



## **BISHOP ALEXANDER CARTER**

### **STUDENT HANDBOOK**

**2018-2019**

Mrs. Cassandra MacGregor, Principal

Mrs. Lori Holden, Vice-Principal

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App: Bishop Alexander Carter (free download on any device)

**“HOME OF THE GATORS”**

**Founded by the Sudbury Catholic District School Board in 2002**

**Bishop Alexander Carter Catholic Secondary School**

*“Because We Believe”*

### **Principal's Message**

It is with great pride that I welcome our new and returning Gators!

Success in high school requires some thoughtful planning and commitment. Hard work and regular attendance is a must to achieve your goals while you are attending Bishop Alexander Carter. You can count on our entire staff: teachers, librarian, chaplain, administration, secretaries, custodians and other support staff to be there for you and help you along your learning path.

The goal of all the staff is to provide you with a safe, caring and supportive environment so that you can reach your goals both academically and in the extracurricular activities you choose to participate. I encourage you to always give your best and go out of your way to cooperate with others and become active in the school.

High academic and behavioural standards help us to guide our students to reach their greatest potential in their class work, their extracurricular activities and their interpersonal relationships. In order to foster such growth, teamwork and communication are key. Parents, students, teachers and administration must work together to ensure success for all. To that end if you have any concerns or questions please feel free to contact me, the vice-principal or any of your teachers. We are always available to help you in any way that we can.

Sincerely,

Mrs. C. MacGregor, Principal

## **Bishop Alexander Carter Catholic Secondary School Prayer**

Lord,

We are ever thankful for the abundant blessings that you have poured forth on Bishop Alexander Carter Catholic Secondary School. What was once a prayer is now a reality. From this day forth, we seek to do your will and ask that you continue to protect us with your strength. Holy Spirit, bestow your gifts on our school board, staff, parents, students and everyone in our community. May this school be a shining light in our world and may it be a place where all are welcome. This we ask in the name of Jesus, who reigns with you now and forever, Amen.

### **Vision and Mission Statement**

#### **Mission:**

**We will develop the whole person *because we believe* in a caring, Catholic learning community.**

#### **Vision:**

**We will grow *because we believe* that serving our learners' needs and talents inspires hope and success**

#### **Values:**

**We will succeed *because we believe* in:**

- Catholicity
- Charity
- Collaboration
- Creativity
- Compassion
- Community

## **Bishop Alexander Carter Schedule**

## REGULAR SCHEDULE

PERIOD	TIME
<b>Warning Bell</b>	<b>8:08</b>
Period 1	8:15 – 9:30
Period 2	9:35 – 10:50
<b>Lunch</b>	<b>10:50 – 11:30</b>
Period 3	11:35 – 12:50
Period 4	12:55 – 2:10

*\* Scheduled times are subject to change.*

## THE SCHOOL DAY

The school is open from 7:30 a.m. to 3:30 p.m. daily. The main office is open from 7:15 a.m. to 3:30 p.m. A warning bell sounds at 8:08 a.m. and classes begin at 8:15 a.m. Students are considered late if they arrive to class after 8:15 a.m.

## STUDENT RESPONSIBILITIES

Bishop Alexander Carter Catholic Secondary School promotes a safe and inclusive environment. The school also concerns itself with the spiritual and moral development of its students, as well as with their academic success and physical well being. We encourage our students to integrate traditional Catholic values into their lives and to establish a commitment to the ideals of Christ's teachings. In order to foster growth, a guideline of student responsibilities has been developed. The staff at Bishop Alexander Carter is dedicated to help students reach personal success but to achieve these goals, we **require more of students than minimal academic work**. A specific standard of dress and of student responsibilities are part of the Bishop Alexander Carter Catholic Secondary School philosophy. Students who enroll at Bishop Alexander Carter Catholic Secondary School accept this ideal and agree to abide by the school Letter of Commitment and Uniform Policy.

### A. MORNING ROUTINE

Students who are bused to school are expected to enter the building **upon arrival**. A bell will ring at 8:08 a.m. The bell is an indication that it is time to conclude conversation, gather books and move to Period 1. Students must be in their Period 1 class for 8:15 a.m where the National Anthem, prayer and announcements for the day will be broadcast. During the day, there will be a bell at the end of each period and again at the beginning of the next.

### B. LUNCH PROCEDURES

During the lunch period students who are 16 years or older are permitted to leave school property.

### **C. SCHOOL VISITORS**

All visitors in the school must report to the main office, sign in and wear a Visitor Identification Badge while in the school.

### **D. ABSENCE FROM SCHOOL**

Regular attendance is one of the most important factors in ensuring a student's academic success. The administration and staff are committed to the safety and security of our students at all times. Therefore, we have a stringent attendance policy and procedure in place. We urge parents and guardians to cooperate and support us in this endeavour.

Attendance is taken each period during the school day. Students are expected to be punctual and attend all classes listed on their timetable. Students are also required to attend assemblies, masses and special functions held during the year.

Parents/Guardians are asked to call the Main Office (705-969-2212) the day before or the morning of each day of absence. Parents can also send a message through our school app. **The student will present a note from a parent(s)/guardian(s) on the first day back following the absence if telephone contact has not been made.** Failure to verify an absence may result in the student being refused admittance to class until parental contact can be made. All notes are dated by the office staff and kept on file. Students will require a note from the office in order to be allowed into class(es).

### **E. LEAVING SCHOOL EARLY IN THE DAY**

Parents are asked to write a note explaining the circumstances requiring the student to leave early. The student will present the note at the **main office** *before the morning routine begins* and receive an authorization slip to leave a class early. The student will show the authorization slip to the teacher of the last class to be attended and leave at the appropriate time. Students who are of adult age (18+) may handle their own excuses if a signed permission form from their parents is on file. Students over 18 are asked not to abuse sign out privileges or they will be revoked.

### **F. TRUANCY**

Attendance is taken very seriously at our school. Any absence without prior authorization is truancy. Parents/guardians will be notified. Consequences for truancy usually involves intervention from the attendance councillor and/or close contact with the home.

### **G. LATE FOR CLASSES**

Lateness interferes with classroom instruction and it exhibits a lack of consideration for the teacher and other students. Students who are late for class(es) will be required to report to the office for an admit slip. Students will not be admitted to class late without a slip from the office. Disciplinary measures will be imposed to students who are persistently late for classes. This can include detention and/or suspension. Students will receive appropriate consequences for perpetual lateness.

#### **H. LATE FOR SCHOOL**

Students who are late for school will report directly to the main office to sign in. Students will not be admitted to class unless parental contact has been made (in person, by telephone, or with a signed note). The student is required to present an admit slip to all the teachers whose classes they attend on this day.

#### **I. TEXTBOOKS**

Textbooks used in all courses are on loan to students and must be cared for and returned in good condition. Since students are 100% responsible for all textbooks issued to them, it is highly recommended that *all textbooks be kept in lockers (locked) if stored at school* – DO NOT LEAVE YOUR TEXTBOOKS IN THE CLASSROOMS. Students will be assessed the cost of replacement or repair if either is required. This will be done prior to admission to final examinations. Students will lose computer privileges if there are outstanding charges.

#### **J. STUDENTS WHO BECOME ILL AT SCHOOL**

Students who become ill at school are expected to write any tests and/or hand in any assignment(s) scheduled/due for that day **or** make alternate arrangements with their teacher(s). *With the teacher's permission*, students are to report to the **main office**. **At this time the situation will be assessed by the principal/vp and the student may be asked to call home for transportation.**

#### **K. PERSONAL ELECTRONIC DEVICES/SCHOOL USE OF TECHNOLOGY**

Student responsible use of technology and PEDs are encouraged in classes provided the teacher is aware they are being used appropriately and for instructional purposes. Information technology agreements and PEDs may be suspended or confiscated and returned at a later date as per our Board Policy APG #SS18-P and APG #SS15-P if there is inappropriate use. PEDs and cell phones may be used only during lunch and cell phones can only be used in designated areas inside the school building. The school does have a pay telephone which is located outside the cafeteria. If students choose to bring expensive personal belongings to school Bishop Alexander Carter does not accept responsibility for any lost or stolen items and will not reimburse students for lost or stolen items.

The use of cameras/camera phones is strictly forbidden in private areas such as the change room, washrooms and in all other areas of the school such as hallways, classrooms, gym, lunchroom and office at any time. Such use may also be in violation of the criminal code of Canada. If a student uses a cell phone in any way that is a detriment to others (i.e., taking pictures/videos, and/or cyberbullying), disciplinary consequences will be issued according to

progressive discipline and safe school policies. **Staff have the right and responsibility to view any electronic communications that students generate at school on their PED's.** Bringing these valuables to school can be a risk and the school is not responsible for the replacement of such items in cases of loss, damage or theft.

#### **L. SMOKING (includes e-cigarettes)**

Smoking is strongly discouraged and is not permitted on school property. Students who disobey this will be subject to an automatic school suspension and a possible fine under the Ontario Tobacco Act. No student will be smoking during the school day. The designated times are before the school day, at lunch and after the 2:12 p.m. bell. Any student accessing the smoking area under the age of 16 will be subject to progressive discipline at the discretion of the school administration. Smoking is only permitted in the designated area.

#### **M. STUDENT ACTIVITY FEE**

The Student Fee of **\$40.00** (yearbook is additional \$30) is payable by Friday, September 28, 2018 to the main office. This fee provides start-up funding for school activities such as sports teams and clubs, and a portion to transportation costs, school wide presentations, guest speakers and locker fees. It is non-refundable and non-transferable. Discounts for families with more than one sibling attending our school are as follows: If there are 3 siblings all in the same school you pay \$40.00 for the first student and \$35.00 for each additional student. If there are 2 siblings attending the school, the first student pays \$40.00 and the second sibling will pay \$35.00.

#### **N. PREPAREDNESS FOR CLASS/HOMEWORK**

Students should always talk to their teachers about any problems or difficulties they are having in class. Students should be coming to class with the necessary materials to learn. Such things as knapsacks, purses, etc should be left in the locker. Homework is a vital part of school and a daily requirement for Bishop Alexander Carter Catholic Secondary School students. Academic success is influenced by the manner in which this responsibility is handled. Home study programs should include completion of daily assignments, review of previously completed work, preparation of projects, preparation for tests, previewing lessons to be taken and the use of a student organizer.

#### **O. MEDICATION**

All medication is to be given to the front office staff for control and administration, except for students with anaphylaxis and asthma who have received training by a physician, nurse, parent or guardian and have written consent of their parent/guardian to carry the medication. Medication kept at the office must be in a clearly marked, original container. It will be kept in a safe and secure location until it is time to administer the medication. Parents/guardians must obtain and complete all necessary forms. It is also the responsibility of the parent/guardian to inform the school when a student is self-administering medication and the Self-Administration of Medication form must be completed and returned to the main office.

#### **P. ANAPHYLAXIS PROTOCOL**

It is the obligation of the pupil's parent or guardian and the pupil to ensure that the information in the pupil's file is kept up-to-date with the medication that the pupil is taking. In order that the school complies with the Ontario government's legislated requirements (Bill 3: An act to protect anaphylactic pupils), you are strongly encouraged to provide all relevant information and forms to manage your child's life threatening allergy to the school principal in a timely manner). These forms can be found by contacting the school, or downloading the forms on the school app (available on all devices). These forms can be found under the "forms" heading. Anaphylaxis Canada is providing the following website dedicated to providing resources and tools for teens and young adults living with severe allergies: [www.whyriskit.ca](http://www.whyriskit.ca)

#### **Q. LATE AND MISSED ASSIGNMENTS**

Students are responsible for not only their behaviour in the classroom and school, but also for providing evidence of their achievement within the timeframe specified. There will be progressive consequences for not completing assignments or for submitting those assignments late. Mark deductions will occur in accordance with the School Boards *Late and Missed Assignments* APG #SS03.

#### **R. ACADEMIC DISHONESTY**

Plagiarism is offering someone else's work as your own, whether one sentence or a whole paragraph(s). It may come from the Internet or another printed source, and/or the writing of other students. It is also dishonest to submit material as your own work or as original work in more than one course. As a general rule, students should limit quotes to a maximum of 10% of their paper (unless directed to do otherwise by the teacher), use quotation marks, or paraphrase and provide a full reference. Consequences for plagiarism will follow the School Boards *Academic Honesty Plagiarism and Cheating* APG #SS07.

#### **S. PARKING AT SCHOOL**

Student parking is a privilege at Bishop Alexander Carter and is available at school provided students are obeying Ministry of Transportation guidelines. If students do not comply with such expectations, parking privileges will be revoked. This will be determined at the discretion of the school administration. Students entering and leaving school property are asked to drive in a safe manner (i.e. no speeding).

Students may bring their snow machine to school in the winter months. Parking for these machines will be at the back of the school (by the shop area). In order to bring your recreational vehicle to school, you must register it at the office and bring in proof of insurance and ownership. Any unsafe use of the machine will take away your privilege of riding it to school.

#### **T. SCHOOL MASS/LITURGY**



Periodically throughout the school year, Bishop Alexander Carter Catholic Secondary School organizes school masses/liturgies. All students are expected to attend these celebrations and be reverent throughout them. At the discretion of the Principal or Principal designate, students who do not attend or are not reverent within the celebration will be addressed accordingly.

#### **U. LETTER OF COMMITMENT**

Bishop Alexander Carter Catholic Secondary School not only requires students to academically work to the best of their ability but to abide by a specific standard of dress code and adhere to student responsibilities that are part of the school spirit and culture. All students must follow the school uniform dress code.

To help celebrate and maintain our Catholic values and beliefs all students will participate in school liturgies and masses.

Students are also expected to participate in the community life of Bishop Alexander Carter C.S.S. in activities that include, special projects, school activity days, school assemblies, involvement in homeroom, sports and club activities and so forth.

All students will read the school handbook, including the Code of Conduct, and will be held accountable for their actions and related disciplinary consequences.

All individuals within the building will model a respectful school community. Inappropriate student behaviour, horseplay, use of foul language or abusive language and physical violence will not be tolerated. Students will help to maintain a clean school property. Items such as school textbooks and equipment are to be respected and returned in the same condition as they were received.

#### **V. NUT CONTROLLED ENVIRONMENT**

Our school's anaphylaxis plan conforms to Sabrina's Law and Sudbury Catholic DSB anaphylaxis policy. The plan is designed to ensure that students at risk are identified, strategies are in play to minimize the potential for accidental exposure to allergens. We ask you to read food labels, checking of peanut/nut ingredients prior to sending them to school. We have a number of students who are highly allergic to peanut products and this can cause severe and life-threatening reactions. **For the safety of all, students are asked to refrain from bringing peanut products or snacks to school, i.e, peanut butter sandwiches, and nuts.**

#### **W. RELIGIOUS ACCOMMODATIONS**

Bishop Alexander Carter is committed to the values of freedom of religion and freedom from discriminatory or harassing behaviours based on religion and will take all reasonable steps to provide religious accommodations within the legal rights afforded to the Catholic school system. Such accommodation will be provided to students and their families.

Accommodation is based on request and is subject to the Code's criteria of undue hardship, and the Board's ability to fulfill its duties under Board Policy and the Education Act.

#### **X. ASTHMA PROTOCOL**

It is the responsibility of parent/guardian and the student to inform the school principal in a

timely fashion of any changes in a student's asthma condition along with relevant information in the students file being kept up to date with the medication that the student is taking, including any changes in present emergency contact information. Forms can be obtained by contacting the mail office.

## GENERAL INFORMATION

Students at Bishop Alexander Carter Catholic Secondary School have many resources available to them. This section provides some general information about these resources.

### A. TRANSPORTATION

For all inquiries regarding routes, schedules and services, please contact the Transportation Consortium at 705-521-1234. The school board provides busing for all students who qualify under board policy. **Busing is a privilege, not a right.** Bus time is an extension of the school day. The same rules regarding courtesy, conduct and language that are expected in the classroom apply to the bus. Students who disobey bus rules may have privileges suspended.

### B. LOCKERS

Students will be issued a locker on their first day of school. If the activity fee is not paid, the locker privileges may be temporarily suspended. Lockers are on loan to students for their convenience and they remain the property of the school. The student is responsible for keeping the locker clean and presentable. Pictures or slogans kept inside must conform to the values of Bishop Alexander Carter Catholic Secondary School. The school provides locks - any other lock will be cut from the locker without notice. **Again, students should not keep anything of significant value in their lockers: lockers are not burglar proof.** As well, the combination to the locker must not be shared with others. **Students, not the school, are responsible for their personal lockers.** Students should be aware that lockers could be opened and searched at any time by an administrator or an agent of the Board for reasonable grounds with or without student consent. Lockers are not to be shared with other students.

### C. CAFETERIA

The cafeteria is provided to students as a place to eat lunch. Light lunches, snack foods and drinks are available. The food served complies with the Ministry of Education Food and Beverage Policy. After completing lunch, each student is expected to put their garbage in the receptacles provided. It is not the custodian's responsibility to pick up garbage left on tables. ***Food or beverages may not be consumed outside the cafeteria. Students who are 16 years or older may leave school property at lunch, as long as they return to school on time for period 3. Failure of student(s) to return to afternoon classes on time will result in the loss of the lunchtime privileges for an extended period of time or indefinitely.***

### D. LIBRARY

The students and staff of Bishop Alexander Carter Catholic Secondary School are fortunate in having a continually developing library collection to support the curriculum taught at school.

The library is open between 7:45 a.m. and 3:00 p.m. In order for students to use the computers in the library/laboratory, they must sign an acceptable-use policy. If this policy is not followed computer privileges may be revoked. Students will be assigned a username and a password in order to utilize the computers. The computers are to be used as tools to support student research and for the completion of assignments. Students are encouraged to use the library to utilize the software installed on the school's network as well as make use of the curriculum resources on the Internet.

The staff and students who use this facility are responsible for respecting the rights of others. To ensure this respect, the following rules are in effect:

1. Books are available to borrowers for a period of 21 days. Long-term loans for books can be arranged upon request, if items are required for the duration of the semester. All reference books must remain in the library.
2. Students who sign an item out of the library are financially responsible for its prompt return in good condition. A replacement charge will be levied for any book that is lost or damaged.
3. No backpacks are allowed in the library. This will keep the room clean, free of clutter and protect the books and equipment.
4. The library is a work and study area. Students are expected to behave in an appropriate manner.

#### **E. PASTORAL CARE**

As a Christian community, Bishop Alexander Carter Catholic Secondary School is dedicated to the students in every aspect of their lives. A student at Bishop Alexander Carter Catholic Secondary School studies within a home, school and social environment, which are balanced to meet each person's needs. Bishop Alexander Carter Catholic Secondary School provides care for its students, bridging these areas as well as concentrating on the spiritual needs of students and staff. The chaplain, along with some teachers and students, contribute to the Pastoral Care Service of Bishop Alexander Carter Catholic Secondary School if there is a specific need. (i.e. death, illness, hospital, etc...)

1. Celebrations of the Eucharist are available to all students and staff. School liturgies and masses are celebrated at many times during the year.
2. Faith liturgies and masses for small groups will be celebrated throughout the year in the school chapel.
3. Pastoral counselling is available at all times for students and staff. Problems and difficulties relating to school, home, and spiritual life can be discussed in confidence with the chaplain or a staff member.

#### **F. SCHOOL FUNCTIONS**

A student at Bishop Alexander Carter Catholic Secondary School is presented with a wide range of activities through which one may develop and express their individual talents. These activities, which we consider to be extra-curricular, usually take place after normal class hours and take the form of clubs/organizations, student government or athletics. We strongly encourage students to get involved. Please note that students may be required to pay a fee for some activities.

### **Student Council**

The Student Council of Bishop Alexander Carter Catholic Secondary School consists of an elected six member Cabinet and one staff moderator and a representative from grade 9. Student Council members express the opinions and safeguard the interests of the student body at Student Council meetings, which are held twice per month.

Members of Student Council must include:

President (Grade 10, 11, or 12)      Secretary (9,10,11 or 12)

Vice-President (Grade 9, 10, 11 or 12)      Treasurer (9,10,11 or 12)

Communications Representative (9, 10, 11, or 12)

Junior Vice President (Grade 9, 10)

### **Athletics – Home of the “Golden Gators”**

Bishop Alexander Carter Catholic Secondary School’s Athletic Association is responsible for promoting and encouraging student interest in athletics. Athletic membership is a reflection of the dedication of our coaches and our strong belief that the discipline, dedication and courage demanded in these activities will help to strengthen the character of each participant. Failure to follow school policies may lead to various consequences under the recommendation of the coach. If a student athlete is removed or quits a school team/club they may be denied future participation in a team/club within that same academic school year. At the discretion of the Principal or designate a student may be denied participation if attendance and class work is not satisfactory. To this end, a student who is absent from daily class without the proper Parent/Guardian approval will not take part in any team related activity be it practices or games on that day.

### **Clubs/Organizations**

Clubs serve a variety of interests and their purpose will vary according to the type of activity. It may be to channel artistic self-expression, to advance athletic abilities, to acquire an advanced understanding of specialized skills, to afford an opportunity for intellectual recreation and to facilitate social interaction, to acquire a sensitivity or appreciation of the habits and customs of other people, or to afford situations to develop leadership skills. Because many teachers volunteer their time to supervise extracurricular activities it is only fair that students be picked up promptly after extracurricular activities and club meetings. It is the students’ responsibility to ensure pick up times are clearly communicated to parents. A student will be referred to the office should they fail to co-operate with respect to this school policy.

## **G. STUDENT ACTIVITIES**

There are several extra-curricular activities at Bishop Alexander Carter Catholic Secondary School. Students can find out about these by listening to the daily announcements, checking the bulletin boards and/or browsing through the school website at [www.bishopcarter.ca](http://www.bishopcarter.ca) or looking at the calendar posted on the App.

## **H. GUIDANCE SERVICES**

The Guidance Department is always willing to help students plan ahead by providing:

- individual counseling about courses, careers and personal matters
- interest and aptitude tests to help students understand themselves
- printed information, including Guidance news about jobs, colleges, universities and other opportunities
- a computer service to help students learn about careers and further education, Choices, Apprenticeship Programs
- information about scholarships and financial aid for further education
- help in finding jobs
- referrals to school board and community agencies for help with individual problems
- helping at-risk students succeed in their studies

## **I. STUDENT SUCCESS**

The school has a student success centre. In the student success centre, students can access one-on-one support or group support from a teacher. Students also have access to computers. Students can be given support to help with classroom work, projects, preparing for tests and/or exams, notebook organization, and much more.

## **J. INDIVIDUAL PATHWAYS PLAN (IPP)**

Students will document their learning in education and career/life planning in a web-based Individual Pathways Plan (IPP). The IPP becomes the primary planning tool for students as they move through the grades towards their initial postsecondary destination. Ongoing development of the IPP also provides students with a valuable archive of their learning and a record of the resources that can assist them in planning.

## **K. MENTAL HEALTH**

Confidential counselling service is available 24/7. Visit [www.kidshelphone.ca](http://www.kidshelphone.ca) or call 1-800-668-6868.

## **L. ACCESSIBILITY**

What is accessibility? It simply means giving people of all abilities opportunities to participate fully in everyday life. The Accessibility for Ontarians with Disabilities Act was passed in 2005. Its goal is to make Ontario accessible for people with disabilities by 2025. People with disabilities should have the same opportunity of access to our services in the same location and in a similar way as these services are available to all others we serve. That means that we must be mindful of people with disabilities and be inclusive in our schools for all individuals: staff, students, parents/guardians, service providers, and visitors. There are many types of disabilities, and they can be hidden.

Here are some types of disabilities: Deaf-blind; Physical; Developmental; Intellectual; Vision; Hearing; Speech/Language; Mental Health; Learning.

Accessible customer service is not about ramps or automatic door openers. It's about understanding that people with disabilities may have different needs. It can be as easy as asking "How can I help?" and making small changes to how you serve people with disabilities. Please contact the Principal of the school if you have questions.

#### **M. FAIR NOTICE TO PARENTS/GUARDIANS/VIOLENCE THREAT ASSESSMENT PROCESS**

The Sudbury Catholic District School Board aims to maintain a positive and safe environment in their schools for all students, staff, parents, and visitors. Any violence or harassment of any kind is taken very seriously. As a result, when a student's behaviour poses a serious threat to their safety or the safety of others, the Board reserves the right to activate a Violence Threat Risk Assessment (VTRA).

When a VTRA is activated, parents/guardians will be notified. If a concern for safety still exists, and parents/guardians cannot be reached, or if they choose not to provide consent to share information, the threat assessment process will proceed. In sharing personal information with community partners and agencies, each individual's right to privacy will be balanced with the need to ensure the safety of all. Student safety is our first priority. If you have any questions regarding the evaluation process for risk and threats, please refer to our Board's website for more detailed information at <http://www.scdsb.edu.on.ca> and/or contact the principal of your child's school.

#### **N. Video Surveillance**

*Bishop Alexander Carter Catholic Secondary School* is equipped with a video surveillance system to protect the well-being and security of students, staff and visitors, and as a deterrent to vandalism, criminal or other illegal activities. The use of video surveillance is part of an overall plan to create a safe and nurturing learning environment for all our students.

All information obtained by video surveillance is confidential and will only be provided to police authorities when criminal or other illegal acts are suspected. All video recorded material will be destroyed regularly unless it is used as part of an investigation.

All information is managed in accordance with the Sudbury Catholic District School Board Administrative Procedures and Guidelines for Video Surveillance and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). All Board policies and Administrative Procedures and Guidelines (APG) are available on the Board's website [www.sudburycatholicschools.ca](http://www.sudburycatholicschools.ca).

## **ACADEMIC RESPONSIBILITIES**

Students are expected to complete all the work that is assigned in each class, and to be prepared for daily work which includes tests, examinations and coming to class prepared with a pen/pencil, paper, notebook/textbook, etc. Students should be familiar with the expectations of each of their teachers. These will be made known to students at the beginning of each semester. Student diligence is important and will determine success or failure in each class.

### **The Ontario Secondary School Curriculum**

In order to earn an Ontario Secondary School Diploma (OSSD), a student must earn a minimum of 30 credits, including 18 compulsory credits and 12 optional credits. In addition to the compulsory credits and optional credits, students must complete 40 hours of community involvement activities and pass the Ontario Secondary School Literacy Test (OSSLT). Students enrolled in the French Immersion program must earn a total of ten credits in courses taught in French.

#### **Compulsory Credits (total of 18)**

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

#### **Plus one credit from each of the following groups:**

- ▶ 1 additional credit in English, or French as a second language, or a Native language, or a classical or an international language, or social sciences and the humanities, or Canadian and world studies, or guidance and career education, or cooperative education
- ▶ 1 additional credit in Health and Physical Education, or the Arts, or Business Studies, French, or Cooperative Education
- ▶ 1 additional credit in Science or Technological Education, or Cooperative Education, French or Computer Studies

### **OPTIONAL CREDITS**

In addition to the 18 compulsory credits, students must complete 12 optional credits in courses of their choice, selected from the full list of courses available at the school. Optional credits allow students to build an educational program that meets the student's individual interests and meets university, college, apprenticeship, or work requirements. Official transcripts are available at the main office upon request at a nominal fee of \$5.00 per copy. Please allow 48 hours to prepare this document. Unofficial transcripts are available upon request at no charge.

### **RELIGIOUS STUDIES**

Within the framework of our Gospel values and traditions, we will attempt to provide reasonable accommodation for students' religious beliefs and practices, while also protecting our denominational rights.

Religious Education is not meant to be found in the religion class alone. Catholic values and virtues permeate the school and touch the students in all their classes. Each subject is taught with these values and virtues in mind. Liturgical celebrations, retreats, and community service are all integral to the life at Bishop Alexander Carter. The Ontario Catholic Graduate Expectations are used in lesson planning in all subject areas.

## **ONTARIO SECONDARY SCHOOL LITERACY TEST (OSSLT)**

Students must take the Secondary School Literacy Test in **Grade 10**. Students must pass this test in order to receive their diploma and graduate. Students who are unsuccessful **will take the literacy course** equivalent entitled Ontario Secondary School Literacy Course (OLC400) is offered in Grade 11 or 12.

## **COMMUNITY SERVICE**

All students must complete a minimum of **40 hours** of unpaid community involvement activities before graduating from secondary school. This requirement is in addition to the 30 credits needed for a secondary school diploma. Students will be able to choose their own community involvement activities, within the guidelines that are provided by the school. Students will be responsible for fulfilling this requirement on their own time, keeping a record of their activities on a form supplied by the school, and submitting the form to the Guidance office. A community service document outlining acceptable activities is available in the guidance department.

## **EVALUATION**

Assessment and evaluation will be based on the provincial curriculum expectations, the Growing Success document and the curriculum policy document for each discipline. At the beginning of each semester, students will be given a "First Day Course Handout" from each teacher. The handout outlines key points of information for students including the four categories of learning, Knowledge/Understanding, Thinking/Inquiry, Communication and Application.

In the event a student is suspended from school, it is the responsibility of the student to keep up with missed work. If a student misses a test during a day of suspension, the student will have up to 2 school days upon return to make satisfactory arrangements with the teacher(s) to write the test(s).

## **EXAMINATIONS**



There will be one compulsory examination at the end of each semester in each course for which a formal written exam is required. The final exam may encompass the entire semester's work. Students may be granted exemptions from examinations for reasons of illness (a doctor's note is required), bereavement or special circumstances approved by the principal. Students late for an examination must obtain an admit slip from the main office and will not be granted extra time to finish their exam.

The uniform policy is in effect during the examination period, including **proper footwear**. Students will not be admitted to the examination room if they are not in full compliance with the dress code.

### **GRADE 9 ASSESSMENT AND EXAMS**

All students will complete a culminating activity. Grade 9 students with an overall final mark of 75% and with 10 or less days of absenteeism will not be required to write the final exam. The final culminating activity will serve to determine that the student has demonstrated most of the required knowledge and skills, and that the provincial standard has been met. This culminating activity is worth 30%.

Upon completion of the culminating activity, students with an overall final mark of 75% and with 11 or more days of absenteeism will write the final exam. The culminating activity for these students will then count as 15% and the exam will be 15%, giving them additional opportunity to be successful and attain the credit. This will also allow the teacher to formulate the exam so that it is targeted towards students at Levels 1 and 2.

### **CAREER CRUISING**

Career Cruising is an Internet-based career exploration and planning tool used by students to explore career and college options and develop a career plan. Students also use this program to select courses in the spring for the following year. As the parent or guardian of a child with a Career Cruising account you can:

- view your child's goals, interests, achievements and experiences
- track your child's plans and progress
- provide feedback to your child and explore career and education options

You can obtain an access code to your child's account from the school guidance counsellor or from your child.

### **PROGRAMMING**

There are a variety of specialized programs that are offered at Bishop Alexander Carter that enhance the regular credits offered at the school.

## **A. COOPERATIVE EDUCATION**

As part of their studies in secondary school, students may select cooperative education courses to assist them with their career planning. These courses allow students to explore chosen career fields and experience learning and working in the workplace. Cooperative education courses include a classroom component, comprising pre-placement and integration activities and placement component. Each applicant will go through an application process to determine if the student is suitable for the program.

## **B. E-LEARNING**

e-Learning gives learners the flexibility they need to succeed. It gives secondary students more learning opportunities while they work towards graduation. Please see the Guidance Counsellor for a complete list of courses offered through e-Learning.

## **C. ONTARIO YOUTH APPRENTICESHIP PROGRAM**

While enrolled in the cooperative education program, students may be eligible to register for the Ontario Youth Apprenticeship Program (OYAP). In this program, students can accumulate workplace hours that count towards both secondary school and the requirements for the apprenticeship (Level 1) program. To participate in this program, students must be a minimum of 16 years old and have accumulated a minimum of 16 credits towards their OSSD.

## **D. SPECIALIST HIGH SKILLS MAJOR**

The SHSM is a Ministry approved specialized program that allows students to focus their learning on a specific economic sector while meeting the requirements for the OSSD. Bishop Alexander Carter is very proud to be the only Secondary School in the District to offer the SHSM in Information Technology, Health and Wellness (Fitness) and Manufacturing (Robotics). In this program students also gain work experience through Cooperative Education opportunities and also acquire additional training and certifications. For more information about these programs, please visit the guidance department at the school.

## **E. DUAL CREDIT**

Students who may need learning opportunities outside of high school and who would benefit from a college or apprenticeship experience to complete their OSSD may want to consider enrolling in a dual credit program. While in this program, students earn credits towards their OSSD as well as a postsecondary diploma.

## **F. RESOURCE PROGRAM**

This program exists to help students learn more efficiently and effectively. Any student who has a special need in any academic subject area may receive help from the Resource Teacher. Some students will have a regular resource period on their timetable (this may include the Learning Strategies credit course). The resource program located in the library could help students in such areas as language, spelling, reading, writing, organization skills, study skills, examination techniques and independent study programs.

## **G. SKILLS FOR SUCCESS PROGRAM**

Each year a group of selected students will have the option to enroll in the Skills for Success Program. The principal, teachers and the guidance department must identify the candidate who is well suited for the Skills for Success Program. Upon recommendation and special placement, students will be required to take courses approved by school administration and the guidance counsellor.

### SCHOOL UNIFORM POLICY

Students are required to wear a uniform to and from school each day. The Bishop Alexander Carter Catholic Secondary School uniform consists of:

ITEM	DESCRIPTION	HOW TO WEAR IT
<b>Pants Navy Shorts</b>	-navy, casual or perma- pressed, McCarthy	-must be hemmed and in good repair -worn at the waist with a black belt, shorts are not to be rolled up -worn with pride
<b>Kilt</b>	-navy plaid, McCarthy	-worn with solid navy tights or navy or white knee socks -length of the kilt must not be altered
<b>Pullover Sweater</b>	-navy knitted sweater, dry weave hoodie, or jersey pullover, crested	-worn with any bottom (pants, yoga pants, kilt)
<b>Rugby Shirt</b>	-white and navy, crested, must be purchased from the supplier	-may be worn un-tucked if worn by itself
<b>Golf Shirt</b>	-navy, crested, long or short sleeves	-may be worn un-tucked if worn by itself
<b>Yoga Pants</b>	- navy yoga pants,	- worn with golf shirt, oxford shirt or rugby shirt

### FOOTWEAR

**Footwear can be either running shoes or dress shoes. The colour of footwear is either black or white or a combination of white and black only. No other colours for the shoes or laces are acceptable. Shoes must be closed at the heel and have a firm sole. Slipper type shoes and beach wear such as flip flops are not permitted.** Shoes should have non-marking soles and low heels (heels are not to exceed 2 inches in height). If you are unsure as to whether or not you are purchasing an acceptable shoe you are advised to discuss your concerns with the Principal or Vice-Principal.

### OVERALL REQUIREMENTS ON UNIFORM WEAR

These guidelines will help you prepare for September and will answer most questions people ask about the school uniform.

Kilts are to be worn with solid navy tights, navy or white knee socks. Kilts are not to be rolled up at the waist.

T-shirts worn under shirts/blouses must be solid white or navy blue. Logos, printed material and/or other colours are not acceptable. Lacy undershirts of any colour are not permitted.

**Uniforms are to be worn *coming to and from* school each day.**

The Physical Education uniform (t-shirts and shorts/track pants) must be worn in these classes and purchased from the supplier or from the school. It is recommended that students purchase at least two t-shirts for hygienic reasons. Non-marking running shoes are required for physical education class.

### **NOT ACCEPTABLE**

1. If alternate footwear is recommended for medical reasons, a doctor's note must be provided to the Main Office.
2. Hats of any sort are not to be worn by students while in the building.
3. Bags, purses or any other personal carrying items are not permitted in the classroom.

### **DRESS DOWN DAY ATTIRE**

When there is a Dress Down Day, students do not have to wear the school uniform. Appropriate dress down day attire is acceptable however the clothes must still fit appropriately and be worn in the spirit of the uniform. Inappropriate attire includes but is not limited to excessively ripped jeans, spaghetti straps, short shorts, inappropriate logos/images, and midriffs must be covered. Questionable attire will be addressed by Administration and at the discretion of the school Administration a decision will be determined if it is acceptable or not.

### **CODE OF CONDUCT**

We believe that by cultivating a positive school environment, by clarifying rules and keeping all accountable for their actions, we can work toward creating a conducive school environment which supports the learning for all.

Our philosophy for conduct is based on the following 7 principles:

- 1) Our policy is based on the Sudbury Catholic District School Board policy on discipline and Ministry of Education guidelines.
- 2) There must be immediate and clear consequences for violence.
- 3) Consequences must be compassionate, instructive, fair, protective and if possible, flexible.
- 4) Students must be held accountable for their actions and parents for the actions of their children.
- 5) Attempts will be made to reach even the most intransigent student. However, when a student's behaviour jeopardizes the safety of others and/or the learning process,

action must be taken immediately. The well being of the students as a collective whole always takes precedence over the well being of an individual student.

6) There is a formal policy to cover violence and other misconducts at our school. Unacceptable behaviours are defined and the consequences are specific.

Bishop Alexander Carter Catholic Secondary School is a place that promotes Catholicity, responsibility, respect, civility and academic excellence in a safe learning and teaching environment.

All students, parents, teachers and staff have the right to feel safe and to be safe in our school. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put the safety of others and/or oneself at risk.

Police and community members are essential partners in making Bishop Alexander Carter Catholic Secondary School and our community safer. Community members need to support and respect the rules of the school. Police investigate incidents in accordance with the protocol developed with our school board. These protocols are based on a provincial model developed by the Ministry of Education.

## **PARENTS/GUARDIANS**

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 fulfill this responsibility when they:

- **Show an active interest in their child's schoolwork and progress**
- **Encourage their child to follow the dress code and to be fully prepared for class**
- **Ensure that their child attends school regularly and on time**
- **Promptly report to the school their child's absence or late arrival**
- **Become familiar with the Code of Conduct and the school policies**
- **Encourage and assist their child in following the rules as outlined in the Code of Conduct and assist the staff in dealing with disciplinary issues**

Bishop Alexander Carter Catholic Secondary School requires more of students than minimal academic work. A specific standard of dress and of student responsibilities are part of the school's philosophy. Students who enroll at Bishop Alexander Carter Catholic Secondary School accept this ideal and agree to abide by it.

## **THE PROVINCIAL CODE OF CONDUCT**

### **Purposes of the Code**

Subsection 301(1) of Part XIII of the Education Act states that "the Minister may establish a code of conduct governing the behaviour of all persons in schools". Subsection 301(2) sets out the purposes of this provincial code of conduct, as follows:

To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.

To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.

To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

To encourage the use of non-violent means to resolve conflict.

To promote the safety of people in the schools.

To discourage the use of alcohol and illegal drugs.

Education Act, as amended by the Education Amendment Act (Progressive Discipline and School Safety), 2007

Relevant excerpts from the sections of the Education Act, as amended by the Education Amendment Act (Progressive Discipline and School Safety), 2007, are provided below for reference.

### **Suspension**

Activities leading to possible suspension

306. (1) A principal shall consider whether to suspend a pupil if they believe that the pupil 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:

- Uttering a threat to inflict serious bodily harm on another person.
- Possessing alcohol or illegal drugs.
- Being under the influence of alcohol.
- 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 pupil's school.
- Bullying.
- Any other activity that is deemed inappropriate the principal may suspend a pupil under a policy of the board.

### **Suspension, Investigation and Possible Expulsion**

Activities leading to suspension and possible expulsion

310. (1) A principal shall suspend a pupil if they believes that the pupil 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:

- 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 or in illegal drugs.
- Committing robbery.
- Giving alcohol to a minor.

Any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the board that the pupil be expelled.

## **FAIR NOTICE TO PARENTS/GUARDIANS RE: VIOLENCE THREAT RISK ASSESSMENT PROGRESS**

The Sudbury Catholic District School Board aims to maintain a positive and safe environment in the schools for all students, staff, agents and visitors. Any violence or harassment of any kind is taken very seriously. As a result, when a student's behaviour poses a serious threat to their safety or the safety of others, the Board reserves the right to activate a Violence Threat Risk Assessment (VTRA).

When a VTRA is activated, parents/guardians will be notified. If a concern for safety still exists, and parents/guardians cannot be reached, or if they choose not to provide consent to share information, the treat assessment process will proceed. In sharing personal information with community partners and agencies, each individual's right to privacy will be balanced with the need to ensure the safety of all. Student safety is our first priority.

If you have any questions regarding the evaluate process for risk and threats, please refer to our Board's website for more detailed information at <http://www.scdsb.edu.on.ca> and/or contact the principal.

## **BUS BEHAVIOUR EXPECTATIONS**

Transportation to and from school is a privilege provided by the Sudbury Catholic District School Board. Students should be familiar with the following rules:

1. All riders shall remain seated when the bus is in motion. Keep head, hands and arms inside the bus. Riders must sit in an upright position at all times.
2. Scuffling, fighting, obscene language is forbidden.
3. Bus riders will not litter the bus with food or other debris. For health and safety reasons, eating is not permitted on the bus.
4. The bus driver is asked to report any misconduct to the principal.
5. The bus driver is in complete charge while on the bus.
6. Parents will be notified if the misconduct continues. Bus riders may be denied the privilege of riding.
7. The rider will pay for damage to the bus, other than regular usage.
8. Riders must be at the correct loading area 5 minutes prior to the scheduled pick-up time, morning and afternoon. Students should be waiting for the bus. The bus should not be waiting for students.
9. Riders must follow the recommended procedure when crossing the roadway.
10. Smoking is not permitted on the school bus.
11. It is not permitted to bring animals on the bus.
12. Skates will be permitted if protected by a blade guard and musical instruments only if they can be placed on your lap and don't interfere with the safety of other riders.

13. Students must take the bus that is assigned to them. **Taking another student's bus is absolutely not permitted.**

14. **Bullying toward students or the bus driver is not permitted on the bus.**

#### **FIELD TRIPS AND SPORTS PROGRAMS**

Field trips/school excursions and sports programs *are not a right*. Only students who have demonstrated reasonable self-control and exhibited realistic effort during the school year will have earned the privilege to participate. It is advised that students:

- a) demonstrate reasonable effort in class
- b) complete homework and assignments on time and with care
- c) attend on a regular basis (including classes, practices, games)
- d) make positive moral and social choices within the classroom

Students who have not met the requirements listed above may be denied participation in field trips and/or sports programs. An alternative school-based program will be provided in lieu of field trips. Parents will be notified.