Football	Wrestling	Junior Girls' Soccer (to be introduced in 2022)
Varsity Girls' Field Hockey	Novice Boys' Basketball (grade 9 only)	
Cross Country Running	Novice Girls' Volleyball (grade 9 only)	
Varsity Boys' and Girls' Golf		

INTRAMURALS

If competing on a smaller stage is more your pace, then students can also 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, dodgeball, soccer, handball, and ball hockey. Join as an individual or as a Superteam (which is the same team competing in a variety of intramural activities). Students are encouraged to participate in intramurals to be active, stay healthy, and make social connections.

Celtic Intramurals: it's all for fun!!!

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 consistent attendance and academic 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.
- 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 consequences.

UNIFORM

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 **8:00am - 2:20pm** 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. 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

ITEM	UNIFORM DRESS CODE
TOP	McCarthy white or black embroidered golf shirt (long or short sleeved) McCarthy full zip embroidered fitted jacket OR McCarthy ¼ zip polo sweatshirt *McCarthy pullover V-neck sweater, OR McCarthy embroidered pullover vest <i>*All sweaters must be worn with McCarthy golf shirt</i>
BOTTOM	McCarthy Khaki embroidered pants, capri or walking shorts
SHOES	Open-toes or open-heeled shoes may not be worn in Tech/Science labs.
NOTES	• The uniform is to be worn during class time and in the cafeteria. • Hoodies are not permitted to be worn under any McCarthy tops. • Long sleeved shirts are not permitted to be worn under short-sleeved golf shirts. • Hats, toques, and hoods are not to be worn in the building. • Head attire worn for a culturally relevant hair care purposes, or for religious purposes are permitted

Spirit Wear Days

Every Wednesday students may wear St. David's spirit wear tops to promote school spirit. Shirts may be worn instead of the uniform shirt. School uniform pants or shorts must still be worn.

Civvies Days

Civvies Days occur at the discretion of the Administration. Clothing is to be worn so that no undergarments are showing. The following items are **NOT** to be worn:

- Clothing depicting or promoting (1) alcohol or drugs (2) sexual, racist, offensive words, or pictures

Administration reserves may send students home whose dress is not in keeping with guidelines.

SOURCES OF COMMUNICATION

Automated Home Notification, Staff Email, Celtic News (Newsletter), Outdoor School Sign, Progress Reports, Daily Announcements, Student Handbook, Website = <http://stdavid.wcdsb.ca>

Follow us on.... Twitter – @StDavidCeltics and Instagram at stdavidcss and sign up for Newswire

To receive news releases and updates via Newswire, [click here](#)

NOTE: You may withdraw your consent at any time by clicking on the link at the bottom of each email.

Subscribe to:
NEWSWIRE



Receiving email from the school

How do I mark a junked email as safe?

Note: some email applications may have a slightly different process to mark emails as 'Safe.'

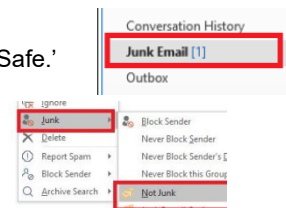
Step 1: Open your e mail application and click the Junk or Spam Email folder

Step 2: Find the email you wish to mark as safe (always receive in Inbox) and right-click on it.

Step 3: Select Junk and then click Not Junk

The email will be marked as "not junk" and returned to your Inbox.

Future email like this will not be sent to your Junk Folder.



ATTENDANCE PROCEDURES

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

ABSENCE REPORTING

Phone: 519-885-4352 (message line available 24/7)

Email: SDAV.attendance@wcdsb.ca



- Automated message system notifies parents when a student is absent from one or more classes without explanation.
- Parent/guardian contacts the school BEFORE the beginning of the school day.
- Written note or Parent/Guardian should contact the school AFTER the absence

Absence during Summative Assessment/Final Evaluations



Extenuating circumstances that affect a student not being able to write exams during the scheduled time will result in him/her completing their final evaluation(s) **AFTER** the scheduled final evaluation period. Students who choose not to write a final evaluation may lose the opportunity to repeat the course in the next semester. Placement consideration will be given to those who are registered in the course for the first time and those who completed the course but were unsuccessful.

Note: At Administration's discretion, a doctor's note may be required for missed summative or final evaluations.

Extended Absences

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:

- Completion of an "Intent to Be Absent" form from the **Attendance Office** at least 2 weeks before the intended absence.
- Parents must sign the request.
- Each teacher must sign the form and indicate what work must be done prior to/during the absence.
- The form is **returned to the Main Office** and given to Administration for final approval.



Lateness



Students who arrive **more than 30 minutes late** to class must report to the Attendance Office. If students are **less than 30 minutes late** for class, they should report to their class immediately. Teachers will provide consequences for lateness which may include lunch and/or after-school detentions. In keeping with the school's progressive discipline policy, chronic tardiness will be reported to Administration.

Leaving School during the Day

Students should not be leaving the school campus during class time unless they sign out at the main office with parent approval.

Unexplained Absence

An absence which was not reported by a parent/guardian and has not been supported by a note will be recorded as **truant**. The school may also require a medical note for extended absences.

Students Over 18 Years

18

In keeping with the Municipal Freedom of Information & Protection of Privacy Act, no calls will be made to report absences/ trancies for those 18 or over. Unless permission is granted by the student to share information regarding attendance and academic progress with their parent or guardian. The student is viewed as an adult. Those students who have extended absences are required to provide the school with a doctor's note to cover absences or risk withdrawal. A student has one opportunity to re-initiate parental contact, by signing the appropriate form in the Attendance Office.

COMMUNICATION TECHNOLOGY

Cell Phones, Messages, Electronic Devices

Electronic devices are not to be used during the school day unless directed by a teacher for educational use. They are disruptive to classes and may constitute an invasion of privacy to other students and staff. They are to be out of sight and turned off. St. David Catholic Secondary School cannot assume any liability for lost or stolen electronic devices.

Unauthorized classroom use will be addressed by teachers, in consultation with parents. Students will be referred to administration if the concern persists.

For emergency situations, messages for students will be accepted at the Main Office or Attendance. **Parents/guardians are asked not to telephone or text message students during school hours.**

Any student disseminating inappropriate material (electronic or otherwise) may be suspended and the police may be involved.



Computer Availability & Internet Usage

In order to use a computer, or connect to the internet (wired or wireless), all students must read the “**Responsible Use of information Technology and Electronic Data Policy**” APS017 and return the **Informed Consent form** (APS017-03), signed by the student and parent/guardian. Prohibited activities include:

- downloading of files from the Internet
- unauthorized email usage
- participating in “chat groups,” on-line games
- sharing of logins and passwords



The prime use of the Internet is to support the educational activities of students through research and communication opportunities. **Students who do not abide by the rules will lose their computer access.**

Computer Lab Rules

Files & file maintenance - Directories must be checked and files erased when no longer needed. Files, pictures, video or audio images on the network should be for educational purposes only. Anything deemed inappropriate will result in loss of the files and possible loss of computer access.

Software - No personal software may be used or stored on the network. This includes games and executable files.

Pirating - All software is licensed and therefore is not to be copied.

Portable media - Only portable media (i.e. memory sticks, CD-Rs) authorized by the computer teacher can be used. All portable media must be checked for viruses using the virus software located on the network.

Login procedures - Students are responsible for all files in their directories. Students must not share their login or password or risk losing computer privileges. **Logoff procedures** - Do not turn off the computer until you have completely logged off.

Vandalism - Abuse of any part of the network, whether it be hardware, software or furniture, will not be tolerated. Any damage or problems should be reported to a teacher immediately. Students will be liable for any damaged caused by them.

Food and drink - No food or drink will be allowed in the computer rooms.

Availability of computer labs - Computers are mainly available during class time. If you need access to a computer, but are not scheduled in a computer lab you must bring a note from your teacher.

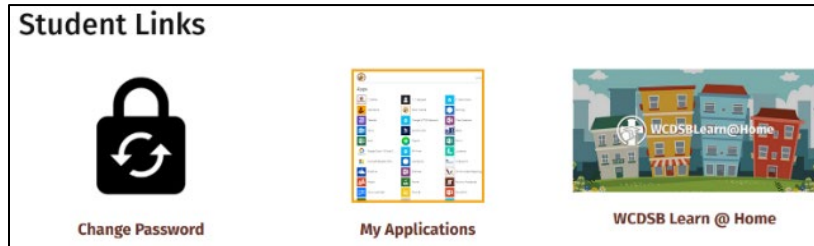
Checking Google and D2L

Students are expected to engage and participate in instruction and learning every day. In doing so, students will need to login daily into their Google Class or D2L accounts to participate in and complete a variety of learning tasks (synchronous and asynchronous) assigned by the classroom teacher.

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]



How to Login to D2L and Google Classroom – Print Version

- Student Login Process – Arabic
- Student Login Process – English
- Student Login Process – Korean
- Student Login Process – Mandarin
- Student Login Process – Russian
- Student Login Process – Spanish
- Student Login Process – Vietnamese

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.

BRING YOUR OWN DEVICE (BYOD) PROGRAM

Students are encouraged to bring their own personal technology (Chromebook, Laptop, Tablet) to support their virtual and distance learning. Please visit the WCDSB website to learn more about the BYOD (BRING YOUR OWN DEVICE) Program.

<https://www.wcdsb.ca/programs-and-services/byod/>

<https://www.wcdsb.ca/about-us/policies-and-administrative-procedures/responsible-use-of-information-technology-and-electronic-data-aps017/>

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>.

ASPEN PORTAL

Accessing Login page:

The Aspen Student Portal can be accessed from your 'My Apps' page by clicking this icon → <https://wcdsb.myontarioedu.ca>



Aspen EDU

Logging into Student Portal:

To login, click on the button circled in **GREEN**.

NOTE: If you are logging in from a WCDSB Board computer or Chromebook, you will not be prompted for your student WCDSB login and password. However, if prompted in a different window, enter your student WCDSB login and password.

To find your schedule:

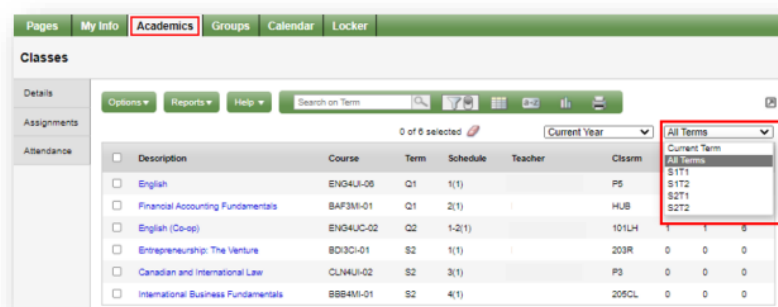
VIEW SCHEDULE

There are 2 ways you can view your schedule within Aspen's student portal page.

Option 1:

- Click on the **Academics** top tab.
- Select the drop-down menu for **Current Term** and select **All Terms**.

Using a cell phone? Scroll over to the right to view all columns.



GENERAL POLICIES AND PROCEDURES

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.

PARENT/VISITOR ACCESS

Parents are valued members of school communities but parents should refrain from entering the school unless they have prior approval to do so.

All visitors must sign in. Please ensure appropriate entry and exit protocols are followed. All visitors who enter a school building must have completed the self-assessment checklist before entering the school building and will 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.

Parents and guardians are asked to ensure that any child in their care completes the self-assessment checklist before sending them to school. [Coronavirus \(COVID-19\) self-assessment](#)

CSAC, CPIC and SEAC (Special Education Advisory Committee) meetings will continue to occur but in many cases those meetings will be virtual for the time being, unless otherwise stated. Details can be found at [Catholic School Advisory Council Information](#).

STUDENT PARKING



Parking is permitted only in marked spots, not in fire route areas, bus routes, on High Street or on Weber Street. Bylaw officers will regularly monitor parking at St. David and tickets will be issued. Towing may be necessary for repeat offenders. Safe and legal driving practices are an expectation both on and off school property pending removal of parking privileges. There is no parking allowed on either side of High Street.

STUDENT DROP OFF & PICK UP

For the safety of our students, the front of the school is reserved for special transportation. Please pick up/drop off students at other locations around the school.

CHANGE OF STUDENT INFORMATION

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.

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.

OUTSTANDING MATERIALS

Students are loaned materials with the expectation that they are kept in good order and returned after use. It is the student's responsibility to return school materials (textbooks, uniforms, equipment, etc.) at the time of their final evaluation in each course. ***Students will be charged for replacement/repair costs.***



LOCKS and LOCKERS

Lockers are assigned to each student. This is the place for students to store their belongings such as outerwear, athletic gear etc. **The school cannot be held liable for theft or loss of personal property.**



TRANSPORTATION

Parents can login and view your child's transportation details by going to www.stswr.ca and following these 5 easy steps:

1. Click on "Student Login"
2. Enter your child's Ontario Education Number (OEN)
This can be found on your child's report card
Numbers only, no space, no dash
3. Enter your child's birth date
4. Enter your child's street number
House number only
5. Select the school your child is attending from the drop down menu



Please note: Any address changes must be done through your school, email bernardete.moreira@wcdsb.ca
Visit www.stswr.ca to see bus delays and cancellations, subscribe to receive e-mail notifications for late buses and closures. Follow STSWR (Student Transportation Services of Waterloo Region) on Twitter.

Riding on a school bus, is a privilege not a right. At all times, the school bus is an extension of the school and all WCDSB policies. Suspension of bus riding privileges may apply to misbehaviour.

INCLEMENT WEATHER (unsafe driving conditions)

In the event of an inclement weather day being declared, and the buses are cancelled due to the weather and unsafe driving conditions. Teachers will communicate learning expectations through their Google Classroom or D2L learning management system. For updated information please monitor the WCDSB website, social media feeds, and radio stations for information on cancellations.

CAFETERIA

The cafeteria is open to all students to eat lunch daily. Vending machines are stocked with food items if a student wishes to stay on the premises during the lunch period.

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 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, or 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 and possible police involvement
3. A student who is removed from an extracurricular school function may be banned from future functions for a period of one year.

SMOKING/VAPING

Smoking and vaping are 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.



THEFT(s)

All thefts are to be reported immediately to the Main Office. Administration will contact police if necessary. Valuables 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. 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 PROCEDURE

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).

ACADEMIC INFORMATION

Please check current course calendar, available on St. David's website. All students in grades 9 to 11 must take eight (8) credits. Grade 12 and students returning for a fifth year, may take fewer than eight (8) based on their diploma and post-secondary requirements and personal health. This is determined in discussion with their Guidance Counsellor.



Changes in course selection and timetable will only be considered for:

(1) failure to complete a prerequisite course, or (2) changes in post secondary plans.

Changes must be approved by parent/guardian, Guidance Counsellor, and in some cases, Administration.

Student who wish to drop a course must make an appointment with their Guidance Counsellor.

Some courses are over subscribed and students may be placed on a wait list.

Students may take the course as a new credit at summer school, night school, e-learning, or the following year.

Academic Awards

Each fall we honour students who have excelled academically the previous school year. Students in grade 12 are recognized at convocation and students in grades 9 to 11 are recognized at an Academic Awards Evening in October. 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 in grades 9, 10 and 11.



Honour Roll

Students who receive an overall average of 80% or greater in each school year will be acknowledged on our Honour Roll.

Merit Awards

Merit Awards are earned by students in each year who made an outstanding contribution to the school community. Academic achievement and participation in extra-curricular school activities accrue points towards this award.

Graduate Awards

A student may be designated an Ontario Scholar if he or she attains an average of 80% or higher in their best six grade 12 courses. For more detailed information on Ministry-approved courses and conditions of the award please visit www.edu.gov.on.ca/extra/eng/ppm/53.html. Graduating students are also encouraged to check the school website for information about scholarships and bursaries.

Evaluation



Students are informed of evaluation methods at the beginning of each course in alignment with the School Board Assessment and Evaluation Policies (APC050). **It is the right and responsibility of students to initiate communication with their teachers whenever aspects of their evaluation need clarification.**

When in a semester model progress reports are distributed 6 - 8 weeks into the semester. Parent-Student-Teacher conferences are scheduled following their distribution. Two report cards are issued each semester. Mid-term reports are issued in November and April, and end-of-semester final reports are issued in February and June. Final marks are based on formative and summative evaluation.

Student Transfers

Students who transfer or retire from St. David's High School during the school year must complete the following procedures through their assigned Guidance Counsellor:

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

If a student is transferring locally, a principal-to-principal transfer is initiated through the Guidance Department.

Official transcripts will not be issued to retiring or transferring students who have not completed these procedures.

Transcripts

Students who wish to have an official transcript of their marks should contact the Guidance Department. Please allow at least one week for a transcript to be processed.



The vision of the WCDSB is *Our Catholic Schools:*
"Heart of the community – success for each, a place for all."

Ontario Secondary School Diploma (OSSD)



This diploma is awarded to students who successfully complete 30 credits (18 compulsory and 12 elective). Such credits will be based on discipline specific expectations and assessment as set out in the provincial curriculum policy.

All courses are 1 credit and require a minimum of 110 hours except for:

- Two (2) half-credit courses (Grade 10 Civics and Career Studies)
- Co-op is a two-credit program related to a specific course.

NOTE: All students will take Religious Education courses in grades 9 through 12 as part of their commitment to Catholic Education.

Compulsory Credits (Total of 18)		Elective Credits (Total of 12)
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, or cooperative 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 ** <i>** A maximum of 2 credits in cooperative education can count as compulsory credits. Any others over 2 are then used as electives.</i>	

Plagiarism and Academic Cheating (reference APC050 Appendix A)

Plagiarism is defined as the act of using the words, ideas, work of another including a student and presenting it as your own without citing or giving credit to the source. This includes, but is not limited to written, visual, musical, performance, and other work created.

All forms of plagiarism are unacceptable. In all cases, the teacher will contact the parent/guardian and explain the situation and the board policy on plagiarism.

Students who commit plagiarism in the 70% of term work portion of a course:

- will receive an "I" (Incomplete) for the assessment activity or
- if time permits, be required to redo the assessment activity to demonstrate that they have developed the required skills and/or met the expectations for that assignment – date and time at the discretion of the teacher

Students who commit intentional plagiarism on a Final Summative Assessment (30% final) will receive a mark of zero for that component of the Final Summative Assessment

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. [Link to Rowan's Law](#)

STUDENT SERVICES

STUDENT SUCCESS - SPECIAL EDUCATION

In keeping with the WCDSB philosophy of inclusion, our Student Success and Special Education teams strive to create a positive and supportive environment for all learners. Student Success and Special Education Teachers work closely with students, Classroom and Guidance teachers, EA and CYCW support staff, and parents/caregivers to ensure every student experiences positive participation in the St. David school community and success at reaching their unique goals. Each student with an IEP (Individual Education Plan) will be informed of their IEP teacher contact at the beginning of Semester 1.

The IEP teacher contact

- coaches self-advocacy and skill-building
- consults with the student, parent, and teachers to adjust accommodations as needed
- supports test and assignment completion
- coordinates training and access to assistive technology
- advocates for additional services within the school system and community
- facilitates transition planning for post-secondary study, work training, and community programs

For students in the Community Pathway, the ACTIVE and Community Living program classes provide literacy, numeracy, life skills, and vocational training. Transition planning includes expanding connections to community experiences and programs as students move into their years 5, 6, and 7.

EDUCATIONAL ASSISTANT SUPPORT

Educational Assistants offer academic, personal care, social, and technology supports to students with Individualized Learning programs. Their assignments are coordinated by the Special Education Program Area, and they work as part of the Student Success and Special Education team to enhance students' experiences in class and in larger school and community events.

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 participation and achievement. Students may be referred to a CYCW (Child & Youth Care Worker) by a classroom teacher, guidance counsellor, or administrator for short-term support.

The Special Education Teachers, Educational Assistants, and Youth Care Workers can be found in the Room 100 area classrooms and offices and in Room 229, the Student Success Centre.

Student Success Centre (aka Room 229)

Our Student Success Team at St. David is committed to providing students with the necessary support and environment to experience success.

The Student Success Centre is located on the second floor in room 229 and is an area of the school that is dedicated to helping students achieve success. Throughout the school day, the Student Success Centre is home to a variety of services, supports and programs including:

- IEP support
- A quiet and alternative learning environment
- One-to-one student instruction and support
- E-learning support
- Our lunchtime and after school homework club and instructional supports (Teachers are available to help review difficult course materials/concepts)
- Credit Recovery
- Computers available for student use
- Support with D2L and Google Classroom
- OSSLT (Ontario Secondary School Literacy Test) support



Yes, you can write on the tables...go wild when it is a whiteboard table. Thanks Steve for making learning/teaching visible for this student and many others who enter 229.

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 understand their interests, values, abilities, and aspirations
- ✓ Plan their academic pathways
- ✓ Develop a personal career plan by expanding their awareness of career alternatives using several 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, academic counselling, teacher/parent/guardian consultation and 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 resources to approved outside community agencies in consultation with the student and parent/guardian.

COVID – 19 PROTOCOLS

COVID Test/Screening & Outbreak Protocol

All students (or guardians on their behalf) will be asked to engage in a daily self-assessment before reporting to school and anyone feeling unwell or identifying a concern based on their self-assessment should not report to school. **If you do not pass the covid screening you need to stay home.**

What to do when my child isn't feeling well?

The document provides direction for parents and caregivers regarding the role of families, Public Health, and schools.

Students who become ill during school will be sent to the main office by their teacher. An isolation room will be used for the protection of our school community and parents will be notified of their child's illness. You must go home due to illness. No form of medication, will be dispensed by school staff. This includes aspirin, antihistamine, or cough drops.

PHYSICAL DISTANCING: HOW TO SLOW THE SPREAD OF COVID-19

Together, we can slow the spread of COVID-19 by making a conscious effort to keep a physical distance between each other. Physical distancing is proven to be one of the most effective ways to reduce the spread of illness during an outbreak. With patience and cooperation, we can all do our part.



What does physical distancing mean?

This means making changes in your everyday routines in order to minimize close contact with others, including:

- ▶ avoiding crowded places and non-essential gatherings
- ▶ avoiding common greetings, such as handshakes
- ▶ limiting contact with people at higher risk (e.g. older adults and those in poor health)
- ▶ keeping a distance of at least 2 arms lengths (approximately 2 metres) from others, as much as possible



Here's how you can practise physical distancing:

- ▶ greet with a wave instead of a handshake, a kiss or a hug
- ▶ stay home as much as possible, including for meals and entertainment
- ▶ grocery shop once per week
- ▶ take public transportation during off-peak hours
- ▶ conduct virtual meetings
- ▶ host virtual playdates for your kids
- ▶ use technology to keep in touch with friends and family
- ▶ If possible, use food delivery services or online shopping
- ▶ exercise at home or outside
- ▶ work from home

Remember to:

- ▶ wash your hands often for at least 20 seconds and avoid touching your face
- ▶ cough or sneeze into the bend of your arm
- ▶ avoid touching surfaces people touch often
- ▶ self-monitor for symptoms of COVID-19 including:
 - cough
 - fever
 - difficulty breathing

If you're concerned you may have COVID-19:

- ▶ separate yourself from others as soon as you have symptoms
- ▶ if you are outside the home when a symptom develops, go home immediately and avoid taking public transit
- ▶ stay home and follow the advice of your Public Health Authority, who may recommend isolation
- ▶ call ahead to a health care provider if you are ill and seeking medical attention

NOTE: Some people may transmit COVID-19 even though they do not show any **symptoms**. In situations where physical distancing is difficult to maintain, wearing a **non-medical mask or face covering** (i.e. made with at least two layers of tightly woven fabric, **constructed** to completely cover the nose and mouth without gaping, and secured to the head by ties or ear loops) provides a barrier between your respiratory droplets and the people and surfaces around you. It may also stop you from touching your nose or mouth, which is another way the virus can get into your body.

The Government of Canada has implemented an Emergency Order under the Quarantine Act. This order means that everyone who is entering Canada by air, sea or land has to stay home for 14 days in order to limit the spread of COVID-19. The 14-day period begins on the day you enter Canada.

- ▶ If you have travelled and have no symptoms, you must **quarantine** (self-isolate)
- ▶ If you have travelled and have symptoms, you must **isolate**

FOR MORE INFORMATION:

@canada.ca/coronavirus

1-833-784-4397



Public Health
Agency of Canada

Agence de la santé
publique du Canada

Canada



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 the librarian.

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.

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 drop it off at the Attendance Office/Reception before classes begin.

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

Bring a note from your parent/guardian or call the Attendance Office before 8:20am and sign out at the attendance office. If you return the same day, sign in at the Attendance Office/Reception before returning to class.

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

Go to the Attendance Office/Reception 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 Sports Link via the school website at specific times of the year

COMMUNITY SERVICES AND SUPPORTS

NEED SOMEONE TO LISTEN?

Front door Access to Child and Youth Services	519-749-2932	frontdoormentalhealth.ca
Walk in Service: Wednesdays 12p.m.- 7:30p.m., Saturdays 9a.m.-3:30p.m.		1770 King St E, Kitchener
Free/No appointment necessary - for families with children up to 18 OR students		17 years and under
Here24Seven (Waterloo Region Crisis Line)	844-437-3247	here247.ca
Kids Help Phone.....	800-668-6868	kidshelpphone.ca
Mental Health Help Line	866-531-2600	mentalhealthhelpline.ca

COMMUNITY AGENCIES

Betty Thompson Youth Centre/Safe Haven/Lutherwood.....	519-749-1450	lutherwood.ca
Community Information Centre	519-579-3800	waterlooregion.org/cic
Crime Stopper	800-222-8477	waterloocrimestoppers.com
Family & Children Services.....	519-576-0540	facswaterloo.org
Grand River Hospital	519-742-3611	grhosp.on.ca
Multicultural Centre.....	519-745-2531	kwmc.on.ca
Region of Waterloo Community Services.....	519-883-2174	regionofwaterloo.ca/en/community-services.aspx
oneROOF Youth Services (Reaching Our Outdoor Friends).....	519-742-2788	oneroof.org
St John's Kitchen.....	519-745-8928	theworkingcentre.org
St. Monica House	519-743-0291	monicaplace.ca
Waterloo Regional Food Bank	519-743-5576	thefoodbank.ca
Waterloo Regional Police	519-653-7700	wrps.on.ca
Waterloo Region Community Legal Services	519-743-0254	wrcs.ca

HOUSING/EMPLOYMENT CONCERNS

House of Friendship	519-742-8327	houseoffriendship.org
Human Resources and Social Development Canada	519-579-3880	canada.ca/en/employment-social-development
Lutherwood Employment.....	519-743-2460	lutherwood.ca/employment
Lutherwood Housing.....	519-749-1450	lutherwood.ca/housing
Mary's Place.....	519-744-0120	ywcakw.on.ca/emergency-shelter.

COUNSELLING SERVICES

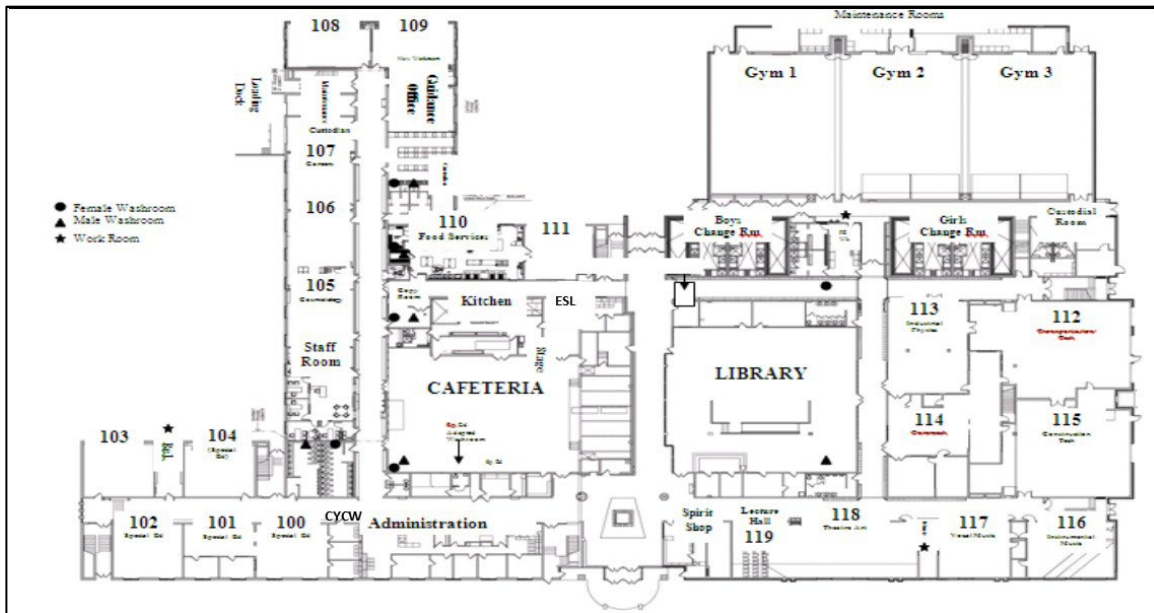
Al-Anon or Alateen.....	519-896-5678	al-anon.org
Carizon Family Counselling	519-743-6333	carizon.ca
Coping Centre (bereavement).....	519-650-0852	copingcentre.com
Hospice Waterloo Region.....	519-743-4114	hospicewaterloo.ca
Interfaith Counselling.....	519-662-3092	interfaithcounselling.ca
John Howard Society.....	519-743-6071	john howard.on.ca/waterloo
K-W Counselling Services	519-884-0000	kwcounselling.com
Including OK2BME (Sexual Minority Youth)		
Walk in Service: Thursdays 12p.m. – 6p.m. 480 Charles St E; Fee for service – sliding scale – no appointment necessary		
Lutherwood Family Counselling.....	519-622-1670 x200	lutherwood.ca
Ray of Hope.....	519-578-8018	rayofhope.net
Region of Waterloo Public Health/Emergency Services	519-575-4400	chd.region.waterloo.on.ca

Child Abuse

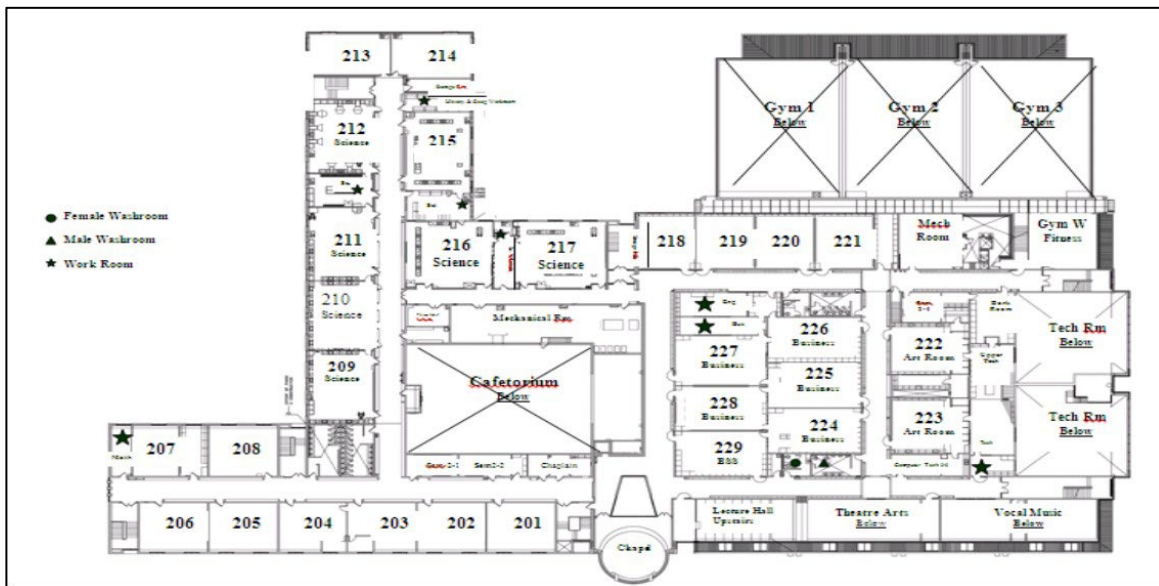
Child abuse is any form of physical harm, emotional deprivation, sexual mistreatment, or neglect which can result in physical injury or psychological damage to a child. A child, according to Ontario Law, is someone under sixteen (16) years of age, or someone up to eighteen (18) years of age if under the care of Family and Children's Services. Any person who believes on responsible grounds that a child is in need of protection is obliged to report this information. Any victim of abuse or any person who has knowledge of abuse is encouraged to contact a Teacher, Youth Care Worker, Guidance Counsellor, or Administrator if assistance is needed in making a report.

ST. DAVID CSS FLOOR PLANS

First Floor – St. David Catholic Secondary School



Second Floor – St. David Catholic Secondary School



Portable

