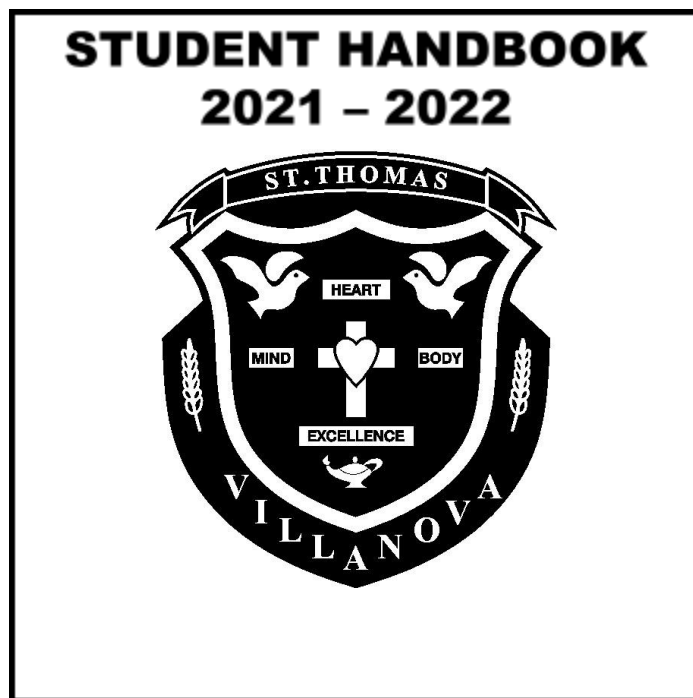


ST. THOMAS OF VILLANOVA CATHOLIC SECONDARY SCHOOL



2800 North Townline, RR #3, LaSalle, Ontario, N9H 0K3

Telephone: Main Office 519-734-6444
 From Harrow 1-800-752-7386
 Attendance: 519-734-7206
 Fax 519-978-9238

School's Website www.wecdsb.on.ca/232

Principal: Mrs. Laura Beltran
Vice-Principals: Mr. Ryan Coristine
 Ms. Kim Gilbert

"In Heart, Mind & Body"

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MISSION STATEMENT

We, the community of St. Thomas of Villanova, are committed to the development of each individual's excellence in heart, mind and body within our Roman Catholic tradition.

SCHOOL PHILOSOPHY

Catholic Secondary Education is designed primarily to ensure that students receive an education in an atmosphere of Christianity, common understanding and mutual respect, with Christ as our model. St. Thomas of Villanova Secondary School is committed to participating in the educational ministry of the Catholic Church by: teaching the message of Christ, building a genuine Christian community, and inspiring service to all people. With Gospel values as the integrating force, St. Thomas of Villanova Secondary School strives to achieve the total development of students and faculty in an atmosphere of mutual support, love and self discipline.

Shared Goals of ST. THOMAS OF VILLANOVA School Community

To accomplish this, St. Thomas of Villanova has the following goals:

- To provide a climate in which students are encouraged to become responsible Christian members of their community.
- To provide a balanced curriculum which develops an understanding of the past, an awareness of contemporary issues with a concern for the future; improving physical fitness as well as communication skills, critical thinking, and creative expression.
- To provide diversified programs designed to encourage each student to mature spiritually, intellectually, physically, culturally, and emotionally.
- To provide assistance and encouragement for students to develop their interests and abilities.
- To inculcate, in each student, a feeling of self-worth and responsibility for his/her own behaviour.
- To recognize and uphold the Ontario Human Rights Code.

Bi-Weekly Rotation Calendar - Semester 1

| | |
|---------------|---------------------------|
| Week 1 | Period 1 AM / Period 2 PM |
| Week 2 | Period 3 AM / Period 4 PM |

| REGULAR SCHEDULE | |
|-----------------------------|--|
| PERIOD 1/3 | 8:15 – 10:46 Homerom: 10:46-10:51 |
| LUNCH: 10:51 - 11:31 | |
| PERIOD 2/4 | 11:36 – 2:06 |

Windsor-Essex Catholic District School Board 2021/22 Secondary School Bi-Weekly Rotation Calendar Semester One



September 2021

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

October 2021

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

November 2021

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

December 2021

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

January 2022

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

February 2022

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | | | | | |

March 2022

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

April 2022

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

May 2022

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

June 2022

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

Legend

| | |
|--|---------------|
| | Periods 1 & 2 |
| | Periods 3 & 4 |
| | Exam Day |
| | P.A. Day |
| | Holiday |

*Semester Two to be determined at a later date

| School Year Calendar 2021 - 2022 | |
|---|-------------------------------------|
| Catholic Education Week | May 2-7 2022 |
| Classes Commence – Semester 1 | September 7 , 2021 |
| Classes Commence - Semester 2 | Thursday, February 3, 2022 |
| EQAO - Gr. 9 Math – Semester 1 | Date TBA |
| EQAO - Gr. 9 Math – Semester 2 | Date TBA |
| EQAO - Gr. 10 OSSLT | Date TBA |
| Exams – Semester 1 | January 26, 2022 – February 1, 2022 |
| Exams – Semester 2 | June 22, 2022– June 28, 2022 |
| Meet the Teacher Night - Grade 9 parents only | September 15, 2021 |
| P.A. Day | Wednesday, September 1, 2021 |
| P.A. Day | Thursday, September 2, 2021 |
| P.A. Day | Friday, November 12, 2021 |
| P.A. Day | Wednesday, February 2, 2022 |
| P.A. Day | Friday, February 18, 2022 |
| P.A. Day | Friday, April 29, 2022 |
| P.A. Day | Wednesday, June 29, 2022 |
| Parent/Teacher Interviews – Semester 1 | TBA |
| Parent/Teacher Interviews – Semester 2 | TBA |
| Pictures – Entire School | TBA |
| Pictures - Retakes | TBA |
| Pictures - Graduation | TBA |
| Graduation - Retakes | March 2022 |

| Holidays for 2021 - 2022 | |
|---------------------------------|--|
| Labour Day | Monday, September 6, 2021 |
| Thanksgiving | Monday, October 11, 2021 |
| Christmas Break | December 20, 2020 – December 31, 2021 |
| Family Day | Monday, February 21, 2022 |
| March Break | Monday, March 14– Friday, March 18, 2022 |
| Good Friday | Friday, April 15, 2022 |
| Easter Monday | Monday, April 18, 2022 |
| Victoria Day | Monday, May 23, 2022 |

WHAT DO I DO IF.....???????????

I AM ABSENT FROM SCHOOL?

My parent or guardian will phone the 24 hour attendance line **519-734-7206** before 8:00 am on the day of return. I will check with my parent, and if a phone call was not made, I will obtain a note from him/her and bring it to the attendance office 15 minutes before attending period 1.

I AM LATE FOR SCHOOL?

Before 8:30, I will report to class and the teacher will mark me late. **After 8:30 am**, I will report to the Attendance Office and receive a late slip. It is very important to your success to make EVERY effort to be at school on time. If I acquire 5 lates, I will be given a chronic late form that my parents/guardians must sign. I must then return that form the FOLLOWING DAY. If I do NOT return that form the following day, I may receive an office detention. Progressive discipline will be followed for all subsequent lates and may result in detentions and/or suspensions. The only valid reasons for lateness are for illness, a scheduled appointment or other circumstance where the administration feels it is a valid reason for the tardiness. If I am late for a valid reason or late more than half an hour, I will bring a note (or call will be made) from my parents to excuse the late and check in with the attendance office.

I HAVE TO LEAVE DURING THE DAY FOR A PREPLANNED APPOINTMENT OR EVENT?

I will bring a note from my parents to the attendance office before Period 1 to receive a sign out slip to leave class, or I will have my parents call the attendance office before **8:10 a.m.** to advise them of the time and reason I have to leave. It is imperative that the call is made well BEFORE the student is going to leave as the answering machine can only be checked at certain intervals during the day. I will make sure to pick up my permit to leave slip before class starts in the morning or on my lunch. Failure to do so makes things more difficult to track and may result in a detention if the sign out procedure is not followed.

I HAVE TO LEAVE SCHOOL DURING THE DAY BECAUSE I AM ILL, OR I HAVE TO LEAVE FOR AN APPOINTMENT AND I FORGOT MY NOTE?

I will NEVER leave the building without checking out at the Attendance Office. Failure to do so may result in a detention. Staff will make all reasonable efforts to contact the people listed on my record and obtain permission for me to leave. Arrangements will be made for me to be picked up if I am too ill to remain at school.

I AM ABSENT ON THE DAY OF A SCHEDULED EXAM?

I will arrange with my parent to see my Physician and obtain a Medical Certificate **at my or my parent's expense**. I, or my parent, will report to the Attendance Office with the Medical Certificate within 24 hours of the exam missed. Administration will arrange for a rewrite of the exam on an alternate day in consultation with the subject teacher.

Exemptions may be granted by the principal **ONLY** in extreme circumstances and proper documentation will be required. Please schedule all vacations and appointments so as to not interfere with your child's exams. Students are expected to be in attendance at all of their exams until 11:00 am on the day they are scheduled to write.

I HAVE BEEN IN THE GUIDANCE OFFICE, CAMPUS MINISTRY, THE CO-OP OFFICE OR WAS SEEING SOMEONE IN ADMINISTRATION. HOW DO I GET BACK TO CLASS?

I will take the slip that I am given and report immediately to the Attendance Office to clear my attendance.

I HAVE A PERSONAL PROBLEM THAT I NEED TO TALK ABOUT?

I will go to talk to my Counsellor in Student Services, Administration, or I will go to Campus Ministry. In the event that no one is there, I will immediately report to the Attendance Office for assistance.

I FIND A COURSE (OR COURSES) TOO DIFFICULT OR TOO EASY?

I will talk to my subject teacher and then I will talk to my counsellor in Student Services and or the Resource Teacher. I understand courses may only be changed for the first month of each semester and with parent's permission. I also understand that **I must follow my timetable** until such time as I am permitted to drop the course from my schedule (Full Disclosure). Failure to do so may result in additional disciplinary actions by Administration and the change(s) not occurring.

I LOST MY LOCK

I must purchase a new lock for \$10.00 or a used one for \$5.00 at the Attendance Office OR using School Cash Online.

I LOST SOMETHING OF VALUE?

I will check the **lost and found bin** in the Main Office. I understand that no staff member in the school is responsible for my lost or misplaced item(s). I also understand that all lost and misplaced items will be given to **a charity** at the end of each month. Villanova will not be held responsible for any lost or stolen items. The use of the change rooms during the day are open to many different sections at the same time. Leaving valuable clothes, electronics or other items is not advisable and is a risky habit. Villanova will not be responsible for items in the change room.

I NEED TO STAY AFTER THE SCHOOL DAY HAS ENDED?

I must arrange a ride in order to stay for scheduled activities beyond the school day.

ARE CELL PHONES, IPODS & ELECTRONIC DEVICES PERMITTED IN SCHOOL?

The answer is YES as the school is now wireless. Please note that cell/smart phones, iPods/iPads, laptops and electronic devices are permitted during school hours in the cafeteria, library, and classrooms **at the teacher's discretion for academic purposes**. Students not complying with the responsible use policy or against the instruction of their teachers, have them taken away and must be seen by administration. If you choose to bring your electronics to school, the school is NOT responsible should something happen to it.

St. Thomas of Villanova Catholic School Council

The St. Thomas of Villanova Catholic School Council, is a group dedicated to enhancing the school careers of all students. School Council participation gives support and encouragement to the students and their teachers as they develop and maintain a flourishing and dynamic community of faith.

The School Council consists of representatives of parents, concerned ratepayers, staff, students, with support from trustees and a representative of the priest deanery. All Villanova parents/guardians are eligible to vote for Parent Council members. Together, we are committed to opening the lines of communication, to ensuring all parents are able to express their views and to fully participating in nurturing the spirit of the school community. Another important dimension of parent involvement has been their ongoing advice regarding many facets of the school program. Meetings are held monthly at 7:00 PM. Check our Villanova website for scheduled meeting dates.

Check out the school website for updates on School Council activities. Information regarding Council elections, slate of officers for the 2021-2022 school year and grade representatives will be posted.

The purpose of the Student Parliament is to act as the representative voice of the student body in planning and coordinating student activities.

Student Parliament has a constitution which will be followed. In order for the student council to be effective, all elected representatives must be active and must enjoy the support of the student body. Contact your grade representative or any member of parliament with your suggestions and concerns.

SPORTS AND EXTRACURRICULAR ACTIVITIES

| Clubs and Activities | Activities |
|-----------------------------------|--------------------------------|
| Assemblies | Badminton |
| Campus Ministry | Baseball |
| Liturgical Celebrations | Basketball |
| Drama Club-Sears Festival | Cross Country |
| Bands | Curling |
| Prom Committee | Slow-Pitch |
| Student Parliament | Football |
| Yearbook | Golf |
| Living Lab | Hockey Boys & Girls |
| Math Contest | Soccer |
| Dance | Bowling |
| Talent Show | Tennis |
| Art | Track & Field |
| Ontario Skills Competition | Volleyball |
| Greenteam | Gymnastics |
| Watermark | Swimming |
| Gay Straight Alliance | Social Justice Club |

A. STUDENT CODE OF CONDUCT

EDUCATION ACT

Parents are expected to give the school authorities their positive cooperation by seeing to it that their sons and/or daughters abide by the following requirements outlined in the Education Act.

Under the Education Act students have the following responsibilities:

- The duty to attend school continuously or face penalties for being habitually absent from school s.30(5).
- Be diligent in attempting to master such studies as are part of the program in which the student is enrolled s.23(1)(a).
- Exercise self discipline s.23(1)(b).
- Accept such discipline as would be exercised by a kind, firm and judicious parent s.23(1)(c).
- Attend classes punctually and regularly s.23(1)(d).
- Be courteous to fellow pupils and obedient and courteous to teachers s.23(1)(e).
- Be clean in person and habits s.23(1)(f).
- Take such tests and examinations as are required by or under the Act or as may be directed by the Minister s.23(1)(g).
- Show respect for school property s.23(1)(h).
- Give the reason for an absence orally or in writing as required by the principal when returning to school after an absence s.23(2).
- Be responsible for his or her conduct to the principal of the school that the pupil attends while:
 - on the school premises,
 - on out of school activities that are part of the school programs, and
 - while travelling on school buses that are owned by a board or on a bus that is under contract to a board s.23(4).

STUDENT EXPECTATIONS

Based on the Education Act, we at Villanova expect that students will:

- **Attend and be respectful of celebrations of our Faith as they are scheduled.**
- Treat every student, staff member, and visitor with courtesy and respect.
- Ensure that the safety and wellbeing 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.

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

STOV STUDENT CODE OF CONDUCT

The Code of Conduct, as provided by the Ministry of Education, sets clear provincial standards of behaviour. It specifies the mandatory student consequences for student actions that do not comply with these standards. The specific policies encompassed in our schools: Student Code of Conduct is based on the Provincial Code of Conduct and the Windsor-Essex Catholic District School Board's Safe School Policy. Full compliance is expected as a condition of being a student at St. Thomas of Villanova Secondary School. To see the complete version of the Ontario Schools Code of Conduct please visit our website or the Ministry of Education website at www.edu.gov.on.ca.

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 (<18 years) 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 schoolwork and progress.

BILL 13: Accepting Schools Act -LEGISLATIVE CHANGES TO THE SAFE SCHOOLS ACT

- **The Education Act**, as amended by the Bill 13, The Accepting Schools Act, 2012, was implemented to require all school boards to take preventative measures against bullying, issue tougher consequences for bullying, and support students who want to promote understanding and respect for all. The legislative changes implemented through Bill 13, as well as existing safe schools-related policies, (<http://www.edu.gov.on.ca/eng/teachers/safeschools.html>), are outlined on the following pages. Please refer to Board Policy and Procedure for a more detailed understanding of the legislative requirements. The Act promotes the belief 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.

- **Under Bill 13**, boards and schools must allow students to form groups at their school to raise awareness and understanding of all students on topics such as:
 - o anti-racism;
 - o people with disabilities;
 - o gender equity;
 - o sexual orientation and gender identity. These groups may include Gay-Straight Alliances (GSAs).

Definition of Bullying

“Bullying” behaviour includes the use of any physical, verbal, electronic, written or other means. It means aggressive and usually, but not necessarily, repeated behaviour by a pupil where,

(a) the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,

(i) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual’s reputation or harm to the individual’s property, or

(ii) creating a negative environment at a school for another individual, and

(b) the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education; (“intimidation”)

Electronic (or Cyber-Bullying):

Electronic bullying can occur both on and off campus either during or after school hours. Any messaging that falls under the criteria listed, regardless of its source location, is considered an extension of our school environment because it impacts the health and well-being of our community.

For the purposes of the definition of “bullying” in subsection (1), bullying includes bullying by electronic means (commonly known as cyber-bullying), including,

- (a) creating a web page or a blog in which the creator assumes the identity of another person;
- (b) impersonating another person as the author of content or messages posted on the internet; and
- (c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD CODE OF CONDUCT

The following Code of Conduct for the Windsor-Essex Catholic District School Board is aligned with the Provincial Code of conduct.

All members of the school community must:

- Respect and comply with all applicable federal, provincial, and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas, and their opinions;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- Respect the rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Respect all members of the school community, especially persons in positions of authority;
- Respect the need of others to work in an environment that is conducive to learning and teaching;
- Refrain from swearing at a teacher or at another person in a position of authority.

Masks

Masks are helpful in controlling the spread of infection at a community level by reducing viral spread by an infected person through droplets (source control).

Effective immediately and until further notice, all students in grades JK-12 are required to wear non-medical or cloth masks that cover their nose, mouth and chin while waiting for Board provided transportation, on Board provided transportation, indoors in school, including in hallways and during class. The Board reserves the right to amend it's mask standard at any time in the interest of student and staff safety.

Students not wearing masks may be subject to school/Board disciplinary measures.

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.

SUSPENSIONS

- **Activities leading to a possible suspension:**

A principal/vice-principal shall consider whether to suspend a student if he/she, after investigation, determines that the student has engaged in any of the following activities while at school, at a school-related activity, or in any other circumstances where engaging in the activity will have an impact on school climate, taking into account any mitigating and other factors that might be applicable in the circumstances.

The infractions for which a suspension may be imposed by the principal include but are not limited to:

- Being a bystander; including videotaping
- Smoking on school property **including vaping or being in possession of vaping material;**
- 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;
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the student's school;
- Bullying;
- 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.

A pupil may be suspended only once for an infraction and may be suspended for a minimum of (1) school day to a maximum of twenty (20) days.

SUSPENSION PENDING EXPULSION

Subject to mitigating and other factors, a principal shall suspend a student if he/she has reasonable grounds to believe that the student has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate. The principal will promptly conduct an investigation to determine if he/she will recommend to the board that the student be expelled by the board.

These infractions include but are not limited to:

- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to 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 or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper; or
- Any act considered by the principal to be a serious violation of the Board or school Code of Conduct.

Certain infractions may require police involvement as outlined in the Police/School Board Protocol.

PROGRAMS FOR STUDENTS ON LONG TERM SUSPENSION OR EXPULSION

A student who has been suspended for 6 school days or greater will be eligible to access an alternative to suspension program for suspended students developed by the board. Although a student is not compelled to participate in the program, they are strongly encouraged to do so. Transportation is not provided by the school or the school board.

Program for Students on a Suspension of Six to Ten School Days:

The program provided for in the Student Action Plan will have an academic component to support the student on a long-term suspension of six to ten days in continuing his/her education. For students on a suspension of six to ten school days, the principal shall consider what types of support, if any, the student may require and shall assist in making that support available.

Programs for Students on a Suspension of Eleven to Twenty School Days:

The program for the student that is suspended 11 days or greater will consist of both an academic component as described above, and a non-academic component. The purpose of the non-academic component is to assist students on a long-term suspension in the development of positive attitudes and behaviours. Counselling through our board, as well as community agencies will be made accessible to the student.

EXPULSIONS

A student may be expelled either from his or her school only or from all schools of the board. If a student is expelled from his or her school only, he or she will be assigned to another school of the board.

If a student is expelled from all schools of the board, he or she will be assigned to a board program for expelled students. The program for expelled students will have an academic and a non-academic component (as described above) that the student must complete if the student decides to access the program.

When a student has successfully met the objectives of the program for expelled students, he or she will be admitted to school.

PROGRESSIVE DISCIPLINE AND SUPPORTING POSITIVE BEHAVIOUR

Progressive discipline is a whole school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures will be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. Schools will utilize a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping students make good choices.

For students with special education needs, interventions, supports, and consequences will be consistent with the student's strengths, needs, goals, and expectations contained in his or her Individual Education Plan (IEP).

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 adversely affects:

- A students' ability to learn.
- Healthy relationships and the school climate.
- 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 (ie: online or cell phone) where engaging in bullying will have a negative impact on the school climate.

EQUALITY POLICY

It is our responsibility to promote, within our school community and in the broader community of our city and country, racial harmony and respect for men and women of every colour, ethnic origin, or sexual orientation. In our schools, we must ensure an atmosphere that in no way tolerates overt or subtle examples of racism, sexism, or ethnic bias. We have the right and responsibility to demand adherence to these principles by all of our students, board employees or visitors in our schools. Despite our best intentions however, incidents of racial, ethnic or gender prejudice may occur in our schools or at school related activities. Below are some examples of unacceptable behaviour. It is assumed that such behaviour will not be tolerated by students, board employees or visitors in our schools.

HARASSMENT and DISCRIMINATION

- Any and all aggressive behaviour, including sexual, physical, verbal and nonverbal, (online included) 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 **who** 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 counselor or school administration about the situation.

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 or ethnic origin.

Verbal

- **Name calling:** Regardless of intent, any demeaning description of or reference to people on the basis of race, gender or ethnic origin.
- **Teasing or Jokes:** Regardless of intent (or of whether or not members of that gender or racial or ethnic 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.

- **Composition or distribution of derogatory material:** Composing and/or distributing written or printed materials containing views, which are **biased** and harmful. The use of 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.
- **Non-Intervention Incidents:** Witnessing any of the above without attempting to prevent or report the incident. Such lack of action may imply tacit approval.

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 a member of a specific group. This could be spontaneous or premeditated.

Non-Intervention in Incidents “Bystanders”: Witnessing any of the above without attempting to prevent or report the incident is not acceptable and may result in a suspension 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. Note that the identity of those who report will be kept anonymous/confidential.

Consequences of Harassment as indicated in Bill 212 “Safe Schools Act”. Unacceptable behaviour may lead to:

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

If Your Child is 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 an administrator at the school.
2. Bring to the meeting the facts, in writing- the date, time, place, **students** involved, the specifics of the incident, and the impact the bullying has had on your child. **Include**

what your child has done to try to stop the bullying. Work with your child and school personnel on a plan that addresses what your child needs in order to feel safe, what he/she can do to avoid being bullied, 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

The Bystander:

Bystanders are the third group of players in bullying/harassment issues. They are the supporting cast who aid and abet 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 playground 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 potential 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 causing bodily harm requiring professional medical treatment or sexual assault 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.

THEFT

- Any direct or indirect involvement will result in a suspension.
- Restitution will also be required.

RECORDING AND DISTRIBUTION OF PROHIBITED MATERIAL

- It is strictly forbidden to record, either by image, voice, or both, any teacher or student during the course of the school day or in-school activity regardless of the location. Special projects and special approvals will be considered if proper permissions are granted.
- This includes recording google meets or any part of it without the permission of the teacher.

- The icons, behaviour and language used for google meets need to be school appropriate at all times.
- Students sharing google meet links and passwords is also a violation of the schools code of conduct Policy
- With respect to the above, notwithstanding that it is forbidden to record events as stated above, any posting to ANY social media site or distribution through cell phones of recordings, including, but not restricted to: fights, bullying, compromising photos of self or other students, events within or outside of the classroom are **strictly forbidden** and may lead to, in the least, suspension and/or police involvement. The recording of fights is strictly prohibited as it affects the moral tone of our school. Special projects and special approvals will be considered by administration if proper permissions are granted.

TOBACCO

All schools and school property have been deemed smoke free, therefore no students will be allowed use of tobacco or tobacco products on school property, school transportation and school affiliated activities – **including any form of e-cigarette, marijuana, chewing tobacco or vapes.**

- Smoking of any kind while on school property will result in a suspension.
- Students cannot be in possession of a vape at school nor can they share with any person under the age of 19 years.
- Students may be subjected to a ticket imposed by the Tobacco Control Division of the Board of Health. This ticket will be issued as a result of the contravention of the Tobacco Control Act of Ontario.
- The Smoke Free Ontario Act is the act that prohibits smoking on school property at all times. It is a Provincial Act. Section 9(2) of the Smoke Free Ontario Act states the following;

Prohibition

(1) No person shall smoke tobacco or hold lighted tobacco in any enclosed public place or enclosed workplace. 2005, c. 18, s. 9.

Other prohibitions

(2) No person shall smoke or hold lighted tobacco in the following places or areas:
1. A school as defined in the Education Act.

TRUANCY

- Truancy jeopardizes a student's education and can often lead to other more serious infractions.
- Students who are truant will receive detentions for the period they are truant.
- Students who continually skip classes may be suspended and may be reported to the board attendance counsellor.
- Progressive discipline will be followed for cases of persistent trancies.

VANDALISM

- Accidental damage to the building(s), equipment or supplies shall be reported immediately to the person in charge.
- Damage that is left unreported will be seen as deliberate and dealt with accordingly.
- Deliberate vandalism to the building(s), equipment or supplies may result in suspension and may result in prosecution under the vandalism laws.
- Restitution will be a part of the disciplinary plan.
- Since all students are directly affected by the actions of a few, it is up to all students to see that vandals are reported.
- **The school will not be held responsible for thefts on school property or vandalism to vehicles.**
- Restitution will also be required.

WEAPONS

- Zero tolerance will be strictly enforced.
- Weapons of any kind, if found, will be confiscated immediately and the authorities will be contacted and criminal charges may ensue. Anything that can be used to cause physical harm or bodily harm can be considered a weapon.
- The use and production of any object as a weapon will result in school disciplinary action and the offender will be subject to prosecution.

Masks:

Masks are helpful in controlling the spread of infection at a community level by reducing viral spread by an infected person through droplets (source control).

Effective immediately and until further notice, all students in grades JK-12 are required to wear non-medical or cloth masks that cover their nose, mouth and chin while waiting for Board provided transportation, on Board provided transportation, indoors in school, including in hallways and during class. The Board reserves the right to amend its mask standard at any time in the interest of student and staff safety.

Students not wearing masks may be subject to school/Board disciplinary measures.

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.

B. DISCIPLINE

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 Principal/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 may be issued and other sanctions may be applied for non-compliance to the Policies and Procedures as outlined in the Student Handbook.

NOTE:

- Failure to serve a detention or lateness will result in a detention being rescheduled.
- Failure to serve a rescheduled may result in a suspension.
- Detentions will be served Tuesdays and Thursdays at lunch
- It is the responsibility of the student to inform their parents of their detentions
HOWEVER, administration ALWAYS reserves the right to have this communication with parents as well when deemed necessary.
- Students who habitually miss detentions MAY be suspended without rescheduled detentions being issued AND parents WILL be notified. This will be considered defiance of administration.

C. ATTENDANCE POLICIES AND PROCEDURES

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 arrange medical or dental appointments outside of school hours, if possible.

It is the responsibility of each student to make up any work missed during their absence. Parents are NOT permitted to call in an absence for their child and their child remains on school property and NOT in their classes.

Should the school be offering a virtual option, it is still the responsibility of the student to have their attendance cleared properly and to attend classes from 8:15 am - 2:15 pm everyday.

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, **his/her** parent or guardian must notify the school by leaving a message with the Villanova Attendance Office (519-734-7206) on, or prior to, the day of the absence, or, at the very least, before 8:20 a.m. upon their return to school. The attendance line is available 24 hours per day. **Only a parent or guardian can report an absence, even if the person in question is on our contact list.**

If a call is not possible, a note with a parent's or guardian's signature may be submitted prior to 8:20 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:

1. The name of the student
2. Dates and reasons or absence
3. Notes should have the signature of parent or guardian and their name should also be printed
4. Contact phone number in the event a follow up is required.

Fraudulent calls or notes will result in an automatic suspension. All students recorded as absent for even one period must have next day clearance from the Attendance Office. 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 consequences.

STUDENTS 18+ YEARS OF AGE

When a student turns 18, he/she will be responsible for his/her attendance. Therefore, each adult student will be able to clear his/her attendance 3 times each semester for absences due to illness, medical appointments or other legitimate reasons. Once the 3 are exhausted, the student will need to see a VP and may be required to provide evidence such as medical documentation or appointment verification in order to clear attendance.

TRUANCY

Attendance in school is mandatory by law. Thus, truanies are considered serious offences by the school. Accordingly, any student who is truant for a class will receive a mark of zero (0) for assessments due in that class on that particular day. Further, students will be disciplined according to the St. Thomas of Villanova *Chronic Truancy Policy*:

Each truancy will be dealt with by administration and will be subject to disciplinary action. Habitual truanies will be subjected to progressive discipline by administration and parents/ guardians will be notified.

SUMMARY

1. Students are expected to come to school **on time, prepared and ready to learn.**
2. Students must attend all scheduled classes.
3. Parent/Guardians/18 year students must call the Attendance Office to report a student's absence the day of or by 8:20 the day they return. If a call cannot be made then a note must be provided to the attendance office the day they return.
4. A truant student will receive a mark of 0 for assessments that particular day. In order for a student to be admitted to class after an absence, they must present a valid admit slip to their teacher if there is no designation on the discrepancy form.
5. In order for a student to be admitted to class after an absence, they must present a valid admit slip to their teacher if there is no designation on the discrepancy form.

LATES

The school day commences at 8:15 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 with them their books for their morning classes, deposit them in their lockers at lunch, and then carry their books for their afternoon classes. Ideally, there should be no need for students to go to their lockers 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 **St. Thomas of Villanova Chronic Late Policy**:

Lates 1-4 The classroom teacher will issue consequences to the student.

Late 5 Teacher is to issue ***Chronic Late Policy form*** which is to be signed by a parent / guardian and is to be returned by the next day. If not returned, the teacher will contact the parent / guardian.

Lates 6 and 7 Teacher informs the parents, and the office. The student may be issued a detention and / or other intervention as deemed appropriate by the administration.

Late 8 Teacher completes a **VP Referral Form**. Teacher sends the student to the Attendance Office immediately, at which time the student may be suspended by the Vice Principals and interventions will likely be put in place.

Late 9+ The student will be dealt with through progressive discipline. Parent meetings may be requested.

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. Students reporting to period 1 past 8:35 a.m., or more than 5 minutes late for any other class must report to the Attendance Office for an *Admit to Class* slip.

DEPARTURES FROM AND ARRIVALS TO SCHOOL (SIGNING IN AND SIGNING OUT)

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 with confirmation from the attendance office.

Failure to sign out of the building using the proper procedures may result in detention. If at all possible, a call should be received, or a note presented to the Attendance Office, before 8:15 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 will be consequenced as such.** Students returning from appointments or otherwise 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.

Please note that frequent attendance issues (lates / absences) may result in withdrawal from/denial from going to any planned field trip regardless of destination or cost. In addition, a suspension may be issued for fraudulent calls.

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 St. Thomas of Villanova High School should respect other members of the community and treat them in a manner befitting a vibrant Catholic

society.

D. GENERAL POLICIES AND PROCEDURES

Busing Policy

- Vulgarity, boisterous and disrespectful behaviour, vandalism, smoking, or harassment of any kind, will not be tolerated either on the bus or when waiting for the bus.
- Infractions will result in the removal of a student's bus transportation privilege and parents or guardians will be advised that they will be responsible for the student's transportation, to and from the school, during the time period of the suspension.
- Students **must only ride their regular assigned bus.**
- Discipline concerns are to be reported to administration.
- Questions regarding route information, transportation, and pick-up can be directed to the following bus companies: Sharpe Bus Lines (Amherstburg / LaSalle) - 736-0933
Sharpe Bus Lines (Essex) - 776-1172
Switzer-Carter (Harrow Only) – 519-326-2607

Bus cancellations due to inclement weather

- If there are an insufficient number of students to conduct a formal lesson the teacher will provide a supervised study or individual remedial assistance.

Cafeteria and lunch area guidelines

- Students are expected to remove any paper, scraps of food, etc., from the tables prior to leaving their eating area and place them in the proper receptacles.
- **NO gym bags or coats/jackets are permitted in the cafeteria.**
- ABSOLUTELY no throwing of food or any other object.
- Only approved areas can be used for eating in the school.
- The Cafeteria food services will be closed from 8:15 to 8:45, and at 1:15 for the remainder of the day.
- There will be no cafeteria services on days in which the buses are cancelled or during exams.
- **Students are allowed in the cafeteria, student centre and courtyard during lunch and/or spares.**

Note: No food is allowed in any classroom except for special circumstances. Water bottles are permitted in classrooms except for the computer rooms in which they are not allowed.

Cheating and Plagiarism

Cheating

- The use of any material that is unauthorized by the teacher or administration.
- Copying another person's answers, assisting another student, verbal or nonverbal, and/or submitting the same or similar work to one or more teachers.
- Students caught cheating will face total loss of marks on the test or exam and parents will be notified.
- Further disciplinary measures may be imposed including suspension.

Plagiarism

- The claiming of someone else's work as your own, specifically: copying, reproducing, paraphrasing, downloading a whole passage, part of a passage, language or ideas without acknowledging the appropriate source. Re-using an assignment of one's own authorship that has been previously submitted for another class or purpose is also an act of plagiarism.

- Students caught plagiarising will face total loss of marks on that assessment and a new piece of work must be submitted to complete the course requirements only. This may not receive any marks or be assessed at 50%.

2.0 Academic Dishonesty

2.1 Context

In our schools, we strive to help students develop integrity, a strong work ethic, responsibility and the knowledge and skills needed for success beyond school. Academic dishonesty hinders students from developing these attributes and cannot be condoned in our schools. As a school board, we aim to work collectively with stakeholders to “develop strategies for helping students understand the gravity of such behaviour and the importance of acknowledging the work of others”
(Growing Success, p. 42)

It is essential that students and parents are aware of board policies as they relate to academic dishonesty. Academic dishonesty policies will be communicated through various means such as student handbooks, the board and school websites, newsletters, course overviews and the school code of conduct. Academic dishonesty is often indicative of other concerns for a student, such as a student’s understanding of the assignment, academic inability to complete the work, time management or personal issues outside of school. Teachers are encouraged to discuss student issues with staff at the school including School Administration, Guidance, Special Education Teachers, Student Success Team, and student success teacher. Education of students and parents is the most effective manner in which to prevent plagiarism and cheating. “Students must understand that the tests/exams they complete and the assignments they submit for evaluation must be their own work and that cheating and plagiarism will not be condoned”
(Growing Success, p. 42)

2.2 Consequences for cheating and plagiarizing

Growing Success outlines that the severity of consequences for academic dishonesty will be based on, but not limited to, the following mitigating factors:

- the grade level of the student and course type;
- the maturity level of the student;
- the number or frequency of incidents;
- the individual circumstances of the student.

Teachers will consider the factors above as part of their professional judgement. In consultation with the school administration, teachers will determine the appropriate consequences. The final decision resides with the school principal.

For all cases of plagiarism and cheating, teachers will communicate information to the parents/guardians about the infraction and the consequences. Specific actions which will be taken are as follows:

- teachers will discuss the individual situation with the student;
- the principal will be informed;
- with repeated incidents, the teacher and principal will discuss the individual situation with the student and parent(s)/guardian(s).

Consequences will be based on the factors outlined above and may include the following:

- redoing part/all of the assignment;
- completing an alternate assignment;
- loss of marks;
- a mark of zero.

2.3 Roles and Responsibilities

2.3.1 Teachers will:

- a) provide information about cheating and plagiarism to students and parents;
- b) communicate information to parent(s)/guardian(s) about the infraction and the consequences for all cases of plagiarism and cheating;
- c) ensure students understand the definition of plagiarism and cheating and the consequences to their learning;
- d) explicitly teach strategies for citing sources properly and for avoiding plagiarism in all courses;
- e) design and structure assignments aligned with the curriculum expectations that guide students through the research and completion process;
- f) whenever possible, have student's complete assignments for evaluation and tests/exams under the supervision of the teacher;
- g) provide meaningful class time for the completion of assignments;
- h) provide support by scaffolding, chunking, or differentiating assignments to prevent plagiarism;
- i) consider the use of anti-plagiarism software, if appropriate (e.g., www.turnitin.com).

2.3.2 Students will:

- a) recognize the inappropriateness of academic dishonesty and accept the related consequences;
- b) provide proof, when requested, of his/her work and research (e.g., process work);
- c) understand that tests/exams they complete and the assignments they submit for evaluation must be their own work and that cheating and plagiarism will not be condoned;
- d) be aware of assignment and test expectations;
- e) seek assistance when necessary;
- f) review work before submission to ensure that plagiarism has not occurred.

2.3.3 Parent(s)/Guardian(s) will:

- a) be informed of the definitions of cheating and plagiarism, how they are addressed and the potential consequences;
- b) be encouraged to help children set reasonable goals in keeping with the requirements of each course;
- c) be encouraged to monitor homework and assignment completion.

Displays of Affection

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

Examination Procedures

- Final examinations are compulsory at Villanova and school uniforms are required unless otherwise approved by administration.
- Prior to missing an exam, the student or parent/guardian must contact the school (7347206) and speak with the principal. A medical certificate must be provided to the school within 24 hours of the illness.
- Textbooks and monies owed must be returned prior to writing all exams.
- NO exam may be written prior to the scheduled exam date except for extenuating circumstances as determined by the principal.
- Students must remain in the exam for the duration of the exam (11:00 am) – any exception must be cleared at least one week ahead of time with appropriate documentation.

- Parents who request alternate arrangements **for** exam(s) for their son/daughter must contact the principal first and then submit, via the student's guidance counsellor, a letter addressed to the principal **at a minimum of four weeks** prior to the beginning of exams. There will be no exemptions – if an exam is missed, it will be made up at a later date. Exceptions would be considered for extreme medical emergencies at the discretion of the principal.
- Parents and students are reminded that all secondary school courses are required to include a culminating summative activity. In most cases, this will take the form of an exam scheduled during the regular exam period. Exams for ALL students may only be taken during the regular exam periods at the end of each semester. Accordingly, parents are strongly urged to schedule family vacations and other appointments outside of the regularly scheduled class time or the regularly scheduled exam time so as to prevent a conflict with your child's exams. Exemptions or other alternative arrangements for exams will not be accommodated for vacations.

Extra-curricular activities

- Extracurricular activities are a vital part of a student's education. **Academic performance, school attendance and behaviour (discipline record) will determine eligibility.**
- Students representing the school must act in an appropriate manner showing respect for self, coaches, referees and other players.
- **In order for students to be eligible to participate in an extracurricular event, they must be present in class the entire day of the event.**
- Students currently serving a suspension are **NOT** permitted to participate in any school activities.

Field Trips

- Administration reserves the right to exclude individuals based on prior academic and personal behavior either before or leading up to the field trip.
- Attending field trips is a privilege and the CODE OF CONDUCT will be strictly enforced, i.e., it is strictly forbidden to consume and/or be in possession of any product containing alcohol, illegal drugs, or tobacco.
- Serious consequences will result in the student being dismissed from the field trip and being sent home at the parent/guardian's expense.
- Students are responsible for any and all work missed during a field trip absence.
- Students will receive a parent consent form from the supervising teacher which must be signed by the parent/guardian prior to the trip.
- The consent form will contain specifics, such as; where the student will be travelling, the time and location of departure and arrival, and transportation.
- Students may not elect to not attend a field trip that they have already received permission to attend. They must attend the trip or stay home with parental permission.
- **Please note that frequent attendance issues (lates/absences), discipline issues and/or failing of classes, may result in withdrawal from any planned field trip, regardless of destination or cost, at the discretion of school administration.**

Fire, Tornado and Lockdown Procedures

- Drills will be held periodically.
- Routes and procedures will be posted in each classroom and will be outlined by the teacher.
- During a fire drill, once outside the school, students must report to their assigned meeting area for attendance.
- Students who do not sign in with their classroom teachers will be considered truant for that class.

Hallways

- Aggressive behaviour or horseplay will not be tolerated.
- Students require permission and must possess a teacher hall pass to be in the hallways during class time.
- Teachers will monitor the students who leave their room during class time.

INFORMATION COMMUNICATION TECHNOLOGY

Internet Responsible Use Policy

Students need to be aware of the policies around responsible behaviour when accessing the Board's network as well as the Internet. Students and parents are encouraged to read the Board's Acceptable Use Policy found at <http://www.wecdsb.on.ca/pdf/policies/SC03InternetAUP.pdf>. This is extremely important as the school is now wireless and students are expected to be responsible in using the Internet. Wireless devices may be used in the cafeteria, the library, and in classrooms WHEN the teacher allows for academic purposes. Students are also expected to have a completed Student Agreement Form for access to the Internet as well as a Consent Form for use of student work/photographs etc.

In Addition:

- It is strictly forbidden to record, either by image, voice, or both, any teacher or student during the course of the school day or in-school activity regardless of the location.
- Students sharing **google meet links** and/or **passwords** is a violation of the schools code of conduct policy.
- With respect to the above, notwithstanding that it is forbidden to record events as stated above, any posting to ANY social media site or distribution through cell phones of recordings, including, but not restricted to: fights, bullying, compromising photos of self or other students, events within or outside of the classroom is strictly forbidden and may lead to, in the least, suspension and/or police involvement.

Novell Usernames and Passwords

All students are assigned a username and password to log into the school computers. The Novell logins are as follows:

- **Student Id would be entered as 012345678 (9 digits - no dashes, spaces, etc)**
- **DOB would be entered as m/d/year Ex. 011591 (6 digits - no dashes, spaces, etc)**

To access your tools2go account:

- **Username:** preferredfirstname.preferredlastname@mytools2go.ca
(e.g. john.doe@mytools2go.ca)

It is imperative that the assigned passwords be changed immediately upon accessing the account and that they not be shared or given out to others. Should you choose to share your password and something occurs with your account which is a violation of the school code of conduct, you will be held accountable and subject to the school's disciplinary policy.

Student Portal

Students can access the "Student Portal" from the WECDSB homepage at www.wecdsb.on.ca. The username and password for home access is as follows:

username: student ; password: student.

There are a number of excellent online resources behind the student portal as well as the logins

for Course Quest and First Class.

Student Centre

- Students must be in full uniform in the learning commons centre at all times.
- Coats/jackets, backpacks, book bags, food and gym bags are prohibited. The school will not be responsible for any lost articles in the learning commons centre.
- Appropriate behaviour showing respect for self, others and materials is expected.
- Students are to follow the policies and procedures as posted in the learning commons centre

Lockers

- Lockers are the property of St. Thomas of Villanova High School. Administration have the right to search lockers, backpacks, etc., if they suspect an illegal/dangerous item has been brought into the building.
- Only school issued locks are permitted and may be purchased from the attendance office for \$10.00 or a used one for \$5.00.
- Any locks found on lockers that are not school issued will be removed at the student's expense.
- The locker remains the possession of the school and may be searched at any time.
- It is the student's responsibility to maintain both the interior and exterior of the locker and keep it in good condition.
- Theft from lockers will be considered a criminal activity. Locker combinations must be kept strictly confidential. **DO NOT GIVE YOUR LOCKER COMBINATION TO SOMEONE ELSE.**
- **Do NOT leave your lock unlocked at any time.**
- **Students should not go to their lockers between classes**, but if necessary, permission is required to go to a locker during class time.
- **UNDER NO CIRCUMSTANCES ARE STUDENTS ALLOWED TO USE A LOCKER THAT HAS NOT BEEN ASSIGNED TO THEM. STUDENTS ARE NOT PERMITTED TO SHARE LOCKERS. STUDENTS WHO DO NOT ADHERE TO THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION!**

Medication

Board policy is very explicit that we cannot dispense medication unless it is prescription medication. If your child has prescription medication to take, there is a form that must be completed. We have copies of this form at the office. Please call our secretary if you need a form. It can also be found on the board's website under board policies. This form must be signed by both your physician and yourself and returned with the medication. The medication must be packaged in the original container as supplied by the pharmacist.

The package must be clearly labeled with:

- the child's name
- the name of the drug
- the date of purchase
- instructions for storage and administration
- prescribing physician's name
- dispensing pharmacist's name

Only if these steps are followed, will the principal be allowed to dispense prescription medication. The school will keep a record of any medication dispensed. Please contact the office if there is a change or expiration in medication (i.e. Epi-pens).

Medical Peril (Medical Conditions)

- If your student has a medical condition which may require special attention such as diabetes, asthma and anaphylaxis allergies, the board policies must be adhered to.
- Forms must be completed by parents and physicians in order to put a safety plan of action in place to protect the student. The forms can be found on the board's website at wecdsb.on.ca under board policies.
- It is the responsibility of the parents to notify the school of their child's needs so the proper paperwork can be completed.
- Once the information is complete, the student's photograph and safety plan will be visible to all staff in case of a medical event.

Lost or Stolen Items

The school/school board assumes no responsibility for lost or stolen personal items including but NOT limited to cell phones, other electronic devices and money. Change rooms and washrooms are always areas of concern, please secure your valuables.

Online Safety Pledge

The following are the Windsor-Essex Catholic District School Board's expectations for our students when working online. Students are required to comply fully with these rules and regulations.

1. I will not give my name, address, telephone number, school, or my teachers'/parents' names, addresses, or telephone numbers; to anyone I meet on the Internet.
2. I will not give out my email password to anyone (even my best friends) other than my teachers/parents.
3. I will not send a picture of myself or others over the Internet without my teachers'/parents' permission.
4. I will not fill out any form or request online that asks me for any information about my school, my family, or myself without first asking for permission from my teachers/parents.
5. I will tell my teachers/parents if I see any bad language or pictures on the Internet, or if anyone makes me feel nervous or uncomfortable online.
6. I will never agree to get together with anyone I "meet" online without first checking with my teachers/parents. If my teachers/parents agree to the meeting, I will be sure that it is in a public place and that I am accompanied by an adult at all times.
7. I will not use any articles, stories, or other works I find online and pretend it is my own.
8. I will not use bad language online.
9. I will practice safe computing, and check for viruses whenever I borrow a disk from someone, download something from the Internet, or receive an attachment.
10. I will be a good online citizen and not participate in any activity that hurts others or is against the law or my school's policy.

Solicitation

- Regulation 298, section 25 of the Education Act states that any canvassing or fund-raising activity on school property by the pupil is carried on only with the consent of the board that operates the school.

Student Vehicles

- Student vehicles must be parked in the designated area (West side of the building ONLY)
- Vehicle privilege will be revoked if students drive irresponsibly, park inappropriately or habitually leave school property without permission.
- The school/school board assumes NO responsibility for any damage to any vehicle or its contents.

Textbooks and Other School Property

- Textbooks and other school supplies issued to students must be kept in good repair and returned when required.
- The cost of lost or damaged texts and other materials will be charged to the student at the current replacement cost. **Students who have outstanding equipment/supplies/school property will not be allowed to participate in any school activity outside the classroom until restitution is made.**

E. UNIFORM

- Students are expected to be clean and neat at all times.
- All students are required to wear a uniform every day unless specifically excused by Administration for a special occasion (i.e. dress up, casual uniform or special occasion days).
- Uniform violations will result in a detention or suspension.
- School Administration will make determination of uniform appropriate dress if need be from time to time.
- Inappropriate or offensive clothing are not permitted.

A committee made up of parents, teachers, students and administration annually review the uniform policy. From time to time, older versions of the uniform may be eliminated for simplification or as new pieces are introduced. The results are the standards that follow:

Minimum Uniform

- Boys: uniform shirt and grey uniform pants or shorts.
- Girls: uniform shirt and grey uniform pants or shorts or skirts.

All other uniform items are optional purchases and all items are available only at 67 Richmond Street in Amherstburg. (736-4744) Note that the supplier offers reasonable terms for payment.

- Sweatshirts that can be worn with the uniform can be purchased through the school store AND on the virtual site for used uniforms at:
<https://sites.google.com/wecdsb.on.ca/shopvilly/home?authuser=0>

Uniform Regulations

- Students must be in uniform at all times on school property.
- Uniform items must be worn as intended.
- The uniform must not be altered or modified in any way.
- Head wear (hats, bandanas, hoods) **MAY NOT BE WORN** at any time and are not to be brought to class or the cafeteria.
- Outer garments (coats, jackets, non-uniform sweatshirts, non-uniform sweaters or any other non-uniform outerwear) may not be worn in the portables or main school building.
- Spirit wear and sports team clothing may ONLY be worn on

- For safety purposes, backpacks or large purses and bags are not permitted in classrooms or other teaching areas. These items will be stored in a student's locker.
- Shoes are compulsory and must be worn at all times. Slippers are not permitted. In an effort to maintain a safe environment, parents should be cognizant of appropriate footwear at all times.
- Only **PLAIN WHITE crewneck UNDERSHIRTS** may be worn under uniform shirts.
- Complimentary solid colour footed socks or tights must be worn unless sandals are worn. **Leggings (including yoga pants) or footless tights are NOT permitted.**
- Pants must be properly hemmed, side seams unaltered, worn properly at waist height and pant legs not rolled up.
- All pants must be properly worn with the zipper and buttons securely fastened. Rolling, cutting or fraying of pants is prohibited.
- Suspenders may not be worn.
- No exposed long underwear is to be worn.
- All dress uniform shirts with buttons must be buttoned up except for the first two buttons.
- All students will be required to wear the square bottom oxford shirt as their button up shirt
- Team uniforms (any spirit wear) or accessories are **not** to be worn as part of the regular uniform.

Casual Dress or Dress-Up Days Policy

- Casual dress days are announced in advance and will be held on various occasions when the privilege is warranted.
 - All dress items must be neat, clean and without holes.
 - No spandex, cutoffs or rolled up pants or shorts may be worn.
 - Shorts worn must be of a modest length.
 - All tops must have sleeves and cover the midriff.
 - **NO bare shoulders, backs or midriffs.**
 - **Short inseams must be at least 8.5 inches**
 - See Through shirts are prohibited.
 - Students will not wear buttons or clothing with inappropriate slogans or pictures (i.e. slogans promoting smoking, drinking, drugs, violence, sexual behaviour, profanity, death or undesirable values).
 - Excessive makeup and eccentric hair styles which are not part of the spirit of casual dress day are not permitted.
- Pajamas are not permitted unless that is the theme of the casual dress day.
- Students who are not in proper uniform or adhering to dress down/up policy will NOT be permitted to go to class until the dress issue is corrected. Chronic violations may lead to suspensions.
 - **Abuse of this policy may result in revocation of any previously earned or future casual dress opportunities.**
 - **School Administration will make determination of appropriate dress if need be from time to time.**

Dress Code for Field Trips/Athletic Events

- Students on all school excursions must wear their school uniform unless previous arrangements have been made.
- Dress up and casual dress policies will be enforced.
- On athletic outings students must wear uniforms, dress up, or be in their approved team attire.
- Team uniforms and/or team accessories are not to be worn as part of the regular uniform. On special occasions the team/club jerseys may be worn with approval of the Principal/Vice-Principal. The teacher moderator will make a written request for approval.

Students out of Uniform

- Students who are out of uniform will not be permitted to attend classes until they are in proper uniform. Chronic violations will result in detention/suspension.

F. INFORMATION

Activity & Other Fees

- All students are required to pay a non-refundable \$50.00. This fee helps defray the cost of student functions, activity buses, yearbook, information mailing, student card, retreat, spirit days, athletic and student events. Not contributing means that a smaller group of families are subsidizing the opportunity for non-contributors to participate in all school events not covered through the school board budget. As funds become more limited the school may be forced to eliminate programs or force those who are participating to incur higher user fees. Providing greater 'outside classroom' experiences elevates school spirit, increases desire to attend, increases enrolment, and positively affects academic success.
- An additional \$15.00 is required **should** the student wish to purchase a yearbook.
- If necessary, there is a deferral/payment plan available. Please call the school for details.
- Additional student costs, such as school locks, lost/damaged textbooks and any additional costs related to particular courses over and above what is covered through the school, are the responsibility of the student.
- The activity fee can be paid online School Cash via the School's website <https://www.wecdsb.on.ca/stov>

Campus Ministry

Campus Minister - Chaplain: Mrs. Kathy Verardi

Spiritual Counselling and Faith Development

Campus Ministry is a team effort involving the interaction of each and every member of our St. Thomas of Villanova Catholic Secondary School community; students, parents, families, teachers, administration, office staff, caretakers, cafeteria staff, our Family of Parishes and friends. It is in community that our faith is nourished to grow.

St. Thomas of Villanova Campus Ministries:

Prayer: Sacred Eucharist (Mass), Daily prayer, Liturgies, visual presence of faith throughout the school, retreats and prayer days of reflection.

Mission: Advent and Lenten collections for Third World missions, Think Fast, Community fundraisers; St. Vincent de Paul, Terry Fox Run, Cancer Research.

Support: Bereavement - grief Counselling, hospital visitation, Peer ministry and mediation.

Retreats: Are unique experiences providing one much needed reflection upon faith, community and relationship. There are opportunities for students, parents and staff to take advantage of this experience. Retreats help us to step out of our daily routine taking on new perspectives, praying and reflecting upon our relationship with Christ and others. The retreat format contains relaxation, fun, prayer, and Christian challenge, in a safe, structured environment. There is an opportunity for questions and answers concerning the gospel values that Jesus teaches and challenges us to live.

Retreats are mandatory and the *Code of Conduct* for our school remains in effect.

Community Days & Retreats

- All students will experience mandatory retreats and community activity days each semester and the CODE OF CONDUCT remains in effect.

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.
- St. Thomas of Villanova is now wireless. 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. While there are still firewalls in place, it is expected that students will follow a responsible use approach to using the Internet
- No outside devices may be plugged into the school network via Ethernet cabling
- It is strictly forbidden to record, either by image, voice, or both, any teacher or student during the course of the school day or in-school activity regardless of the location.
- With respect to the above, notwithstanding that it is forbidden to record events as stated above, any posting to ANY social media site or distribution through cell phones of recordings, including, but not restricted to: fights, bullying, compromising photos of self or other students, events within or outside of the classroom is strictly forbidden and may lead to, in the least, suspension and/or police involvement.
- 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. Sending and receiving email is NOT allowed except with specific permission.
- 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.
- Printing - a maximum of 5 pages may be printed of educational work to be submitted to the teacher. All other print jobs including educational material exceeding 5 pages and non-educational material will be charged 10 cents per page. **Printing takes place in the school store only (during lunch).**

Exceptional Students

Programs are available for exceptional students and deal with students at all levels, in all areas of all learning capabilities. Students experiencing difficulties will receive additional support through guidance and their core subjects to learn study habits and techniques. As well, students will work on individualized programs tailored to meet their needs. Ongoing assessment takes place in conjunction with the guidance department.

Board Communication Protocol

- 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.
STEP 2. If Step 1 fails to resolve the grievance, contact the VicePrincipal or Principal to arrange a meeting with the teacher to discuss the problem.

MAIN OFFICE

Guests

- **ALL** guests on school property must identify themselves to the **main office** and sign in our guest book and obtain a visitor's pass, otherwise they will be viewed as trespassing.
- While parents, clergy and other visitors are welcomed, students are not permitted to have guests from other schools visit.
- Violators will be dealt with in accordance with the Trespass Act.
- Shadowing a Villanova student is only permitted with administrative approval and when the proper paperwork has been picked up from the main office and completed.

Change of Address

- Students must inform the Main Office of any change of address as a new transportation form must be completed, phone number, legal guardian or parish.

STUDENT SERVICES DEPARTMENT

Please feel free to visit the Student Services Webpage at www.wecdsb.on.ca/232 and choose the GUIDANCE LINK. Also, student services has created Google Classrooms for all grade levels that students can join to receive information. Young people enter high school with diverse goals, needs and attitudes. It is the responsibility of the Student Services Department to be of assistance to parents and students during their high school years. The Student Services Department offers a wide variety of services, including academic, social, personal and career counselling. The department will implement all policies regarding the guidance and career education components of the Ontario Secondary School Reform as outlined in the Choices into Action.

Additional available services include:

- Computer assisted career exploration, providing information on occupations, schools and programs for further education.
- Study Skills, Coping with Stress, University and College Registration, Students Assistance Information, Goal Setting, Scholarship and Bursary Information, and Career Information.

Students and parents are encouraged to consult frequently with the guidance counsellors.

Course Selection

- Students should select courses after their grade nine year in consultation with parents/guardians, teachers, counsellors and the Principal.
- Students and parents have the right to make course selections provided that the diploma requirements regarding areas of study and mandatory credits are being met.
- Students and their parents/guardians bear responsibility for the choice of courses and in particular for those choices made contrary to the advice of the Principal or staff.
- Once students and parents have chosen courses the student is expected to attend and complete the selected courses.
- Students will only be allowed to withdraw from courses for medical reasons upon a doctor's written recommendation.
- Students are not permitted to take just one course.

Course Selection Policies

- Religion must be taken in each year of high school up to and including the fourth year with exception granted only by the Principal.
- Sequencing of courses is not allowed unless the student has achieved a minimum of 70-75% in the subject to be sequenced and must be cleared with the Head of Student Services (Technological course exempt).

- Students entering their fourth year with a minimum of 24 credits will be allowed to select **two study periods.**
- Students entering their final year of high school who wish to select fewer than 6 credits must apply for part-time status with the Head of Student Services and the Principal when the option sheet is submitted.
- It is highly recommended that university-bound students in a position to graduate the following year select 7 grade 12 courses in order to mitigate any chances of not fulfilling the 6 U/M level credit minimum for a university destination.
- In order to be eligible for 12U courses, it is recommended that students attain a minimum average of 60% in the prerequisite courses with exemptions from the Head of Student Services and the Principal.
- A student may not repeat a course in the second semester that was taken in the first semester with exception of the final year of schooling.

DIPLOMA REQUIREMENTS

Ontario Secondary School Diploma

Students commencing a secondary school program AS OF SEPTEMBER 1999, may earn credits toward an Ontario Secondary School Diploma.

A minimum of eighteen (18) compulsory credits must be earned in order to obtain the Ontario Secondary School Diploma and distributed as follows:

- 4 credits in English (1 per grade)
- 1 credit in French as a second language
- 3 credits in Mathematics (at least one credit in grade 11 or 12)
- 2 credits in Science
- 1 credit in Canadian History
- 1 credit in Canadian Geography
- 1 credit in Arts
- 1 credit in and Physical and Health Education
- .5 credit in Civics
- .5 credit in Career Studies

Plus:

- 1 additional credit in English, or a third language, or Social Sciences and Humanities, or Canadian and World Studies, Guidance and Career education, Cooperative education
- 1 additional credit in Health and Physical Education, or the Arts, or Business Studies, or Cooperative education
- 1 additional credit in Science (grade 11 or 12), or Technological Education (grade 9-12), or Cooperative education
- Students must also earn 12 optional credits by successfully completing courses that they have selected from the school course calendar

- | |
|---|
| <ul style="list-style-type: none"> ● Complete 40 hours of community involvement activities ● Successfully complete Ontario Secondary School Literacy Test |
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Ontario Student Transcripts

- Credits gained towards the requirements for the ONTARIO SECONDARY SCHOOL DIPLOMA or the CERTIFICATE OF EDUCATION are maintained on the ONTARIO STUDENT TRANSCRIPT
 - This transcript uses course codes common to Ontario Secondary Schools designated by the Ministry of Education.
 - The purpose of the transcript is to state clearly the student's academic accomplishments in a manner that can be understood and evaluated by the student, parents, postsecondary institutions and employers.
 - A CREDIT is granted to a student by a Principal in recognition of the successful completion of a course for which a minimum of 110 hours has been scheduled.
- As of the 1999/2000 school year, the new Ontario Student Transcript will include:**
- full disclosure for all secondary students taking grade 11 & 12 credit courses,
 - the highest achievement in successfully completed Grade 9 & 10 courses,
 - all courses taken or attempted, and credits earned for Grade 11 & 12 courses,
 - indication of a substituted credit for a compulsory course,
 - the completion date for forty hours of community involvement,
 - the successful completion of the Ontario Secondary School Reading and Writing Test,
 - specialized programs,
 - granting of a diploma or certificate,
 - issue date.
- **Special Considerations or Grade 11 or 12 Courses**
If a student (including a student with an IEP) withdraws from a grade 11 or 12 course on or before the fifth instructional day following the issuance of the first provincial report card the course will not be recorded on the OST.

Certificate of Education

A student who decides to leave school before earning an Ontario Secondary School Diploma shall receive the CERTIFICATE OF EDUCATION, on request, if he/she has earned a minimum of 14 credits distributed as follows:

COMPULSORY CREDITS (TOTAL OF 7)

- 2 credits in English/Français
- 1 credit in Mathematics
- 1 credit in Science
- 1 credit in Canadian Geography or Canadian History
- 1 credit in Physical and Health Education
- 1 credit in Arts or Technological Studies
-

ELECTIVE CREDITS (TOTAL OF 7)

7 credits selected by the student from available courses

Dropping Courses /Dropping Courses at Midterm

- Please see your guidance counsellor for personal assistance.
- If a student withdraws from a course after five instructional days following the issue of the first provincial report card, the withdrawal is recorded on the Ontario Student Transcript.

Homework

- Time management and study skills assistance is available at the Guidance office.
- Grade nine students are expected to study for one hour, grade ten students one and a half hours and grade eleven and twelve students for two hours each evening.
- Homework requests for students who are absent for extended periods should be made through the student services department.

Honour Roll

- Students with 80% average in a school year will be listed on the Principal's Honour Roll. Upgrade of courses in either summer school or full semester will be counted toward

Honour Roll. However, only those courses taken within the current school year (September 1, August 31) will be counted toward honour roll for that particular school year.

- All completed courses will be counted in the student's final average. Courses taken outside of Villanova, i.e., online courses, summer school courses, night school courses, etc., must be reported to the main office by the student in order to be calculated for honour roll.
- The minimum number of courses a student must complete is six.
- Students on this roll will be recognized at the Annual Honours Recognition Evening or the Graduation Ceremony.
- Gold Cord status for graduating students will be determined by final marks in all semesters save semester two of graduating year where *midterm* marks will be used.
- Students who have transferred to Villanova will be honoured if they achieved honour roll status at their previous school. It is the student's responsibility to notify the main office.
- Students are eligible for honour roll during their first four years of secondary school.

Graduation

- In order to walk across the stage with your cohort, 28 credits, at minimum must have been earned by the end of that year.
- In order to have a picture included in the graduating class composite, **a minimum of 28** credits must have been earned.
- Students with serious disciplinary issues nearing the end of the school year will lose the privilege to attend graduation.

Literacy Credit

The Ontario Secondary School Literacy Test (OSSLT) is administered in a student's grade 10 year and success on this assessment is a requirement for graduation. The Test evaluates a student's cross-curricular literacy skills up to, and including grade 9. A "passing grade" on this test is a score of 300. The Board will provide remediation and accommodations and deferrals/exemptions where necessary. Support and sample activities can be found through the Education Quality and Accountability Office (EQAO) at www.eqao.com.

The Ontario Literacy Course has been developed to provide students who have been unsuccessful on the OSSLT with intensive support in achieving the required competencies, and an alternative means of demonstrating their literacy skills. Students who successfully complete this course will have met the provincial literacy requirement for graduation and will earn one credit.

** Eligibility requirement: Students who have been unsuccessful on the OSSLT are eligible to take the course.

Promotion Standards

- To complete any course successfully, a student must obtain a minimum of 50% which permits the student to take this subject in the next highest grade.
- Any subject in which less than 50% is obtained must be repeated for the credit to be gained or the student may apply to upgrade at summer school.
- Students who obtain very low passing marks in academic level courses should consider the advantages of proceeding at the applied level wherever possible.
- Similarly, students doing well in applied level courses might consider taking courses at the academic level after talking with a Guidance Counsellor.
- Essentials level courses are available in several subjects.
- Evaluation in all courses will reflect school policy and special assistance is available as required for certain students.
- Grade 9 students may wish to move from academic to applied or applied to academic courses.

- Transfer or upgrading courses are required to move from one level to another.

Summer School/Night School

- See your respective guidance counsellor for specific details.

Withdrawal

- All voluntary withdrawals over the age of eighteen must see a guidance counsellor.
- Students over the age of eighteen missing fifteen consecutive days will automatically be removed from the school roll.
- Any student missing 15 consecutive days without valid medical documentation will be withdrawn from his/her courses.
- Students on contract who violate the terms will automatically be removed from the school roll.

Youth Services

- From time to time students have more serious needs which require extra intervention and a social worker is available for these students at school.
- Referrals are sometimes made to community services.

Youth Services Directory

| | |
|---|----------|
| Aids Committee of Windsor | |
| General Info | 973-0222 |
| Gay Youth Services | 973-7671 |
| Amherstburg Community Services | 736-5471 |
| Bulimia Anorexia Nervosa Assoc.(BANA) | 969-2112 |
| Brentwood (Substance Abuse) | 253-2441 |
| Community Crisis Centre 24 hour line | 973-4435 |
| Hotel-Dieu Grace Hospital Emergency – 24 hours, 7days a week | |
| Essex | 776-5757 |
| Amherstburg | 736-0255 |
| Sexual Assault 24 hour Crisis Line | 253-9667 |
| Sexual Assault Crisis Centre | 253-3100 |
| Suicide Prevention - Distress Centre (12 midnight) | 256-5000 |
| Teen Health Centre (A'Burg,LaSalle,Windsor) (www@teenhealthcentre.com) | 253-8481 |
| Windsor-Essex Catholic District School Board | 253-2481 |
| Windsor-Essex Children's Aid Society | 252-1171 |

Homeroom

- All students are assigned a Home Room where they will take part in prayer, attendance, announcements and preparation for school masses and discussions of student concerns.
- Home room will be extended when necessary and offers students the opportunity to form close associations with one teacher and a small group of students.

Identification Cards

- Every student will be issued a pictured student identification card that will allow them admission to school dances, school activity buses and other school functions.
- Each student will have a confidential identification number for the duration of their academic career.

- **Defacing or manipulating the photo or card in any way will result in disciplinary consequences.**