Windsor Essex Catholic District School Board

120 Ellison Avenue
Leamington, Ontario N8H 5C7

Office: (519) 322-2804
Fax: (519) 322-4214

STUDENT ABSENCES
24 Hour Attendance Line
(519) 322-2852

ADMINISTRATION
Principal: Mr. J. Georges
VP/IB Coordinator: Mrs. R. Taouil
Vice Principal: Mr. J. Schiller
Administrative Assistant: Ms. M. Findlay

SECRETARIAL STAFF
Attendance Secretary: Ms. R. McLean
Guidance Secretary: Ms. T. Festa
Main Office Secretary: Ms. S. Anastacio

DEPARTMENT HEADS
Arts: Ms. M. Ciotoli
Social Science:
Catholic Studies: Mr. R. Ouellette
Co-Op Business:
English: Ms. L. Longpre
Guidance: Mr. J. Tellier
Languages: Mr. M. Jraiche
Mathematics: Ms. S. Latour
Physical Education: Ms. J. Brown
Science: Ms. S. DiLaudo
Special Education: Ms. P. Zuccato
Technological Studies: Mr. C. Church

Campus Minister: Mr. J. Leroux
Student Success Teacher: Mrs. K. Logan

SCHOOL LUNCH DETENTIONS
Tues. and Thurs.
11:00 AM to
11:15AM
Room 215

Cardinal Carter Secondary School
Student Handbook
2025-2026

SCHOOL CALENDAR

P.A. Day	Monday, September 1 2025
Semester 1 Starts	Tuesday, September 2, 2025
P.A. Day	Friday, September 19, 2025
Thanksgiving	Monday, October 13, 2025
P.A. Day	Friday, October 17,2025
P.A. Day	Friday, November 14, 2025
Christmas Break	Monday, December 22, 2025 - Friday, January 2, 2026
Semester 1 Exams	Friday, January 23 - Thursday, January 29, 2026
P.A. Day	Friday, January 30, 2026
Semester 2 Starts	Monday, February 2, 2026
P.A. Day	Friday, February 27, 2026
Family Day	Monday, February 16. 2026
March Break	Monday, March 16 - Friday, March 20, 2026
Good Friday	Friday, April 3, 2026
Easter Monday	Monday, April 6, 2026
P.A. Day	Friday, April 24, 2026
Victoria Day	Monday, May 18, 2026
Semester 2 Exams	Friday, June 19 - Thursday, June 25, 2026
P.A. Day	Friday, June 26, 2026

At Cardinal Carter, we expect that students will:

- **Participate fully in celebrations of our faith as they are scheduled**
- 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 and vandalism or litter.
- Abide by the rules of the school at all school related activities.
- Remain in the locker assigned to you. Students must use school issued lock. **DO NOT share lockers or combinations.**
- Clean up after themselves at lunch in the cafeteria.
- Not carry gym bags or coats into the classroom and/or cafeteria.
- Sign in and out of the building PROPERLY using attendance office during lunch. This is mandatory for the safety of all students. There are no exceptions.

UNIFORM EXPECTATIONS

- Students are to be in a proper fitting uniform starting the first school day.
- Students not in proper uniform will not be allowed to attend class.
- The uniform is to be worn as purchased from the supplier **without alterations**.
- The dress (white with logo), golf and rugby shirts are designed to be worn untucked.
- A uniform shirt must be worn under a uniform sweater.
- Undershirts are to be white only without any design/writing, etc. Long sleeve undershirts cannot be worn under short sleeve dress or golf shirts.
- Hats are not to be worn anywhere within the school building.
- Students are expected to wear the uniform during lunch hour. Non-uniform coats, jackets or sweaters are not allowed in the school.

Attendance

ATTENDANCE POLICY

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. If possible, please plan family vacations around the school calendar and arrange medical or dental appointments outside of school hours.

****If a student is absent and it is not cleared by parent or guardian within 24 hours, an automatic detention will be given. ****

24 Hour Attendance Line: (519) 322-2852

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 they have an appointment that will cause them to miss a scheduled in-class assessment, such a quiz, test, lab or presentation. It is the responsibility of the student to arrange for an alternate test day. Missed make up tests may result in a zero.

STUDENT ABSENCE

The Education Act of Ontario (Section 23, Regulation 298) states: *When a pupil returns to school after an absence, a parent/guardian 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 is absent due to illness or other legitimate reasons, a parent/guardian is to phone the school **before 8:00 am on the day of the absence. NOTE: The attendance phone line 519-322-2852 is available 24 hours per day. Please leave a message with student name and reason for absence.**

Absences, which have not been cleared by 2:00 pm, will be considered truancies and parents/guardians will be notified by the Board's computerized attendance phone system. The message will be sent to the student's home phone number. These truancies will result in one detention per period or a suspension depending on the student's discipline history. Only under extenuating circumstances, which must be clearly explained in writing by a parent, will a note explaining the absence be acceptable the next school day. There are occasions when an attendance error is committed. If this is the case, the student will be admitted once this is cleared up, without consequence.

Phone messages and notes may be randomly checked for validity. **Fraudulent calls or notes may result in suspension.**

An eighteen-year-old student may clear his/her own attendance for valid and verifiable absences using the same procedure followed by parents/guardians. Attendance entries will be monitored and limited to five sign in or sign outs per semester. Once five entries have been recorded, consultation with the Vice-Principal will be required. Administration reserves the right to deem whether or not an absence should be excused. Consequences may be issued. Sign out privileges are revoked on days of special activities or school masses.

Attendance in all classes is mandatory on the day that you participate in school-initiated activities. **If you do not attend all classes, you will not be allowed to participate. Under no circumstances should a Cardinal Carter student be on the property of another school during the school day. Do not arrange to meet or invite students from other schools to visit Cardinal Carter at any time.**

LATES

The school day commences at 8:15 am. 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 form class to class. Students considered chronically late for a particular period will be referred to the Vice Principals.

CHRONIC LATE POLICY

Students that are not in class at the start of class 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 after 8:30am are must report to the Attendance Office for an Admit to Class slip..

1-4 Lates:	Student issued warning from the office
5 Lates:	Chronic Late Form issued to student
6-7 Lates:	The student will be issued a detention
8+ Lates:	The teacher will send student to Attendance Office immediately and fill out a Conduct Form. If chronic truancy persiste, 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 of school activities should report to the Attendance Office with a note in order to receive Excused Late Admit to Class slip

TRUANCY POLICY

Truancies 1-5:	Student will be issued a detention
Truancies 6+:	If chronic truancy persists, progressive discipline and intervention strategies will be put into place.

Detentions:

- Detentions are served by students on Tuesdays and Thursdays, from 11:00 - 11:20 in Room 215
- Detention dates are only changed if a student is absent. It is then automatically moved to the next detention day. Upon missing a detention a second time, the detention will be doubled. If a student misses a detention for a third time, a one-day suspension will ensue.
- The accumulation of too many office detentions may result in a suspension.

STUDENTS WHO HAVE ACCUMULATED MORE THAN 5 DETENTIONS IN A SEMESTER ARE SUBJECT TO SUSPENSION AT THE DISCRETION OF ADMINISTRATION.

STUDENT DRESS CODE

Students are expected to be clean and dress appropriately at all times. All students are required to wear a uniform every day unless specifically excused for a special occasion (i.e. dress up or casual dress days).

Cardinal Carter Uniform Articles available at Freeds of Windsor

A Cardinal Carter flyer is available in the First Class section of Freeds (1526 Ottawa St., Windsor, 258-6532). To avoid confusion, it identifies all of Cardinal Carters uniform articles. It is the responsibility of parents/guardians to ensure the items are part of Cardinal Carters uniform policy, and are not a part of another school's uniform policy, and that the items fit properly before leaving Freeds. Freeds will make any needed adjustments to ensure the best fit for your child for up to a year after purchase. The salespersons are bound to follow school Administration directives regarding our school uniform policies.

There are additional uniform pieces available for purchase directly from the Cardinal Carter Gear Website

www.tinyrul.com/cartergear

**Families experiencing financial hardship may contact the principal for a uniform subsidy.

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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.

WECDSB SMOKING/VAPING POLICY

Cardinal Carter Secondary School is a smoke free environment. There is no smoking or vaping permitted anywhere on school property. **This includes washrooms. Do not gather in the washrooms for any reason.**

WECDSB SMOKING/VAPING POLICY

Cardinal Carter Secondary School is a smoke free environment. There is no smoking or vaping permitted anywhere on school property. **This includes washrooms. Do not gather in the washrooms for any reason.**

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 lesson.

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

Grade 9:	1 & ½ hours
Grade 10:	2 hours
Grade 11:	2 & ½ 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.

Cardinal Carter offers support throughout the school day through our Student Support Room 215 as well as our Student Success Teacher.

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.
- 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 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

IMMEDIATE SUSPENSION and proceed to an **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 per
- 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 they have not prospered by the instruction available to them, that they are persistently resistant to making changes in behaviour which would enable them 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, they MAY NOT be on the property and MAY NOT participate in any school activity on or off school property

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 or 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, slogans, Pictures, etc.. written on or in school property.

Cyber-Bullying and Social Media: 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 mutiilation 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 of premeditated.

NOTES:

Non-Intervention to 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

COOPERATIVE EDUCATION

The following experiential learning programs are available to all students at Cardinal Carter Secondary School. Co-op (Cooperative Education), O.Y.A.P. (Ontario Youth Apprenticeship Program) and Specialist High Skills Major - Construction, Healy & Wellness and Hospitality & Tourism.

All students, whether bound for university, college, apprenticeship or the workplace, can make better career related decisions with involvement in one of 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 or 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 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 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 thee Principal is required if withdrawal from a 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 prerequisites 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 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 the program, we offer an opportunity for practical application of faith, so that students might grow in their commitment to God within Roman Catholic Tradition and to their fellow human beings. We also offer meditation to assist students to resolve conflict peacefully.

GUIDANCE

Guidance Counsellors assist students by providing academic, career, and personal counseling. 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 Guidance 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:

- Earn a minimum of 30 credits (18 compulsory, 12 elective)
- Complete 40 hours of community service
- Earn at least two online learning credits
- Successfully completed the Ontario School Literacy Test

Mental Health and Well Being

The Windsor-Essex Catholic District School Board is committed to providing all students with the opportunity to reach their academic, emotional, physical and spiritual potential in a safe, caring and inclusive school environment

Resources

- ***Kids Help Phone:*** This is the only 24/7 support service available. Professional counselling, information, and referrals are provided. Volunteer-led, text-based support is offered in both English and French. For immediate help you can call or text.

  Call: 1-800-668-6868\
  Text CONNECT to 686868\

- ***Windsor-Essex County Telehealth Options***:

  RCC (Replaces Walk-In Clinic): Provides quick, confidential access to mental health services for children and youth up to 18 years of age.

  Hours: Monday to Thursday, 8 a.m. to 8 p.m.; Friday 8 a.m. to 4:30 p.m.
  Call 519-257-5437

- ***Windsor-Essex Counselling Support Line:*** Professional counsellors who are members of the Ontario College of Social Workers.
  Call 519-946-3277 or 1-877-451-1055

- **Maryvale**: Offers phone-based single-session mental health services for youth aged 13-17 who are experiencing distress.
  Hours: Monday to Friday, 9 a.m. to 5 p.m.

  Call 519-419-1397

- **Canadian Mental Health Association:** CMHA-WECB has a Pandemic Response Therapist who is available to see new clients (16+ years) who are struggling with moderate-to-severe anxiety, depression, grief, trauma, PTSD, etc. as a result of the COVID-19 pandemic

  Contact Coordinated Access at 519-973-4435

- **Family Services Windsor-Essex**: Counselling and advocacy services.

  Call 1-888-933-1831 for information on how to access services
  Email: info@fswe.ca if you need support

- **Hotel-Dieu Grace Healthcare:** Provides crisis intervention services to students 16 years and older.

  Hours: 24-hour crisis line
  Call 519-973-4435

Download the FREE Bus delays/cancellations app!

- Receive notifications for delayed and cancelled school board provided yellow buses
- Receive notifications specific to your child and/or school
- Free download on your apple or android device

Accessing your child's bussing information is as easy as creating an account!
Follow the steps below to set up your account

Step 1) Go to www.buskids.ca
Step 2) Click on "Create Account", follow the onscreen instructions to validate account
Step 3) Log into new account and then add student (one at a time)

Once your account has been set up you simply log in and view bussing information. **Transportation information must be checked each summer after Aug 15 as routes/times do change from year to year.**

Activity Fee

The student activity fee of $60.00 is upon registration. This fee helps to subsidize transportation, guest speakers, student ID card, partial cost of yearbook and other student-based programs. Please be advised that there will be other fundraising efforts for which we will request your active participation. Students who cannot afford the activity fee will not be penalized..

School Credo

Integrity, loyalty, discipline and understanding are values which empower us at Cardinal Carter Catholic Secondary, to spread the good news of Jesus Christ, to nurture a love for lifelong learning and to serve others.

Le Credo

L'intégrité, la loyauté, la discipline et la bonne intelligence sont les valeurs qui nous permettent à L'École Secondaire Cardinal Carter de communiquer la Bonne Nouvelle de Jésus-Christ, de nourrir l'amour de la formation tout au long de la vie, et de servir les autres.

REGULAR SCHEDULE		MASS SCHEDULE		ASSEMBLY SCHEDULE	
Period 1	8:15-9:33	Period 1	8:15 - 9:21	Period 1	8:15-9:15
Announcements	**9:38**	**MASS**	**9:30 - 10:31**	Period 2	9:20-10:20
Period 2	9:39-10:56	Period 2	10:36 - 11:34	**Period 3**	10:25-11:25
Grace	**10:54**	**LUNCH**	**11:34 - 12:09**	**LUNCH**	**11:25-12:05**
LUNCH	**11:00-11:36**			Period 4	12:10 - 1:10
Period 3	11:39-12:54	Period 3	12:14-1:12	**Assembly**	1:15 - 2:15
Period 4	1:00-2:15	Period 4	1:17-2:15		Students return to per. 4