

Windsor Essex Catholic
District School Board

1100 Huron Church Road
Windsor, Ontario N9C 2K7
Phone: 519-256-7801
Fax: 519-256-0417

ACS website:
<http://bit.ly/AssumptionCCHS>

STUDENT ABSENCES
24 Hour Attendance Line
519-256-2338

ADMINISTRATION

Principal: Ms. M. Cavallin
Vice-Principal, D.P. Coordinator: Ms. B. Trudell
Vice-Principal: Mr. K. Cowan
Vice-Principal, MYP Coordinator: Mrs. J. Gursoy
Administrative Assistant: Mrs. Sherri Peltier

SECRETARIAL STAFF

Attendance Secretary: Ms. A. Iannetta
Guidance Secretary: Mrs. G. Portugal
ACCMS/Finance Secretary: Mrs. A. Germanese

DEPARTMENT HEADS

Arts: Mr. B. Zanier, Acting
Social Science: Mr. R. Laporte
Catholic Studies: Mr. J. Talerico
Co Op Business: Mr. J. Bracken
English: Mr. P. Kennedy
Guidance: Ms. J. Castagna
Languages: Mrs. N. Pacciocco
Mathematics: Mr. R. Muscedere
Physical Education: Mrs. S. Allsop
Science: Mrs. L. Brunone
Special Education: Mr. D. Montminy, Acting
Technological Studies: Mrs. D. Nehmetallah

Campus Minister: Mrs. L. Presello
Student Success Teacher: Ms. A. Weir

STUDENT COUNCIL

Prime Minister: Louay Ahmad
Deputy Prime Minister: Reni Babs-Olorunfemi
Minister of Digital Media: Bella Palcong
Minister of Internal Affairs: Elizabeth Leo
Minister of External Affairs: Yutong Wang
Minister of Records: Peyton Tillie
Minister of Finance: Charlie Au
Minister of Communications: Shahnda Shaker
Minister of Fundraising: Vidhi Sharma
Minister of Sports and Spirit: Mia Donoso
Minister of Technology: Annan Siddiqui
Minister Without Portfolio: Haya Shaker
Student Trustee: Maya Mikhael
Grade 12 Reps: Miguel Longid / Lauren Zanier / Shahnda Shaker / Olivia Saccucci
Grade 11 Reps: Will Conlon / Vaishnavi Yadiki / Wedad Alkalil
Grade 10 Reps: Sai Etikala / Faith Aborode
Grade 9 Reps: TBA

SCHOOL LUNCH DETENTIONS

Tuesdays and Thursdays
10:50 a.m.—11:10 a.m.
Room 118

**ASSUMPTION COLLEGE CATHOLIC
HIGH SCHOOL
STUDENT HANDBOOK
2022—2023**

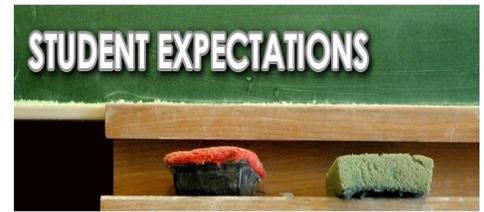
School Schedule

BELL SCHEDULE	
Pre-Start Bell	7:55 a.m.
Period 1	8:10 a.m. - 9:30 a.m.*
*incl.National Anthem/ Prayers/Announcements	
Period 2	9:35 a.m. - 10:50 a.m.
LUNCH	10:50 a.m. - 11:30 a.m.
Period 3	11:35 a.m. - 12:50 p.m.
Period 4	12:55 p.m. - 2:10 p.m.

School Year Calendar—Dates to Remember

	DATE
P.A. Day	Thursday, September 1, 2022
Labour Day	Monday, September 5, 2022
First Day of Classes—Semester 1	Tuesday, September 6, 2022
P.A. Day	Friday, September 23, 2022
EQAO and OSSLT	TBA
Thanksgiving Day	Monday, October 10, 2022
P.A. Day	Friday, November 18, 2022
Christmas Holidays	Monday, December 26, 2022— Friday, January 6, 2023
Semester 1 Exams	Wednesday, January 25, 2023 —Tuesday, January 31, 2023
P.A. Day	Wednesday, February 1, 2023
First Day of Classes—Semester 2	Thursday, February 2, 2023
P.A. Day	Friday, February 17, 2023
FAMILY DAY	Monday, February 20, 2023
March Break	Monday, March 13, 2023— Friday, March 17, 2023
Good Friday	Friday, April 7, 2023
Easter Monday	Monday, April 10, 2023
P.A. Day	Friday, April 28, 2023
Victoria Day	Monday, May 22, 2023
Last Day of Regular Classes	Wednesday, June 21, 2023
Semester 2 Exams	Thursday, June 22, 2023—Wednesday, June 28, 2023
Graduation	Tuesday, June 27, 2023
P.A. Day	Thursday, June 29, 2023

We, at Assumption, expect that students will:



- Treat every student, staff member and visitor with courtesy and respect.
- Ensure that the safety and well-being of staff and students are not jeopardized in any fashion or manner.
- Treat the school grounds, buildings and neighbourhood properties with respect by avoiding damage, vandalism or litter.
- Abide by the rules of the school at all school related activities.
- Support school activities and teams with appropriate enthusiasm and behaviour.
- Remain in the locker assigned to you. **DO NOT share lockers.**
- Clean up after themselves at lunch in the cafeteria.
- Not carry gym bags or coats to the classroom and/or cafeteria.
- Sign in and out of the building PROPERLY using Attendance Office (Room 112) or main office during lunch. This is mandatory for the safety of all students. There are no exceptions.

UNIFORM EXPECTATIONS

- Wear the uniform in the manner it was designed; no individual style alterations will be accepted.
- A T-Shirt worn with the school shirt must be plain white and have sleeves corresponding to the length of the school shirt.
- The kilt is allowed unaltered and cannot be rolled up at the waist.
- Pants and shorts must not be rolled up.
- If wearing the grey crewneck sweatshirt, only a uniform shirt may be worn underneath.

DISPLAYS OF AFFECTION

Inappropriate displays of affection will not be permitted. Infractions will result in administrative and/or parental involvement.

Failure to meet the above expectations will result in serious consequences.

ATTENDANCE POLICY

ABSENCE

Regular, punctual attendance is a significant factor in successful academic achievement, as legislated by the Education Act. **Students are expected to come to school on time, prepared and ready to learn. Students must attend all scheduled classes.** Sleeping in, staying at home to study, working in the Learning Commons Area on a project for another class, shopping, hair appointments, and the like are not valid reasons for absence. Please plan family vacations around the school calendar and attempt to arrange medical or dental appointments outside of school hours.

It is the responsibility of each student to make up any work missed during their absence. It is the responsibility of each student to notify their teacher when he/she has an appointment that will cause them to miss a scheduled in-class assessment, such as quiz, test, lab or presentation. It is the responsibility of the student to arrange for an alternate test day. Missed make up test may result in a zero.

NOTIFICATION OF ABSENCE

The Education Act of Ontario (Section 23, Regulation 298) states: "When a pupil returns to school after an absence, a parent of the pupil, or the pupil where the pupil is an adult, shall give reason for the absence orally or in writing as the Principal/Vice-Principal requires."

When a student legitimately misses school, their parent or guardian must notify the school by leaving a message with the **Assumption Attendance Office (519-256-2338)** on, or prior to, the day of the absence. The attendance line is available **24 hours per day. Only a parent or guardian can excuse an absence.**

If a call is not possible, a note with a parent's or guardian's signature may be submitted prior to 8:10 a.m. to the Attendance Office upon the student's return. The Attendance Office is open every morning at 8:00 a.m. Notes and phone messages may be randomly checked for validity. Calls/notes should include the following information:

- **The name of the student**
- **Dates and reasons for absence**
- **Notes should have the signature of parent/guardian and their name should also be printed**
- **Contact phone number in the event a follow up is required.**

Fraudulent calls or notes will result in automatic suspension. All students recorded as absent for even one period, must have absences cleared by the Attendance Office the next day.

Students will not be allowed into a class following an absence without a valid admit slip from the office or a notation on the Daily Class Attendance Report.

Clearing of absences is the student's responsibility. Students who have not cleared their absence upon their return to school will receive a detention or suspension. Further, they will be considered truant for the period of their absence.

If a student is absent for more than three consecutive days, the student must submit documentation (e.g., doctor's note, appointment card, etc.) validating the absence. A medical clearance is required.

LATES

The school day commences at 8:10 a.m. Students must be in their classes at the assigned start time. In any period, a student arriving after the bell is considered late. Students are advised to carry all books for their morning classes, deposit them in their lockers at lunch, and then carry all books for their afternoon classes. Ideally, there should be no need for students to go to their lockers during and in between classes. Parents should be aware that sufficient time (5 minutes) is allotted to students to move from class to class. The staff has been encouraged to work with students for whom tardiness is a problem prior to referral to the Vice-Principals. Students considered chronically late for a particular period will be recorded, questioned, and counselled by the classroom teacher. Further, students will be disciplined according to the Assumption *Chronic Late Policy*.

CHRONIC LATE POLICY

Students arriving at school after 8:10 a.m. are considered late. Late from lunch is an automatic detention. Habitual lateness will not be tolerated and students will receive appropriate consequences. Students reporting to Period 1 past 8:30 a.m. are considered truant and must report to the Attendance Office for an Admit to Class slip.

1—4	Lates:	Teacher will contact Parent/Guardian.
5	Lates:	Electronic Conduct Referral Form.
6—7	Lates:	The student be issued a detention—send to Room 112.
8+	Lates:	The teacher will send student to Room 112 immediately and fill out Electronic Conduct Form. If chronic truancy persists, progressive discipline and intervention strategies will be put in place.

NOTE: Being late for Period 3, results in an automatic detention and will be dealt with through progressive discipline. A student may not be truant to avoid a late.

A student who is legitimately late (e.g., because of appointments or school activities) should report directly to the Attendance Office with a note in order to receive an Excused Late Admit to Class slip.

TRUANCY POLICY

Students will receive a detention for every period that they miss.

Truancies 1– 5:	Student will be issued a detention from Room 112.
Truancies 6 + -	If chronic truancy persist, progressive discipline and intervention strategies will be put in place.

Please note:

Students that have frequent attendance issues (lates/absences), medical peril, behaviour issues and/or owe money and/or work to teachers, may be withdrawn from or denied participation to any planned school activity, including field trips and athletic events regardless of activity or cost.

DEPARTURES FROM AND ARRIVALS TO SCHOOL

Students leaving the school for any reason must record their departure through the Attendance Office.



Students are not permitted to leave the school without the prior approval of a parent or guardian and must have confirmation from the office.

Failure to sign out of the building using the proper procedures will result in detention. A call should be received or a note presented to the Attendance Office before 8:10 a.m. the day of the early departure. ***In the case of illness or other emergency situations during the school day, the student must notify the Attendance Office before leaving the campus.*** Students are not permitted to be in the bathroom, cafeteria, outside, the hallways, Campus Ministry, the learning commons area, etc., because of illness. Students will be considered truant and there will be consequences as such. Students returning from appointments or arriving at school after the commencement of classes, must sign in through the Attendance Office to receive an *Admit to Class* slip, even if a parent or guardian has called in the absence.

STUDENT DISCIPLINE POLICY

Students, by virtue of their registration, formally agree to accept the authority of the school, and to observe all school rules and regulations including but not limited to those governing attendance, classes, conduct, religious functions, studies, dress, relations with teachers, other students and visitors. All students of Assumption College Catholic High School should respect other members of the community and treat them in a manner befitting a vibrant Catholic society.

The primary objective of any disciplinary or related action undertaken by the school authorities is correction, growth and safety, not merely punishment. General discipline within the school is the responsibility of all staff and students. Classroom discipline is the duty of the teacher. Teachers are expected to communicate specific concerns to the student and parent as a preventative measure. All matters of discipline remain at the discretion of the Vice-Principal. There may be occasions when matters are of such a nature that the Vice-Principal or Principal will become involved. Administration reserves the right to deny a student the privilege of participating in a field trip, school activity or team event as part of a disciplinary action. Detentions and loss of privileges will be issued for non-compliance to the Policies and Procedures as outlined in the Student Handbook.



Toll Free:

1-877-537-3337

Local:

519.258.6532

Address:

1526 Ottawa Street
Windsor, ON
N8X 2G5

Store Hours:

Monday—Closed

Tues.—Sat.

11 am to 5 pm

Sun: 12 pm to 4 pm

Girls Kilt (must follow female uniform policy — no alterations and no rolling up at the waist)	\$89.95
Boys and Girls Dress Pants (Grey)	\$49.95
Boys and Girls Cotton Pants (Grey)	\$49.95
Short Sleeved Jac Shirt (White)	\$35.95
Long Sleeved Jac Shirt (White)	\$48.95
Golf Shirt (White) Monogrammed	\$33.95
Long Sleeve Golf Shirt (White) Monogrammed	\$36.95
Walking Short (Grey) no cuff	\$39.95
Charcoal Cardigan with Monogram (Grey)	\$62.95

STUDENTS ARE EXPECTED TO BE DRESSED IN FULL UNIFORM EFFECTIVE THE FIRST DAY OF SCHOOL.

PHYSICAL EDUCATION UNIFORMS

All students taking Physical Education are required to wear an Assumption Phys. Ed. Uniform (T-Shirt & Shorts) purchased from:

Nantais Source for Sports for \$35.00/set (tax included)

NANTAIS SOURCE FOR SPORTS

2020 Tecumseh Rd. W.,
Windsor, Ontario
N9B 1V6
(519) 252-5705

Monday to Saturday
10:00 a.m. to 5:00 p.m.

EXTRA-CURRICULAR SCHOOL ACTIVITIES / EVENTS

It would benefit for every student to participate in at least one extra-curricular activity each year. Activities enrich school life, develop positive traits, create well-rounded individuals and increase the likelihood of students remaining in school. As per WECSSA policy, team members must be in attendance all day on the day of a game or forfeit the right to participate. Also, Administration reserves the right to allow or deny any person/student from participating in school related activities/events.

STUDENT ASSISTANCE

Speak to your Counsellor in Student Services, or go to Campus Ministry. **In the event that no one is there, immediately report to Room 112 the Attendance Office for assistance or report to an adult staff member.**

WECDSB SMOKING/VAPING POLICY

Assumption College School is a smoke free environment. There is no smoking or vaping permitted anywhere on school property.

HOMEWORK POLICY

Homework plays a vital role in developing good study habits. It is expected that students will complete assigned homework. Whether or not homework is assigned, the student is still required to study the day's lessons.

Parents are advised to encourage and oversee the development of a specific home study schedule for their child.

Grade 9:	1 & 1/2 hours
Grade 10:	2 hours
Grade 11:	2 & 1/2 hours
Grade 12:	3 hours



Regular attendance is vital to the process of learning. Students who habitually miss class will suffer in the evaluation process because their participation and achievement cannot be fully assessed.

Poor attendance can have serious consequences, including failure to obtain credit for courses taken. Students of compulsory school age who do not attend school regularly will be reported to the School Board Attendance Counselor.

Students missing tests for school activities must have written permission from their respective teacher prior to the test.



IMMEDIATE SUSPENSION will be the minimum penalty for the following:

- Physical assault / harassment.
- Uttering a threat to inflict serious bodily harm on another person.
- Possessing alcohol or restricted drugs.
- Being under the influence of alcohol or drugs.
- Swearing at a teacher or at another person in a position of authority.
- Persistently opposing authority.
- Committing an act of vandalism that causes damage to school property or to property located within the premises of the student's school.
- Bullying.
- Habitually neglecting duty.
- Physical fighting, verbal assault, putting hands on another person.
- Any act considered by the principal to be injurious to the physical or mental well-being of members of the school community; or to the moral tone of the school.
- Any act considered by the principal to be contrary to the Windsor-Essex Catholic District School Board or School Code of Conduct.

IMMEDIATION SUSPENSION and **EXPULSION HEARING** for the following:

- Possessing a weapon, including possessing a firearm.
- Using a weapon to cause or threaten bodily harm to another person.
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
- Committing sexual assault.
- Trafficking in weapons, illegal or restricted drugs.
- Committing robbery.
- Giving alcohol to a minor.
- An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others.
- A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others.
- Activities engaged by the student on or off the school property that causes the student's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or board.

- Activities engaged in by the student on or off school property that have caused extensive damage to the property of the board or to goods that are/were on Board property.
- The student has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him/her that s/he is persistently resistant to making changes in behaviour which would enable him/her to prosper.
- Any act considered by the principal to be a serious violation of the Board or School Code of Conduct.

WEAPONS

- Zero tolerance will be strictly enforced.
- Weapons of any kind, if found, will be confiscated immediately and the authorities will be contacted with criminal charges to ensue.
- The use and production of any object as a weapon will result in school disciplinary action and the offender will be subject to prosecution.

NOTE: If a student is suspended from school he/she MAY NOT be on the property and MAY NOT participate in any school activity on or off school

TYPES OF HARASSMENT

NON-VERBAL

Avoidance or exclusion: A direct or indirect attempt by a group to exclude others on the basis of sex, race, ethnic origin or sexual orientation.

VERBAL

Name calling: Regardless of intent, any demeaning description of or reference to people on the basis of sex, race, ethnic origin or sexual orientation.

Teasing or Jokes: Regardless of intent (or of whether or not members of that marginalized group are present), demeaning stories, jokes or comments that target a particular group or perpetuate negative stereotypes.

Slurs or Insults: Statements, which are meant to demean or degrade whether or not there is an attempt to conceal the intention through humour.

Graffiti: Degrading or insulting words, messages, slo-

gans, pictures, etc., written on or in school property.

Composition and/or distribution of derogatory material: Composing and/or distributing written or printed materials containing views, which are biased and harmful. The internet is a powerful tool if used wisely; however, illegal and offensive use of it is unacceptable and may lead to serious consequences such as suspension or expulsion.

Threatening or Terrorizing: An event or series of events meant to intimidate or suggest harm to body or property. This also includes the solicitation of money or something of value from any person in return for protection or in connection with a threat to inflict harm.

PHYSICAL

Vandalism: Destruction or mutilation of school and/or personal property.

Fighting or Physical Assault: Engaging in or inciting physical contact, which may inflict physical harm on anyone. This could be spontaneous or premeditated.

NOTES:

Non-Intervention in Incidents: Witnessing any of the above without attempting to prevent or report the incident is not acceptable since such lack of action may imply approval.

Reporting Procedure: Students who witness or are the victims of harassment should seek assistance from an adult, friend, or staff member when such a situation arises.

Consequences of Harassment as indicated in the Safe Schools Act and Accepting Schools Act.

Unacceptable behaviour may lead to:

- Suspension or expulsion.
- Police involvement.
- Loss of school privileges and other consequences.



BULLYING PREVENTION AND INTERVENTION

In recognition of the importance of addressing bullying, which can have a significant impact on student safety, learning and the school climate, bullying has been added to the list of infractions for which suspension must be considered.

Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's feelings, self-esteem or reputation.

Bullying adversely affects:

- **A student's ability to learn.**
- **Healthy relationships and the school climate.**
- **A student's family life.**
- **A school's ability to educate its students.**

Bullying will not be accepted on school property, at school-

related activities, on school buses, or in any other circumstances (e.g. online) where engaging in bullying will have a negative impact on the school climate.

EQUITY POLICY

We believe that education plays a critical role in preparing young people to grow up as productive, contributing and constructive citizens in the diverse society of Ontario.

We believe that all students should feel safe at school and deserve a positive school climate that is inclusive and accepting, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

We believe that a healthy, safe and inclusive learning environment where all students feel accepted is a necessary condition for

student success.

HARASSMENT

Any and all aggressive behaviour, including sexual, physical, verbal and non-verbal, will be considered harassment and dealt with by administration and/or legal authorities.

Zero tolerance will be enforced in all areas of the school, school related functions and school transportation.

Students that are being harassed may attempt to deal with it by asserting themselves and telling the person to stop. If this does not work, they should speak to their guidance counsellor or school administration about the situation.

Despite our best intentions however, incidents may occur in our school or at school activities. Below are some examples of unacceptable behaviour.

IF YOUR CHILD IS BEING BULLIED:

DON'TS

1. **Don't minimize, rationalize, or explain away the bully's behaviour.**
2. **Don't rush in to solve the problem for your child.**
3. **Don't tell your child to avoid the bully.**
4. **Don't tell your child to fight back.**
5. **Don't confront the bully or the bully's parents alone.**

DO'S

1. **I hear you; I am here for you; I believe you; you are not alone in this.**
2. **It is not your fault.**
3. **There are things you can do.**
4. **Write events down to make sense of all the facts.**
5. **Report the bullying to school personnel.**



HOW TO REPORT:

1. Arrange a meeting for you and your child with the appropriate person at the school such as a guidance counsellor, school administration or a teacher.
2. Bring to the meeting the facts in writing-the date, time, place, kids involved, and the specifics of the incident-and the impact the bullying has had on your child as well as what your child has done to try to stop the bullying that didn't work.

Work with your child and school personnel on a plan that addresses what your child needs right now in order to feel safe, what he/she can do to avoid being bullied and to stand up to any future bullying, and whom he/she can go to for help.

SEVEN STEPS TO STOP BULLYING

1. Discipline: 3R's restitution, resolution, and reconciliation.
2. Create opportunities to "do good".
3. Nurture empathy.
4. Teach friendship skills.
5. Closely monitor TV viewing, video games and computer activities.
6. Engage in more constructive, entertaining, energizing activities.
7. Teach ways to "will good".

THE BYSTANDER

Bystanders are the third group of players in bully/harassment issues. They are the supporting cast who aid and assist the bully, through acts of omission and commission. They stand idly by or look away, or they can actively encourage the bully or join in

and become one of a bunch of bullies. Injustice overlooked or ignored becomes a contagion that infects even those who thought they could turn away.

STANDING UP AND SPEAKING OUT

Bullying is challenged when the majority stands up against the cruel acts of the minority. Establishing new norms, enforcing rules, and increasing supervision are policy decisions that can help reduce the incidents of bullying. Since much of the bullying goes on "under the radar of adults", a potent force is kids themselves showing bullies that they will not be looked up to, nor will their cruel behaviour be condoned or tolerated. Kids need not be bystanders. They can become active witnesses, standing up for their peers, speaking out against injustices, and taking responsibility for what happened among themselves.

Any student who is considered a "bystander" may be consequenced by

school personnel, including suspension.

PHYSICAL ASSAULT OR AGGRESSION

Any student who threatens to inflict, inflicts or encourages others to inflict bodily harm on another student will be suspended.

Physical assault or casual assault causing bodily harm requiring professional medical treatment will result in immediate suspension and may result in a referral to the Board for expulsion.

A violent incident report will also be placed in the student's OSR.

FOR MORE INFORMATION ON THESE TOPICS

"Making Ontario's Schools Safer, What Parents Need to Know" please visit:

<http://mail.wecdsb.on.ca/~101>

"Drug Awareness" please visit: www.wecdsb.on.ca/Parents/community (Substance Abuse) Anti-bullying

CELL PHONES / ELECTRONIC DEVICES

Electronic devices will only be allowed in the classroom with teacher permission and consent from the Principal. All electronic devices allowed are for academic purposes and students must sign a contract for its intended use and purpose in the scheduled class. Cell phones can be used at lunch in the cafeteria or outside. **The school is not responsible if a phone or electronic device is lost or stolen.**



If it is necessary for parents/guardians to contact a student during school hours please contact the office by calling **519-256-7801**.

COMPUTER / INTERNET POLICY

Computers are available throughout the school: in the library, computer labs and some classrooms. Access is limited to regular school hours except with special permission. The following computer policy will be enforced and violators will be denied computer privileges.



Assumption is now wireless. Login information is posted throughout the school. Students may use wireless electronic devices including smart phones, iPods, iPads, laptops in the cafeteria, library, and classrooms when their teachers allow it for academic purposes only. Please refer back to Responsible Internet Policy.

No outside devices may be plugged into the school network via Ethernet cabling.

Only legally obtained software may be loaded on any individual computer or the school computer network and only by the Computer Software Technician. Illegal software will be removed.

Users who willfully damage hardware or modify system files or other files not belonging to them will be subject to disciplinary action (including removal of computer access, detention and suspension).

Internet access is offered to students for research purposes only. Chat lines, instant messaging and similar internet facilities are **NOT** allowed.

Internet users are expected to practice proper etiquette (classroom standards of behaviour and language) and safe surfing (do not identify yourself or school by name, address or phone without permission). Students are expected to exercise good judgement when selecting Internet sites to visit. Improper use of Internet access may result in disciplinary action and parental contact.

LOCKERS AND LOCKS

All students must purchase a school lock at the cost of \$10.00 (cash only) and use their assigned locker. Lockers are the property of the school and must be kept neat, clean and free of graffiti or suggestive pictures. Students are NOT to share lockers and should not share their locker combinations with other students.

ASSUMPTION PROGRAMS

Assumption course catalogue and IB catalogues can be found on our school website. Please visit www.wecdsb.on.ca/acs.

INTERNATIONAL BACCALAUREATE (IB) PROGRAMME

The IB Middle Years Program (grades 9 & 10) is an academic framework that encourages students to make connections between their work in the classroom and the real world. The framework is comprised of eight subject groups, providing a broad and balanced education for early adolescents. Students completing the MYP are well-prepared for the IB Diploma Programme (DP) in Gr. 11 & 12.

The International Baccalaureate (IB) Diploma Programme is a two-year pre-university course of study designed to meet the needs of highly motivated students and to promote international understanding. The International Baccalaureate Programme at Assumption College Catholic High School will prepare students for post-secondary environments while developing a genuine love of learning.

Please contact Ms. Trudell, the DP coordinator or Mrs. Gursoy, the MYP coordinator, for more information.



PARENT RESPONSIBILITIES:

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents are partners in the education of their children.

Parents agree to respect and support the Catholic nature of the school.

Parents agree to sign permission forms when they approve a school request.

Parents are invited to contact the school if they have questions or concerns about a request.

Parents are encouraged to cooperate with the school if the student's program or performance requires special attention.

Parents are encouraged to help their children be neat, appropriately dressed and prepared for school.

PARENTS AGREE TO FULFILL THEIR RESPONSIBILITIES:

Persons of compulsory school age must attend school punctually and regularly. Parents agree to support this legal requirement.

Parents are encouraged to become familiar with the Code of Conduct and school rules.

When students are absent from school, parents are asked to inform the school of the reason.

Parents are encouraged to work with school staff to resolve any behavioural problems which may arise.

Parents are encouraged to show

an active interest in their child's school work and progress.

GRIEVANCE PROCEDURE:

If a student or a parent has a grievance with a particular teacher, he/she will follow the proper procedure:

STEP 1

Contact the teacher, make an appointment and discuss the problem thoroughly and honestly. If the issue is of an academic nature, the appropriate department head should be contacted.

STEP 2

If step 1 fails to resolve the grievance, see the Vice-Principal or Principal to arrange a meeting with the teacher to discuss the problem. You may be asked by the school Principal to put the grievance in writing.

MEDICATIONS:

Board Policy prohibits the school from administering over-the-counter and non-prescription medication to students. The school must be made aware of any change to your medical history. Medical forms are available in the Main Office.

EXAM POLICY:

Everyone must write exams on the scheduled date. Students missing an exam without a valid excuse will be assigned a grade of zero on the exam. In addition, the student will be placed on academic contract. **Textbooks** are the property of the school and must be returned in good

condition prior to exams.

ASSUMPTION ACADEMIC SCHOOL POLICY

If a student is found guilty of plagiarism or cheating, the following penalties may occur:

The student may receive a "0" for the work.

The student's parents or guardians will be notified by the teacher to whom the plagiarized work and the student may face another disciplinary action. The student's parents or guardians will be notified by the teacher to whom the plagiarised work was submitted, and the student may face further disciplinary action.

MANDATORY RETREAT POLICY

During the course of the school year, students in Grades 9 through 12 religion classes are required to participate in a day of reflection and/or retreat as scheduled and arranged through the Campus Ministry Office. These days are a vital part of the religion course and are mandatory for the course completion. They are not field trips and if a student elects not to attend the assigned religious activity, the absence will be considered as truancy, regardless as to whether the student remained in his/her normally scheduled classes. In such cases, completion of an assignment is required. Attendance at school masses is mandatory and any absence will also be considered as truancy.

COOPERATIVE EDUCATION

The following experiential learning programs are available to students at Assumption College Catholic High School:

Co-op (Cooperative Education), O.Y.A.P. (Ontario Youth Apprenticeship Program) and Specialist High Skills Major - Hospitality & Tourism, Specialist High Skills Major - Aviation, Dual Credit.

All students, whether bound for university, college, apprenticeship or the workplace, can make better career related decisions with involvement in one or more of these programs, as well as developing the knowledge, skills and attitudes that are essential in today's society.

For further information about the programs and how to apply, contact an Experiential Learning teacher or your Guidance Counsellor.



WITHDRAWAL FROM A COURSE

Withdrawal from a course is a significant decision. It should only be considered if staying in the course is detrimental for a student's future. Students with less than 24 credits must carry 8 credits a year. Students with 24 or more credits may choose to take fewer than 8 credits, keeping in mind the need to fulfill all diploma requirements and entrance requirements for post-secondary programs. Withdrawal from a senior course is permitted up to five days following the issue of the mid-term report. In such cases the course does not appear on the transcript. Permission to drop a course will be granted only when the course is not a program

entrance requirement. In all other cases, students will be expected to complete the course. Permission from the Principal is required if withdrawal from course would make that student part time.

POLICY FOR STUDENTS WISHING TO RETURN FOR 9TH SEMESTER

Some students require additional time to complete the diploma requirements or to earn pre-requisites for post-secondary programs. All diploma-earning students wishing to return for a 9th semester are required to submit an application to Administration by the end of the first week of the second semester. An interview with Administration will be scheduled and a decision

will be made by March Break. Anyone requesting to return for a 9th semester must complete the 40 Hours Community Service prior to submission of the application. Application forms are available from the Guidance Counsellors. Students in their 9th semester require permission of the Principal to participate in all extra-curricular activities.



SPECIAL EDUCATION

The Special Education Department, in consultation with school personnel, parents/guardians and community agencies, works to design specific programs for students with special needs. Educational support is provided through Resource Withdrawal, Resource Assistance or the Life Skills Program.

Other Special Education Services include:

- ◆ identification of learning problems;
- ◆ development of the IEP (Individual Education Plan) in consultation with student, parents/guardians, school personnel and community agencies;
- ◆ academic testing;
- ◆ referral for psychological, neuropsychological and/or speech assessment;
- ◆ liaison with community agencies;

CAMPUS MINISTRY

Campus Ministry works to promote each person's relationship with God through presence, prayer, support and celebration. Through this program, we offer an opportunity for practical application of faith, so that students might grow in their commitment to God within our Roman Catholic Tradition and to their fellow human beings. We also offer mediation to assist students to resolve conflicts peacefully.

GUIDANCE

Guidance Counsellors assist students by providing academic, career, and personal counselling. All students will receive appointments to meet with their Guidance Counsellor. Students may also request an appointment to meet with a Guidance Counsellor as needed. Parents/Guardians are invited to call the Guidance Department to request an appointment with a Counsellor.

GRADUATION

A student is eligible to participate in the commencement exercises and obtain the Ontario Secondary School Diploma as soon as the requirements set by the Ministry of Education have been met as follows:

- ◆ Having earned a minimum of 30 credits (18 compulsory, 12 elective);
- ◆ Having completed 40 hours of community service;
- ◆ Having successfully completed the Ontario Secondary School Literacy Test;
- ◆ Having no suspension at time of Graduation.



The Certificate of Education or OSSC (Ontario Secondary School Certificate may be awarded to a student receiving 14 or more credits, but who is unable to obtain the 30 credits required for the OSSD.) Such a student may participate in the graduation ceremonies. **It is the responsibility of the student to inform the school when he/she chooses to graduate by submitting an "Intent to Graduate" form available in the Guidance Office.**

SPECIALIST HIGH SKILLS MAJOR

The Specialist High Skills Major (SHSM) is a ministry-approved specialized program that allows students to focus their learning on a specific economic sector while meeting the requirements for the Ontario Secondary School Diploma (OSSD) and assists in their transition from secondary school to apprenticeship training, college, university or the workplace. A SHSM enables students to gain sector-specific skills and knowledge in the context of engaging, career-related learning environments and helps them focus on graduation and on pursuing their post-secondary goals.

The SHSM allows a student to experience a range of customized, career-focused learning opportunities. It enables a student to take courses in an area of interest related to a particular sector while working towards an OSSD.

The focused learning experiences of a SHSM program give students the opportunity to explore, identify and refine career goals and make informed decisions related to post-secondary education, training and next steps towards a career.

The experiential learning opportunities provided in an SHSM enable students to refine their skills and improve their work habits, gain confidence in their ability to succeed and see the connections between their studies, the world beyond high school and their future careers.

Students are also able to begin to establish relationships and networks in their chosen fields.



Students who graduate with an SHSM can look forward to improved prospects after secondary school because of the recognition and support for the SHSM framework content from a variety of representatives from the economic sector, apprenticeship training programs, colleges and universities.

PARKING PASS RULES:

All students must park in the Main School lot as there is no student parking in the Catholic Education Centre lot. Careless driving could result in loss of parking privileges. All students must complete a parking pass application. These applications are to be picked up and returned to the Attendance Office.



Main Office

519) 256-7801



Attendance Line

(519) 256-2338

Just a reminder...



COVID-19 screening tool for students and children in school and child care settings

Version 1: August 26, 2021

Students and children must screen for COVID-19 every day before going to school or child care.
Parents/guardians can fill this out on behalf of a child.

Date (mm-dd-yyyy) _____

Screening questions

1. Is the student/child currently experiencing any of these symptoms?

The symptoms listed here are the symptoms most commonly associated with COVID-19. Our guidelines for children and adults continue to evolve as we learn more about COVID-19, how it spreads, and how it affects people in different ways.

Choose any/all that are new, worsening, and not related to other known causes or conditions they already have.

Fever and/or chills Yes No

Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher and/or chills

Cough or barking cough (croup) Yes No

Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, or other known causes or conditions they already have)

Shortness of breath Yes No

Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions they already have)

Decrease or loss of taste or smell Yes No

Not related to seasonal allergies, neurological disorders, or other known causes or conditions they already have

Nausea, vomiting and/or diarrhea Yes No

Not related to irritable bowel syndrome, anxiety, menstrual cramps, or other known causes or conditions they already have

2. Did the student/child receive their final (or second in a two-dose series) COVID-19 vaccination dose more than 14 days ago, or have they tested positive for COVID-19 in the last 90 days and have since been cleared? Yes No

If YES, skip questions 3, 4, 5.

3. Is someone that the student/child lives with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms? Yes No

If the individual experiencing symptoms received a COVID-19 vaccination in the last 48 hours and is experiencing mild fatigue, muscle aches, and/or joint pain that only began after vaccination, select "No."

4. In the last 10 days, has the student/child been identified as a "close contact" of someone who currently has COVID-19? Yes No
If public health has advised you that you do not need to self-isolate, select "No."
5. In the last 10 days, has the student/child received a COVID Alert exposure notification on their cell phone? Yes No
If they already went for a test and got a negative result, select "No."
6. In the last 14 days, has the student/child travelled outside of Canada AND:
 - been advised to quarantine as per the federal quarantine requirements AND/OR
 - is the student/child under the age of 12 and not fully vaccinated? Yes No
If travel was solely due to a cross border custody arrangement, select "No."
7. Has a doctor, health care provider, or public health unit told you that the student/child should currently be isolating (staying at home)? Yes No
This can be because of an outbreak or contact tracing.
8. In the last 10 days, has the student/child tested positive on a rapid antigen test or a home-based self-testing kit? Yes No
If the student/child has since tested negative on a lab-based PCR test, select "No."

Results of screening questions

! If you answered "YES" to any of the symptoms included under question 1, do not go to school or child care.

- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.
- Talk with a doctor/health care provider to get advice or an assessment, including if the student/child needs a COVID-19 test.
 - Siblings or other people in your household must stay at home until the student/child showing symptoms tests negative, or is cleared by your public health unit, or is diagnosed with another illness. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
- Contact your school/child care provider to let them know about this result.

! If you answered "YES" to question 3, do not go to school or child care.

- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.
- The student/child can return to school or child care after the individual with symptoms tests negative, is cleared by your local public health unit, or is diagnosed with another illness.
- Contact your school/child care provider to let them know about this result.

! If you answered "YES" to question 4, do not go to school or child care.

- The student/child must isolate (stay home) for 10 days and not leave except to get tested or for a medical emergency.
- Talk with a doctor/health care provider to get advice or an assessment, including if they need a COVID-19 test. The student/child can only return to school/child care after 10 days, even if they get a negative test result, as long as they do not develop any symptoms.
 - Siblings and other people in your household can go to school, child care or work, but must not leave the home for other non-essential reasons. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
- If the student/child develops symptoms or tests positive, contact your local public health unit or doctor/health care provider for more advice.
- Contact your school/child care provider to let them know about this result.



If you answered “YES” to question 5, do not go to school or child care.

- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.
- Visit an assessment centre to get them a COVID-19 test.
 - If they test negative (they do not have the virus), they can return to school/child care.
 - If they test positive (they have the virus), they need to continue isolating and can return only after they are cleared by your local public health unit.
- If they develop symptoms, contact your local public health unit or doctor/health care provider for more advice.
 - Siblings or other people in your household can go to school, child care or work, but must not leave the home for other, non-essential reasons until the individual who got the COVID alert tests negative, or is cleared by your local public health unit. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
- Contact your school/child care provider to let them know about this result.



If you answered “YES” to question 6, do not go to school or child care.

- The student/child must follow federal guidelines for individuals who have travelled internationally, including not going to school/child care for 14 days after their arrival and getting tested as per federal requirements.
- If the student/child has been directed to quarantine, they must stay home for 14 days and not leave except to get tested or for a medical emergency. For more information on federal requirements for travellers, please see the [Government of Canada's website](#).
- If the student/child develops symptoms and/or tests positive, contact your local public health unit or doctor/health care provider for more advice.
- Contact your school/child care provider to let them know about this result.



If you answered “YES” to question 7, do not go to school or child care.

- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.
- Follow the advice of public health. The student/child can return to school/child care after they are cleared by your local public health unit.
- If the student/child develops symptoms, contact your local public health unit or doctor/health care provider for more advice.
 - Siblings or other people in your household must stay at home until the student/child tests negative, or is cleared by your public health unit. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to stay home.
- Contact your school/child care provider to let them know about this result.



If you answered “YES” to question 8, do not go to school or child care.

- The student/child must isolate (stay home) and not leave except to get tested or for a medical emergency.
- Visit an assessment centre to get them a COVID-19 test.
 - If they test negative (they do not have the virus), they can return to school/child care.
 - If they test positive (they have the virus), they need to continue isolating and can return only after they are cleared by your local public health unit.
- If they develop symptoms, contact your local public health unit or doctor/health care provider for more advice.
- Siblings or other people in your household must isolate until the individual who tested positive on the rapid antigen test or home-based self-testing kit tests negative on a PCR test or is cleared by the local public health unit. Household members who are fully vaccinated or previously positive for COVID-19 in the last 90 days and have since been cleared are not required to isolate.
- Contact your school/child care provider to let them know about this result

- ✔ If you answered “NO” to all questions, your child may go to school/child care. Follow your school/child care provider’s established process for letting staff know about this result.

As per regular protocols, all sick individuals with any symptoms of illness should stay home, and seek assessment from their regular health care provider if required. Individuals with severe symptoms requiring emergency care should go to their nearest emergency department. If an individual develops symptoms outside of the list above, the Public Health Unit may recommend other measures including testing based on an assessment of the individual’s symptoms and exposure history.

MASKS

Students in Grades JK to 12 are required to wear properly fitted non-medical or cloth masks indoors in school, including in hallways and during classes. Students in Grades JK to 12 are also required to wear a non-medical or cloth mask on school buses according to the Windsor- Essex Student Transportation Service (WESTS) Protocol.

Masks may be temporarily removed indoors to consume food or drink. Students are not required to wear masks outdoors, but distancing will be encouraged as much as possible. Parents/guardians are responsible for providing a non-medical or cloth mask for their child. A supply of non medical masks will be available at schools for those students who may require one. Students are expected to bring their own masks to wear on student transportation and at school.



Students who seek an exemption from the mask requirements on the basis they are medically fragile or have pre-existing medical conditions must provide a doctor’s note affirming that wearing a face mask could exacerbate their condition and be harmful to them. In such cases the board shall provide reasonable and appropriate accommodations in accordance with the Ontario Human Rights Code.

Schools will share information about those students who are exempt from having to wear a mask with Windsor-Essex Student Transportation Services so that bus operators will know which students are exempt.

Assumption Mission Statement

**As the learning community of
Assumption College Catholic
High School,**

**building on a tradition
of “Goodness, Discipline and
knowledge”**

**we are called to nurture and
celebrate our gifts and talents, to grow
in the service of others,
and to develop our relationship with
God within our
Roman Catholic Tradition.**

