

**Bishop Ryan  
Catholic Secondary School**  
Hamilton Wentworth Catholic District School Board  
Student Agenda Booklet

**2011 - 2012**



**Mr. H. J. Mayers**  
Principal

**Mr. D. DiFrancesco • Mr. P. Hargot**  
Vice-Principals

Chaplain  
**Ms. S. Boase**  
**Ms. T. Fitzgerald**

50 Albright Road  
Hamilton, Ontario  
L8K 5J3

Phone: (905) 573-2151 Fax: (905) 573-8689

**WEBSITE – <http://br.hwcdsb.ca>**

**THIS AGENDA BOOK BELONGS TO:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone : \_\_\_\_\_

Student No. \_\_\_\_\_ Homeroom No. \_\_\_\_\_

## TABLE OF CONTENTS

HWCDSB Mission and Vision.....	3
Bishop Joseph Francis Ryan.....	4
Catholic School Graduate Expectations .....	5
BR – A Distinctly Catholic School.....	5
Religious Accommodation.....	6
Chaplaincy Services.....	6
Our Parish Family .....	7
Our Family of Schools.....	7
Bell Times .....	8
School Calendar – Semester One.....	9
Student Council.....	9
School Calendar – Semester Two.....	10
Department Heads .....	10
Staff .....	11
Catholic School Council .....	12
Social Worker.....	12
Public Health Nurse .....	12
Student Services.....	13
BR Learning Commons.....	15
Code of Student Behaviour .....	16
Academic Expectations.....	17
Missed Examinations or Tests.....	18
Respect for Authority.....	18
Respect for Personal and School Property.....	19
Removal from Class.....	21
Respect for Self and Others.....	21
Respect for Our Community Image .....	23
Reporting of Violent Incidents.....	24
Bullying .....	24
School Buses.....	25
Attendance Policy .....	26
Late Policy .....	27
Dress Code.....	28
Ontario Schools Code of Conduct.....	31
HWCDSB Code of Student Conduct .....	32
Evaluation of Student Achievement.....	34
School Documentation.....	37
Student Parking .....	37
Other Modes of Transportation.....	37
Access to School Premises.....	37
Accidents and Injuries .....	38
Emergency Evacuation .....	38
Cell Phones and Other Mobile Digital Devices .....	38
Computer Usage.....	39
Policies Concerning Co-Instructional Activities .....	39
Sportsmanship Code and Ethics .....	40
Student Accident Insurance.....	41
Crime Stoppers .....	42

**HAMILTON WENTWORTH CATHOLIC  
DISTRICT SCHOOL BOARD  
MISSION AND VISION STATEMENT**

**MISSION:** The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop is to enable all learners to realize the fullness of humanity of which our Lord Jesus Christ is the Model.

**The Catholic Community of Hamilton-Wentworth believes that the learner will realize the fullness of humanity if the learning process:**

- begins at home and is part of family life
- is nurtured in the parish
- is anchored in the Catholic faith
- takes place within the context of worship, sacraments, and the life of the school community
- is embraced by the learner as a personal responsibility for life

**If learning takes place in an appropriate and challenging environment:**

- in which members of the school community exemplify the teachings of Jesus Christ
- which reflects Gospel values and responsible use of human, financial and natural resources
- which promotes academic excellence and clear indicators of achievement

**VISION: Learners from Hamilton-Wentworth Catholic Schools will demonstrate:**

- knowledge and practice of their Catholic Faith
- the capability of nurturing a strong family unit
- esteem, respect and responsibility for self and others' academic competence
- the ability to listen accurately and express knowledge clearly independence, critical thinking and effective problem solving, proficiency with technology in order to adapt to a challenging world
- the values, attitudes and skills for effective partnerships
- the ability to transform society

**To enable learners to achieve this vision, the faith community of Hamilton-Wentworth Roman Catholic Separate School Board will reflect:**

- the centrality of Jesus Christ in our lives
- the teachings of the Catholic Church
- exemplary role models
- social justice, respect the fairness for all
- a dedicated staff
- a curriculum that is dynamic, practical and relevant
- high standards
- an environment conducive to learning
- effective partnerships

## ***BISHOP JOSEPH FRANCIS RYAN***

Our Bishop Ryan School Community considers it a great honour and privilege to be named after Bishop Joseph Francis Ryan.

According to Father Ron Cote, "Bishop Ryan was a champion of Catholic Education. He especially believed that Catholic High Schools could prepare strong Catholic Leaders for society and for the Church". Bishop Anthony Tonnos stated that "Bishop Ryan was a native son of Hamilton, an exceptional priest and bishop. There is not a Catholic in our diocese that has not been touched in some way by his foresight and strong leadership during years of great growth and change in the church. His devotion to Catholic education and to the poor, the needy and the unborn and elderly was his great gift to the Church and to all the people of our Diocese, our Province, and all of Canada".

Bishop Joseph Francis Ryan was born in Dundas, Ontario, on March 1, 1897. His family then moved to Hamilton, where he was educated at St. Mary's Elementary School. He later attended St. Jerome's College in Kitchener and St. Augustine's Seminary in Toronto. Bishop Ryan was ordained a Priest in Hamilton, on May 21, 1921 by Bishop Thomas J. Dowling. Shortly after being assigned to his home parish of St. Mary's Cathedral in Hamilton, he was appointed Rector in 1925. In 1926 he went to Rome for two years of study in Canon Law and when he returned in 1928, he began to serve as secretary to Bishop Thomas McNally and as the Chancellor of the Diocese of Hamilton. When the new Cathedral of Christ the King was opened in 1933, he was named it's first Rector, and in 1937 was named a monsignor. When Bishop McNally was appointed Archbishop of Halifax, Bishop Ryan succeeded him as Bishop of the Hamilton Diocese on October 19, 1937.

Bishop Ryan's accomplishments as Bishop were extensive. He promoted and organized the Catholic Youth Organization in the Diocese, and opened a summer camp in Rockwood, near Guelph. He supervised the building of many schools in the Diocese, and organized major fund-raising drives for Catholic High Schools in 1953 and 1959. Besides establishing many parishes he also oversaw the building and expansion of hospitals in Hamilton, Brantford, Guelph and Kitchener-Waterloo and in 1953 established the Catholic Children's Aid Society of Hamilton-Wentworth. In 1961 he encouraged and assisted the St. Vincent de Paul Society in bringing the Little Brothers of the Good Shepherd into the Diocese. He was also active in mission work overseas and in 1964 established the Missionary Co-operative plan to financially assist the work of the church overseas.

After his retirement in 1973, Bishop Ryan returned to live in residence at his home parish of St. Mary's in Hamilton. He celebrated Mass there and became a familiar figure to many on his daily afternoon walk through his old neighbourhood. He passed away on March 22, 1990 at the age of ninety-three. His funeral was celebrated at the Cathedral of Christ the King on Tuesday, March 27 1990. This was an absolutely beautiful service attended by a delegation of Bishop Ryan students. It was a beautiful tribute to a great man, and in the words of Father Ron Cote,

"May he rest in peace, and may his dreams continue to be realized in a special way within the walls of Bishop Ryan High School".

**ONTARIO CATHOLIC SCHOOL GRADUATE EXPECTATIONS  
CATHOLICISM'S CORE UNDERSTANDING  
OF THE HUMAN CONDITION**

Distinctive expectations for graduates of Catholic schools are determined and shaped by the vision and destiny of the human person emerging from our faith tradition.

**The Graduate is expected to be:**

- **A DISCERNING BELIEVER** formed in the Catholic Faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.
- **AN EFFECTIVE COMMUNICATOR**, who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values.
- **A REFLECTIVE, CREATIVE AND HOLISTIC THINKER** who solves problems and makes responsible decisions with an informed moral conscience for the common good.
- **A SELF-DIRECTED, RESPONSIBLE, LIFELONG LEARNER** who develops and demonstrates their God-given potential.
- **A COLLABORATIVE CONTRIBUTOR** who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
- **A CARING FAMILY MEMBER** who attends to family, school, parish, and the wider community.
- **A RESPONSIBLE CITIZEN** who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

**BR – A DISTINCTLY CATHOLIC SCHOOL**

“Catholic parents send their children to separate schools expecting them to experience education permeated with religious values, including religious instruction, to see Catholic values held, modeled, expressed and taught by teachers, to participate in the sacramental life of the Church carried out in the school, to receive career counseling and academic planning in the framework of vocation, and to enjoy an atmosphere in which values taught at home are supported.”

*Catholic Education and Separate School Boards in Ontario”, 1988*

As outlined within our Board's Vision and Mission Statement, it is our purpose at Bishop Ryan C.S.S. to assist all students to develop that fullness of humanity of which Our Lord Jesus Christ is the model; our duty to develop a Christian community in all of our academic and non-academic activities; and conviction in stimulating our students to strive for excellence in the context of our Christian beliefs and view of reality.

## ***RELIGIOUS ACCOMMODATION***

The student population of secondary schools in the Hamilton-Wentworth Catholic District School Board reflects the face of our country in becoming increasingly multicultural, multilingual and multifaith.

The Equity and Inclusive Education Policy of the HWCDSB states that “it is the policy of the Board to provide in all its operations an educational environment which supports and enables diversity within its Catholic community.” In this regard, any request for religious accommodation in areas such as feastdays or holy days, fasting, religious attire, etc. should be presented in writing to the principal as soon as possible. In keeping with the Board’s Equity and Inclusive Education Policy, it is the hope of the school administration to be able to honour any requests which do not place undue hardship on the school. All requests will be responded to in a timely fashion.

## ***CHAPLAINCY SERVICES***

The role of the Chaplain in the high school is to foster the faith development of the students and to nourish their growth in Christ as we form a Christian Community. Our formal and informal activities aim at meeting the mental, physical, and spiritual needs of each of our members. Through our living of our faith life, we hope for and help to build the Body of Christ. Staff and Student Members of our community are invited to share their time and talents through our formal and informal spiritual activities. Members participate as ministers of the Eucharist, readers, music ministers, leaders of prayer (in our morning prayer and at our celebrations), altar servers or whatever way they can.

As a community, we share life through our vision of living Christian Values and through Eucharistic celebrations, prayer service experiences, retreat day or evenings, through the celebration of the Sacrament of Reconciliation and through our school observances of the social and liturgical remembrances of our year.

Most of all, we are working towards co-creating a loving, Christ-centred Community that will work towards the building up of God’s Kingdom here at Bishop Ryan, in our parish communities and throughout our Church.

Our Chaplain is available for personal conversations on most school days. Please feel free to “drop in” or to make an appointment with her personally during your lunch or spare.

**Ms. Sharon Boase – Chaplain**  
**Ms. Tina Fitzgerald – Chaplain**

**OUR PARISH FAMILY**

<b>HOLY FAMILY</b>	<b>INCARNATION OF OURBLESSED LORD</b>
Reverend Michael McHugh, Pastor	Reverend Charles Galea, Pastor
Mass Times:	Mass Times:
Sat. 6:15pm – Sun. 11:15am	Sat. 5:15pm – Sun. 9 & 11am
1393 Cannon Street East	400 Pottruff Road
Hamilton, ON L8H 1W2	Hamilton, ON L8H 2M4
(905)544-3146 Fax (905)544-3272	(905)561-7777 Fax (905)561-3864
<b>OUR LADY OF THE ASSUMPTION</b>	<b>ST. EUGENE</b>
Reverend James Petrie, Pastor	Reverend Anthony Ciavarro, Pastor
Mass Times:	Mass Times:
Sat. 5pm – Sun. 8:30, 10, & 11:30am	Sat. 5:15pm – Sun. 9 & 11am
63 Highway 20 East	232 Queenston Road
Stoney Creek (Elfrida), ON L8J 2W9	Hamilton, ON L8K 1G6
(905)664-7651 Fax (905)664-9474	(905)549-2694 Fax (905)549-1772
<b>ST. JOHN THE BAPTIST</b>	<b>ST. LUKE</b>
Reverend Paul Boucher, Pastor	Reverend Daniel Hinsperger, Pastor
Mass Times:	Mass Times:
Sat. 5:15pm – Sun. 10am	Sat. 6pm – Sun. 9 & 11am
128 Edgemont Street South	200 Mount Albion Road
Hamilton, ON L8K 2H8	Hamilton, ON L8K 5S9
(905)544-2100 Fax (905)544-4454	(905)560-1551 Fax (905)578-6562

**OUR BR FAMILY OF SCHOOLS**

<b>HOLY SPIRIT</b>	<b>OUR LADY OF THE ASSUMPTION</b>
Ms. L. Konyt-Mella, Principal	Ms. L. Cavarzan, Principal
905.545.1832	905.523.2329
<a href="http://www.hwcdsb.ca/hspirit/">http://www.hwcdsb.ca/hspirit/</a>	<a href="http://oloa.hwcdsb.ca/">http://oloa.hwcdsb.ca/</a>
<b>ST. DAVID</b>	<b>ST. EUGENE</b>
Ms. S. Scime, Principal	Ms. I. Donato, Principal
905.560.3533	905.545.9598
<a href="http://stdv.hwcdsb.ca/">http://stdv.hwcdsb.ca/</a>	<a href="http://www.hwcdsb.ca/steugene/">http://www.hwcdsb.ca/steugene/</a>
<b>ST. JAMES THE APOSTLE</b>	<b>ST. JOHN THE BAPTIST</b>
Mr. D. LaBianca, Principal	Mr. D. Donato, Principal
905.560.2700	905.549.8203
<a href="http://www.hwcdsb.ca/stjames/">http://www.hwcdsb.ca/stjames/</a>	<a href="http://www.hwcdsb.ca/stjohns/">http://www.hwcdsb.ca/stjohns/</a>
<b>ST. LUKE</b>	<b>ST. MARK</b>
Mr. M. DeAngelis, Principal	Ms. W. Grabiec, Principal
905.561.3966	905.560.0032
<a href="http://www.hwcdsb.ca/stluke/">http://www.hwcdsb.ca/stluke/</a>	<a href="http://www.hwcdsb.ca/stmark/">http://www.hwcdsb.ca/stmark/</a>

**BELL TIMES**

<b>REGULAR DAY TIMETABLE – 45 MINUTE OVERLAPPING LUNCHES PERIOD 3 STUDENT LUNCH</b>	
<b>PERIOD</b>	<b>TIME</b>
WARNING BELL	8:15 a.m.
PERIOD 1	8:20 – 9:40 (CLASS)
PERIOD 2	9:45 – 11:00 (CLASS)
PERIOD 3 LUNCH	11:05 – 11:50 (45 MIN. LUNCH)
PERIOD 4	11:50 – 1:05 (CLASS)
PERIOD 5	1:10 – 2:25 (CLASS)

  

<b>REGULAR DAY TIMETABLE – 45 MINUTE OVERLAPPING LUNCHES PERIOD 4 STUDENT LUNCH</b>	
<b>PERIOD</b>	<b>TIME</b>
WARNING BELL	8:15 a.m.
PERIOD 1	8:20 – 9:40 (CLASS)
PERIOD 2	9:45 – 11:00 (CLASS)
PERIOD 3	11:05 – 12:20 (CLASS)
PERIOD 4 LUNCH	12:25 – 1:10 (45 MIN. LUNCH)
PERIOD 5	1:10 – 2:25 (CLASS)

  

<b>MASS / ASSEMBLY TIMETABLE</b>	
<b>PERIOD</b>	<b>TIME</b>
WARNING BELL	8:15 a.m.
PERIOD 1	8:20 – 9:20
ASSEMBLY/MASS/PERIOD 2	9:25 – 11:55
PERIOD 3	12:00 – 12:45
PERIOD 4	12:50 – 1:35
PERIOD 5	1:40 – 2:25

  

<b>NOON DISMISSAL TIMETABLE</b>	
<b>PERIOD</b>	<b>TIME</b>
WARNING BELL	8:15 a.m.
PERIOD 1	8:20 – 9:00
PERIOD 2	9:05 – 9:45
PERIOD 3	9:50 – 10:30
PERIOD 4	10:35 – 11:15
PERIOD 5	11:20 – 12:00

\*\*\* 5 MINUTE TRAVEL TIME BETWEEN ALL PERIODS\*\*\*

**BISHOP RYAN 2011 - 2012 SCHOOL CALENDAR**

SEMESTER ONE			
September 6, 2011 – February 2, 2012			
SEPTEMBER		NOVEMBER cont.	
6-9	Spirit Week	2	Gr. 9 Take Your Kids To Work
6	First Day of Classes	8	Gr 10 civics/career switch
8	Grade 9 Dance	11	Mid-Term Report Cards
14	Fundraiser Kickoff	11	Remembrance Day
14	Grade 9 Parent Night	21	Catholic School Council
14	Opening Mass	21-25	Prostate Cancer Spirit Week
15	Picture Day	27-Dec24	Season of Advent
18	Terry Fox Run	DECEMBER	
19	Catholic School Council	1-15	Christmas Miracle
22	Grade 9 Student Elections	2	Prom Formal
29	Diocesan Mass	6	Grade 8 Parent Night
OCTOBER		14	Final Progress Report
3-7	Thanksgiving Food Drive	19	Catholic School Council
10	Thanksgiving Holiday	19-23	Spirit Week
11	Initial Progress Report	23	Christmas Assembly
12	Night of Excellence	24-Jan8	Christmas Holidays
17	Catholic School Council	JANUARY	
20	Parent Teacher Interviews	9	Classes Resume
23	Pilgrimage	16	Catholic School Council
24-28	Spirit Week	17-18	EQAO Gr 9 Math
27	Halloween Dance	20	Grade 8 Orientation Day
27	Picture Retake Day	24-30	Semester 1 Final Exams
27-29	When Faith Meets Pedagogy	31-Feb1	Professional Activity Days
29	CSC Parent Conference	FEBRUARY	
NOVEMBER		2	Last Day of Semester 1
1	Partners In Education Bkfast	2	Report Cards / Exam Review

**STUDENT COUNCIL 2011 - 2012**

PRESIDENT ..... Annmarie Savelli  
 VICE - PRESIDENT ..... Anthony Cicchi  
 TREASURER ..... Rebecca Reynolds  
 BUSINESS ADMINISTRATOR ..... Dominik Lauks  
 SOCIAL CONVENOR ..... Anna Boric  
 PUBLICITY CHAIRPERSON ..... Jessica Drag  
 FEMALE ATHLETIC REPRESENTATIVE ..... Madeline Bird  
 MALE ATHLETIC REPRESENTATIVE ..... Michael Peet  
 SOPHOMORE REPRESENTATIVE ..... Jessica Smith  
 SPIRITUAL REPRESENTATIVE ..... Jenna Mazza-Anthony  
 HEALTHY SCHOOL REPRESENTATIVE ..... Monica Wood

<b>SEMESTER TWO</b>			
<b>February 3 – June 29, 2012</b>			
<b>FEBRUARY</b>		<b>APRIL cont.</b>	
3	First Day of Classes	20	Mid-Term Report Cards
13-17	Spirit Week	24	MADD Assembly
16	School Dance	<b>MAY</b>	
20	Family Day Holiday	Apr30 - 4	Catholic Education Week
22	Ash Wednesday Mass		CEW Food Drive
22- Apr 7	Season of Lent	1	Seniors' mass
27	Catholic School Council	4	BR School Letter Application Due
28	COOP & SHSM Reg	10	Semi-Formal
29	School Registration	14-18	Spirit Week
<b>MARCH</b>		19	Student Council Speeches
5-9	Spirit Week	20	Student Council Voting
6	Reconciliation	21	Victoria Day
6-7	Literacy Test Practice Booklet #1	24	Final Progress Reports
8	Initial Progress Report	28	Catholic School Council
10-18	March Break	31	BR Carnival
19	Catholic School Council	<b>JUNE</b>	
21-22	Literacy Test Practice Booklet #2	5	Closing Mass
22	Parent Teacher Interviews	7	Grad Ceremony
27	Literacy Test Assembly	8	Grad Dinner Dance
29	Literacy Test	13-14	EQAO Math
<b>APRIL</b>		19	Year-End Assembly
6	Good Friday	18	Catholic School Council
8	Easter	20-26	Semester 2 Final Exams
9	Easter Monday Holiday	27-28	Professional Activity Days
16	Catholic School Council	29	Last Day of Semester 2
17	Gr 10 civics/career switch	29	Report Cards / Exam Review

<b>DEPARTMENT HEADS</b>
-------------------------

Arts ..... Mr. D. Tabone  
 Business & Computer Studies..... Mr. S. Begadon  
 Co-instructional & Physical Education ..... Mr. S. Fuca / Mr. J. Callari  
 English & Languages ..... Ms. D. Giacalone-Miller  
 Geography, History & Contemporary Studies .....Mr. A. D'Intino  
 Guidance & Co-Operative Education..... Mrs. L. Byrne  
 Mathematics..... Ms. D. Corsini  
 Religious Studies ..... Mr. C. Agro  
 Science..... Mr. M. Kolic  
 Special Education ..... Mr. F. Calabrese  
 Technical Studies.....Mrs. S. Citrigno

**BISHOP RYAN STAFF -**

<b>TEACHERS</b>	Mr. F. DiFelice	Ms. A. Melo
Mr. C. Agro	Ms. K. D'Ignazio	Ms. G. Midence
Ms. T. Alexander	Ms. L. Dinoi	Ms. N. Narbonne
Ms. M. Allen	Mr. D. DiPietro	Mr. P. Palmieri
Mr. P. Altobelli	Mr. M. Fisher	Ms. M. Pearman
Mr. M. Annicchiarico	Mr. J. Fleming	Mr. C. Peet
Ms. G. Antoszek	Ms. S. Fortier	Ms. G. Petitti
Ms. R. Assalone	Mr. S. Fuca	Mr. C. Piccoli
Mr. S. Begadon	Ms. J. Gallagher	Ms. R. Pusztay
Ms. L. Belisario	Mr. S. Galli	Mr. C. Raniero
Mr. R. Betz	Ms. Gazzola-John	Ms. E. Re
Ms. L. Botelho	Ms. T. Goemans-Walker	Ms. A. Reitz
Mr. B. Boyle	Ms. M. L. Gris	Ms. C. Roberto
Mr. R. Bullard	Mr. M. Kielbasa	Ms. L. Sansalone
Mr. M. Chiarot	Ms. L. Kocsis	Mr. M. Skowronek
Ms. J. Chmura	Ms. K. Kolmanic	Mr. G. Szkurhan
Ms. V. Cicchetti	Ms. I. Krilic	Mr. A. Tassone
Ms. S. Cino	Mr. P. Krusto	Ms. S. Tinteri
Ms. S. Civitareale	Ms. L. Lacentra	Ms. N. Todd
Ms. C. Corbacio	Mr. J. Lackovic	Ms. S. Urban
Mr. J. Cvitak	Mr. A. Locco	Ms. J. Valentini
Mr. C. Dalia	Mr. R. Marchesan	Mr. Van der Wilt
Mr. K. Daly	Ms. A. Marchese	Ms. M. Vincic
Mr. J. DiBenedetto	Ms. A. Maurizio	Ms. D. Vrsaljko
Ms. M. DiBiase	Ms. S. Mazza	Mr. M. Vitale
Ms. E. DiCosmo	Ms. J. McConville	Ms. M. Whitman
<b>EDUCATIONAL ASSISTANTS</b>	Mr. F. D'Alesio	Ms. V. Miles
Ms. R. Aldo	Ms. M. Deveau	Mr. L. Miller
Ms. L. Alaimo	Ms. J. DiBussolo	Ms. V. Napper
Ms. A. M. Bianconiello	Ms. M. Freeborn	Mr. W. O'Brien
Mr. T. Brown	Mr. G. Giovinazzo	Ms. A. Power
Ms. D. Chorazyczewska	Ms. S. Hanratty	Ms. L. Purvis
Ms. P. Cosoleto	Ms. K. Ide	Mr. S. Radigan
Ms. J. Custodio	Mr. G. Leskovec	Ms. K. Zadvorny
<b>SECRETARIES</b>	Ms. L. Marchese	Ms. C. Zottarelli
Ms. J. Anncchini (H)	Ms. L. Michiewicz	<b>CUSTODIAL STAFF</b>
Ms. S. Auger	<b>CLEANIERS</b>	Mr. V. Mattina
Ms. N. Fortino	Ms. A. M. DiBiase	Mr. S. Edworthy
Ms. B. Kankowski	Ms. T. DiGiovanni	Mr. M. Giannotti
Ms. A. Simpson	Ms. M. Filipe	Mr. S. Urciuoli
Ms. M. Steel	Ms. G. Nguyen	<b>SCHOOL NURSE</b>
Ms. R. Vitale	Ms. H. Osbourne	Ms. D. Lau
Ms. K. Walker	<b>SOCIAL WORKER</b>	<b>CHRISTIAN SERVICE</b>
	Ms. C. Scmid	Ms. A. Krusto

### ***CATHOLIC SCHOOL COUNCIL***

The Bishop Ryan Catholic School Council is a venue for parents to get involved in the life of their child's school and is open to all parents of children who attend Bishop Ryan. The Catholic School Council meets once a month on the third Monday of each month. Meetings begin at 6:30 p.m. and are held in the library. Feel free to join us on any of the following dates this coming year:

\*September 19 – Elections for the Executive Council take place at this meeting

October 17	November 21	December 19
January 16	February 27	March 19
April 16	May 28	June 18

### ***SOCIAL WORKER***

Students, families and staff of the Hamilton Wentworth Catholic District School Board have available to them the services of professional social workers to assist in dealing with issues related to parental separation/divorce; loss and bereavement; relationship difficulties; family matters; abuse, neglect and family violence, student pregnancy; mood disorders and personal matters. Students seeking an initial, private consultation should confer with the Vice-Principal or Guidance Department for a schedule of times when the School Social Worker will be available.

**Ms. C. Schmid**

### ***PUBLIC HEALTH NURSE***

The Public Health Nurse works with the school Health Action Team to help schools identify health issues that affect the school community and then puts plans into place that will promote the health and wellbeing of all students, as healthy young people learn better and achieve more. Services include:

- participation in the school's Health Action Team that identifies student health issues and plans and implements health promotion activities;
- bringing PHS programs to the school e.g. Feel the Power Feel Fit Girls, Healthy Eating Advisory Team (HEAT) etc.;
- participation in PHS school health promoting events such as Party in the Right Spirit and Teen Tobacco Summit/ Challenge;
- speaking to classes about health related issues;
- building relationships with community agencies to benefit the school community;
- speaking with students confidentially about individual health concerns.

The Public Health Nurse is available to students to discuss concerns by drop-in visit, appointment, or by referral on Monday & Wednesday mornings. The PHN will support referrals to other community agencies as required.

**Ms. D. Lau**

## ***STUDENT SERVICES***

Guidance counsellors assist you in gaining the knowledge and skills necessary to make decisions about your high school program and future goals.

<b>Position - Name</b>	<b>Grade</b>	<b>Ext.</b>
Guidance Counsellor – Mr. J. Fleming	<b>9</b>	3308
<b>Department Head – Mrs. L. Byrne</b>	<b>10</b>	3310
Guidance Counsellor – Mr. F. Di Felice	<b>11</b>	3309
Guidance Counsellor – Mr. R. Marchesan	<b>11</b>	3309
Guidance Counsellor – Mrs. S. Mazza	<b>12</b>	3311
Co-op Teacher – Mr. P. Altobelli		3321
Co-op Teacher – Ms. Petitti		3329
Co-op Teacher/SHSM Counsellor – Ms. C. Roberto		3309
Guidance Secretary – Ms. B. Kankowski		3317

**Hours:** 8:20 a.m. to 2:25 p.m. - at least one counsellor is normally available.

**APPOINTMENTS:** Appointment request forms are available in the Guidance Office. Appointments are normally scheduled during your free periods and lunch time. You may drop in anytime during your free period, lunch, or before and after school, to browse our Career Centre. Resources are available regarding employment trends, careers, Colleges, Universities and other educational resources. Check out the bulletin boards for information on destination planning, post-secondary schools and programs, scholarships and bursaries and volunteer work and agencies.

**STUDENT RECORD:** Your entire Ontario School Record (Elementary and Secondary) is on file in the Guidance Office. We want you to see it. Make an appointment and a counsellor will gladly show you your file.

## ***THE ANNUAL EDUCATION PLAN***

The Ministry of Education requires that all students complete an **Annual Education Plan**. The following pages will assist you in completing your Annual Education Plan (AEP) for this year. Each student will complete the appropriate pages. The AEP will help you develop the skill of setting goals and developing action plans. These skills will help you make successful transitions throughout your life. Guidance and career education prepares you for the world of work and/or further education and training.

**Pathway to Success - Yours to Choose** is an integrated, web page that brings together many Career planning links. You may use this web site to help you achieve your goals and create your action plan. You will find the information needed to make informed career related decisions. You may find the Bishop Ryan Student Course Calendar, as well as, career information at [www.pathtosuccess.ca](http://www.pathtosuccess.ca)

**Pathways to Success** is a one-stop source of Career information that will help you meet the goals of your **Annual Education Plan**. You can assess your skills and interests to match potential careers, explore opportunities in all 4 destinations, build and develop a pathway with Career Matters and find out how you can get experience in fields of work you may be interested in.

You can easily link to information about apprenticeships, college, university and workplace destinations using the many links available. These links have been customized for the Hamilton Region and include employment sectors that are specific to this region such as Health Care, Manufacturing and retail as well as the construction sector. The best place to begin is with your goals. Using the following pages outline your goals for this year. This will help you focus on goals that best suit your needs. Next, map out your pathway. Identify the different ways that you may achieve your destination. Use the Pathways web site as a resource to assist you in the process of pathways planning.

Pathways to Success - Yours to Choose  
[www.pathtosuccess.ca](http://www.pathtosuccess.ca)

### ***COURSE SELECTION/CHANGING COURSES***

After completing their Annual Education Plan and a fair amount of thought, consultation with Counsellors and parental support, a student should choose courses for the following year. The choices must be well-considered because of the relationship to academic and career goals and the impact on school organization and staffing decisions. When a student has chosen to take certain courses, he has made a commitment to follow through. Likewise, when sufficient students opt for a course, the school makes a commitment to provide the means to offer it. Thus, both sides are expected to live up to the agreement.

Students are expected to "carry a full load" of four courses in each semester during the first three years of secondary school. Students in their fourth year may choose a spare only if they will qualify for their diploma at the end of their current program. These students are strongly advised to take a minimum of 3 credit courses per semester. Taking fewer courses is inadequate preparation for university or college. Those who do not develop good work habits, time and stress management techniques are most likely to fail in post secondary programs. The Ministry of Education considers anyone taking less than 3 credit courses per semester to be a part time student. At the start of each semester, students will be given the opportunity to review course selections and make changes.

Beginning the seventh day of the semester (after 8% of the semester has been completed) student initiated timetable changes are no longer possible. Students are expected to commit themselves to their program and are not permitted to drop courses. Exceptions will be rare. Students are encouraged to speak to their counsellors when difficulties arise.

**Note:** Students who opt to stop attending a failing class will be considered truant and suspended from all classes. All students must maintain good work habits and study skills and consider, in consultation with teachers and guidance counsellors, pro-active strategies for these situations.

### **BR SCHOOL LETTER AWARD**

The Bishop Ryan School Letter is one of the most prestigious awards attainable by a student since it recognizes those who exemplify the ideals of our school where faith pride and effort result in excellence. It is awarded only to those who have demonstrated a commitment to our school community through participation, leadership, and striving to be the best one can be in various aspects of school life, including the **pursuit of academic excellence, involvement in co-instructional activities and the promotion of Catholic ideals and Celtic Spirit.**

Further information and a template developed to track your achievement and activities from Grade 9 through 12 can be found at our school's website: <http://br.hwcdsb.ca/3466/BR-Letter-Award.html>. The due date for the BR Letter Award Application is May 4<sup>th</sup>, 2012.

### **BISHOP RYAN LEARNING COMMONS**

Ms. T. Alexander, Teacher Librarian  
Ms. R. Pusztay, Teacher Librarian  
Ms. A. Simpson, Library Clerk

**REGULAR LIBRARY HOURS:** Monday - Friday 7:30 a.m. - 3:30 p.m.  
Occasionally, there may be special closing times which are different from the regular hours.

#### **RESOURCES AVAILABLE IN THE LIBRARY :**

**Print Resources** - encyclopaedias, *fiction, non-fiction, periodicals, etc.*

**Electronic Resources** - OPAC, *online encyclopaedias & databases, Internet, and processing*

**Media Resources** - videos, CDs, TV/VCR & TV/DVD units, LCD projector, etc.

#### **SERVICES AVAILABLE IN THE LIBRARY AT A COST:**

- Photocopying
- Transparencies
- Lamination
- Duo tangs
- Help (always *free!*)

**COPYRIGHT** : It is the responsibility of the students to be acquainted with, and abide by, all legal and ethical requirements and laws pertaining to intellectual property and copyright of all materials and resources used at school. Plagiarism in any form is to be avoided and has significant academic consequences.

**INTERNET, COMPUTER, AND VIDEO USE POLICIES:** The Hamilton-Wentworth Catholic School Board has outlined *policies for the use of electronic and media resources* which are posted in the Library. It is the student's responsibility to become acquainted with, and follow, these policies.

### **CODE OF STUDENT BEHAVIOUR**

Bishop Ryan is a Catholic Secondary School promoting scholastic excellence and the development of Christian ideals and behaviour. As a Catholic school, we have both the duty and the privilege of developing the whole person - spiritually, academically, socially, culturally and physically. Our school's code of behaviour is intended to stress the concept of self-discipline as a Christian virtue which has its roots in the teachings of Christ. It is our goal that every student created in God's likeness is worthy of respect from his/her fellow students and teachers. Every student has the right to be treated with respect and courtesy by students and teachers and to work and study in an environment most conducive to learning. With this right comes the responsibility to contribute to this atmosphere by demonstrating values appropriate to a Catholic community.

This policy attempts to set out clear and consistent standards of student behaviour, such that all members of our school community will know their rights as well as their responsibilities in relation to their school, teachers, community and each other. While emphasis is placed on collective student development, where each member strives to achieve an individual sense of self-discipline and self-worth, the policy must also outline clear and consistent consequences for failure to meet such standards.

Bishop Ryan will continue to help its students develop acceptable behaviour patterns through the application of fair and flexible discipline standards. This should help to foster a positive educational atmosphere, resulting in learners who are self-motivated, self-directed, problem-solving individuals. While the following Code of Student Behaviour addresses most behaviour, it is not possible to address all behaviours. Student behaviour is expected to be in keeping with the spirit of this code. Administration will make the final decision in regards to any student behaviour.

#### **Student Requirements**

The **Education Act Regulation 298** states, that to promote a meaningful educational experience and environment for students to achieve their maximum potential, students must:

- 1 a) Be diligent in attempting to master those studies which are part of the program in which he/she is enrolled:
  - b) Exercise self-discipline:
  - c) Accept such discipline as would be exercised by a kind and judicious parent:
  - d) Attend class punctually and regularly:
  - e) Show courtesy to fellow students and obedience and courtesy to teaches:
  - f) Be clean in person and habits:
  - g) Take such test and examinations as are required:
  - h) Show respect for school property.
2. Every student is responsible to the Principal of the school for his/her conduct:
  - a) On school premises:
  - b) In out-of-schools activities that are part of the school programme:
  - c) While travelling on a school bus owned by the Board or under contract to the Board
  - d) Or when such conduct impacts the school community

## **ACADEMIC EXPECTATIONS**

### **Objective & Rationale**

Students are expected to perform academically to the best of their abilities. Academic achievement provides one of the primary foundations that will allow students to achieve their potential as human beings.

### **Expectations**

The relationship between student and teacher should be exploited fully in order that students can achieve to the best of their ability. Students are expected to give an honest effort to reach their potential. They are required to be prepared for each class by being punctual and by bringing required books, materials and assignments. Assignments should be completed in a conscientious manner and are expected to be handed in on time. Students are required to take tests and examinations when specified by the teacher. Students should follow orderly housekeeping procedures in each class, as a courtesy to their fellow students and teachers. Academic consideration accorded to peers will culminate in respect for the ideas and achievements of others. Students are to respect the needs of others to work in an environment of learning and teaching. Positive behaviour should be developed through peer cooperation, acknowledgement, participation and attentiveness. Students should strive to maintain the highest ethical standards for themselves and their group. Non-ethical behaviour such as cheating on tests or exams and plagiarism or cheating on assignments, not only reflects poorly on the student offender, but may also affect the academic integrity of our school.

Students on study period/spare are expected to work quietly in the library. They are not to be in the school corridors or any other area where their presence might be disruptive to a class in session.

### Consequences

Poor work habits and the lack of preparation will often result in low marks. Having or using unauthorized materials during tests, exams, or assignments constitute cheating, and will result in a zero grade for the given evaluation item. Other forms of academic dishonesty such as plagiarism may result in a reduced grade, if not a zero for the assignment.

## ***MISSED EXAMINATIONS OR TESTS***

**Final exams** are deferred only in exceptional circumstances. Qualifying as "exceptional circumstances" may be serious illness, a death in the immediate family, or other serious compassionate reasons. The final decision of what constitutes exceptional circumstances rests with the **school administration** and decisions regarding exam deferral are made by the school administration after examining the student's request and the accompanying documentation (medical or otherwise.) Students should not presume that circumstances deemed by themselves to be exceptional are judged that way by school administration.

A notification of absence from an exam must be accompanied by documentation, as follows: In cases of illness the student must provide a medical certificate from a physician under their care. Documentation regarding a death in the family must consist of a note signed by the parent/guardian and accompanied by other documentation, such as a copy of the obituary, or a note from a pastor. Making a false statement regarding reasons for missing an exam is considered academic dishonesty and will be treated as such. **Failing to provide legitimate documentation qualifying the absence for the exam(s) as exceptional circumstances will result in a zero mark.**

Misreading the examination timetable, oversleeping, work commitments, routine dental or medical appointments (except for Specialist appointments) or vacation plans do not constitute sufficient grounds for missing or being granted a special exam. **Please do not book family vacations before the final examination schedule has been posted.**

## ***RESPECT FOR AUTHORITY***

### Objective & Rationale

Recognition and acceptance of authority are necessary for the successful operation of our school. When students perform their duties and responsibilities in co-operation with both teaching and non-teaching staff, all members of our school community will benefit.

### Expectations

In order for teachers to facilitate a quality education, they must have both the co-operation and respect of their students. Students are expected to treat teachers, administration and support staff with courtesy and obedience. Argumentative, disruptive and rude behaviour is unacceptable and will be dealt with seriously. Students should also demonstrate a willingness to learn and

abide by rules and procedures. Students must willingly identify themselves when asked their name by any staff member. It is expected that the student will give both first and last name when asked. Also, students must go the attendance office when told to by any staff member.

#### **Consequences**

Consequences for minor infractions would include such disciplinary measures as an apology, detention, verbal reprimand, extra work assignment or such other measure as deemed appropriate under the circumstances. Consequences for repeated misbehaviour or more serious infractions may include formal interviews, counselling, and parent involvement or up to 20 days suspension; extreme behaviour may lead to expulsion or police involvement consistent with the Board's Safe Schools' policy.

**Students will be suspended for not identifying themselves when asked or not reporting to the office when told.**

### ***RESPECT FOR PERSONAL AND SCHOOL PROPERTY***

#### **Objective & Rationale**

Well-maintained and interesting surroundings enhance the morale and attitude of both teachers and students. It is a community responsibility to care for and protect school and personal property. Students have the right to learn, and teachers have the right to work in a clean, orderly and safe physical environment.

#### **Expectations**

##### **School Resources:**

School hardware, audio visual equipment, books and sports equipment are the property of our school. Out of respect for subsequent users, students should not deface damage or lose school resources loaned to them. Students are not to hack or attempt to hack into the school/board computers.

##### **Lockers:**

In order to secure their possessions students are assigned a locker by the office. **Students must keep the locker assigned to them. Students are not to share lockers and must have a working lock on their locker.** Locker combinations are to be kept confidential and are not to be shared with other students. Needed repairs should be reported to the office. **The school is not responsible for theft of locker contents.** Students should not go to their lockers between classes. All bags, backpacks, etc. must be left in lockers and not taken to class. Only a student timetable and mirror are permitted as decorations.

##### **DUE WARNING:**

**Students and parents are hereby notified that the school administration has the authority to search personal property and lockers. The right is established to assist Principals in providing "for the safety and welfare of all students and staff" under the Education Act.**

### **RANDOM DRUG SEARCHES:**

In continuing efforts to ensure a safe learning and teaching environment for students and staff, the Hamilton-Wentworth Catholic district School Board, in partnership with the Hamilton Police Service, have developed a Narcotics Detection dog Protocol which will allow for random drug searches within our schools by a trained Narcotics Detection Dog under the supervision of a police canine handler.

Such searches will be at the request of the school principal, will be conducted by the Police and will be confined to property searches only. Personal searches are not a part of the protocol.

Should the presence of illegal drugs be detected, the decision to search the locker rests solely with the Principal. If illegal drugs are found the Principal will determine school discipline while the Police will determine the need for charges.

Similarly, should the search reveal evidence of another criminal offence, the situation will be assessed on an individual basis.

### **Security:**

Students should identify and safeguard all personal property. Money and other valuables should not be kept in school lockers or gym change rooms. Theft of any school or personal property must be reported immediately to school authorities. A student, if requested to give his/her name or to report to the office, must do so immediately or face suspension.

### **Vandalism:**

The destruction of school property by way of physical damage, litter, graffiti and other defacements, is not only financially damaging but is a senseless and malicious action, harmful to our school spirit. It is important to take pride in our school by keeping our buildings, their contents and school grounds in the best condition possible.

### **Common Areas:**

A communal area such as the school cafeteria is a place used by all members of the school community and is under the jurisdiction of supervisory staff. Students will refrain from sitting on tables, littering or from otherwise making a nuisance. Classrooms and halls are used for academic pursuits during the day and as such are out-of-bounds except for designated times or for designated purposes. The gymnasium and fitness room are out-of-bounds unless a teacher is present.

### **Lunch:**

**Lunch is to be eaten in the Cafeteria.** No food is to be eaten in the corridors, foyer, stairwells, washrooms or school grounds. Students are asked to assist the custodian staff by using the proper garbage receptacles.

**Consequences:**

Students will be held responsible for loss or damage of school property placed in their care and will be required to make appropriate restitution. This would include the clean up of any damage or mess; payment for damage or loss of property; requirement of parental contact or counselling. Extreme acts such as theft or vandalism will result in up to 20 days suspension, expulsion and may result in criminal charges.

**REMOVAL FROM CLASS**

Any person who is sent to the Attendance Office for disciplinary reasons must remain in the office until she/he has been dealt with by the Vice- Principal and cannot leave to go to the next class, lunch or home until the Vice – Principal permits.

**RESPECT FOR SELF & RESPECT FOR OTHERS**

**Objective & Rationale:**

Students should avoid any behaviour that would cause injury to themselves, their peers or other members of their community. Individuals have the right to receive the respect that is their due as persons and to be assisted to develop and maintain self-confidence and esteem. The self-destructive behaviour of an individual will often translate into anti-social behaviour towards peers and society in general.

**Expectations:**

The possession, use or supply of illicit drugs and substances, including alcohol or drug paraphernalia such as rolling papers, pipes, etc., on school premises, is prohibited.

**Gambling:**

Gambling is a major social issue that often leads to serious personal consequences. Students are reminded that gambling of any sort (cards, dice, etc.) is not permitted on school property and that such action is prohibited by law. **Students found gambling at school will face suspension and possible police involvement.**

**Smoking:**

With the passage of The Smoke Free Act of Ontario, Section 9, Subsection 1 & 2, smoking has been prohibited on school property at any time. To support the intent of the law, cigarettes and tobacco products are not to be displayed nor are they to be visible on school property. Smoking in vehicles parked on school property is also prohibited under this provincial law. Students found smoking or in possession of a lit cigarette on school property will be subject to suspension and a fine up to \$5000.00 (for repeat offenders) levied by the Ministry of Health for Ontario. This policy is all-inclusive and affects all students of any age.

**Respect**

**Respect** of others including peers, custodians, bus drivers, office staff, teachers, visitors and supply teachers is expected. Students are expected to treat one another with respect even when there is disagreement physical violence, threats, exploitation, verbal or emotional abuse or other forms of anti-social behaviour will not be tolerated. Obscenity, profanity (swearing) and racial or ethnic slurs are offensive, demeaning to self as well as to others, and therefore unacceptable. Students are expected to use language appropriate to a Christian. All students carry the responsibility of being role models for their peers and as such must be careful in their words and actions. Inappropriate physical contact between students is not acceptable in the school at any time. Conduct in the halls and common areas of the school should be courteous and orderly with no physical contact and horseplay.

**Public Display of Affection**

Students are expected to act in an appropriate manner that reflects behaviour consistent with Christian values. Expressions of affection such as kissing, embracing and other excessive displays of affection are not considered appropriate behaviour in an educational setting.

**Gang-Related Activities** are strictly prohibited and will result in suspension and possible police involvement.

**Sexual Harassment** is unwanted and unwelcome sexual behaviour which interferes with one's life. Sexual harassment does not include behaviours that one likes or wants (for example: wanted kissing, touching, or flirting). It includes put-downs or negative comments made about one's gender. It is deliberate and/or repeated sex-based behaviour that is not welcome not asked for and not returned.

**The Possession or Use of Weapons:**

**The possession or use of weapons** or the use of any material deemed to be a weapon within the school environment is prohibited and felonious.

**Hazing and Initiation**

Initiation rites and hazing practices are demeaning and/or dangerous. They are considered inappropriate and are prohibited. Involvement or initiation of hazing will result in a minimum 5 day suspension.

**Consequences:**

Extreme breaches of school rules, such as drug and substance abuse, the possession and use of alcohol, the possession and use of weapons or the use of physical violence will result in severe consequences, which may include parental contact, up to 20 days suspension, expulsion and police involvement. Consequences for lesser breaches of school rules regarding respect for others may include detentions, loss of co-curricular rights, counselling, as well as parental notification and possible suspension.

## ***RESPECT FOR OUR COMMUNITY IMAGE***

### **Objective & Rationale:**

As a Catholic school, it is the duty of every member of our school community to protect the image of that community. We are a visible and important component of the community-at-large, and people outside the school community tend to judge the entire school by the behaviour of those they see.

### **Expectations:**

Since we are readily identified by our school uniforms, every student should act as an ambassador for his or her school when interacting with the community. Students on school trips are not only expected to comply with required field trip policies (consent forms, transportation, dress code, etc.), but must also adhere to all other standards of school conduct and behaviour.

It is important to emphasize that school rules and regulations apply to all events related to and authorized by the school, on or off school premises.

It is important to show respect for the surrounding neighbourhood throughout the day but especially at lunch. Be aware that there is a no-loitering policy in any of the surrounding properties. Students may go to the plaza to buy food items but must immediately return to the school property. Students are expected to refrain from hanging out at the Plaza across the street from the school. We especially ask you to assist your hard-working caretakers and support your neighbours by using the garbage bins for litter. Keep the sidewalks clear, allowing pedestrians to walk freely.

Authorized guests in the school are to be treated as welcomed visitors. However, students may not have visitors in the school during the day.

Image is enhanced by good, respectful and considerate behaviour exhibited towards our school and surrounding community. A good public image may be cultivated through the avoidance of littering, loitering and unnecessary noise, in and around the school area including the local plaza and through courteous and considerate behaviour on public transit and school buses.

### **Consequences:**

A good community image translates into public respect for our school and our student body. Students are thus encouraged to preserve our good name and standing in the community. Reputations may be destroyed by one unthinking act and can have long-term negative consequences for the total school community.

Extreme breaches involving community image may result in apologies, withdrawal of bus privileges, detentions, community service assignments, and up to 20 days suspension. **Students who insist on loitering at the Plaza across the street from the school may be banned from the Plaza, be charged with loitering or be suspended from school.**

## **REPORTING OF VIOLENT INCIDENTS**

As per the Ministry of Education and Training Violence-Free Schools Policy, it is the obligation of the school administrators to properly record incidents of a serious violent nature and to report them to both the local authorities (Police and/or Children's Aid Society) and to the Ministry of Education and to the Ministry of Education and Training. Under Bill 212 (Safe Schools Act) Bullying is a suspendable offence.

## **WHAT WE CAN DO TO STOP THE BULLYING**

### **What is bullying?**

Bullying is a form of aggressive behaviour which involves the deliberate use of power to repeatedly hurt or intimidate another person.

### **Bullying may be:**

- Physical- hitting, kicking, punching, inappropriate sexual touching;
- Verbal- name-calling, teasing, threatening;
- Social- excluding an individual from a group on purpose, spreading malicious gossip or rumours;
- Computer-based- using the Internet or e-mail to ridicule, spread rumours and threaten.

### **WHY BE CONCERNED ABOUT BULLYING?**

#### **Bullying must be stopped because:**

- being bullied hurts both physically and emotionally;
- victims of bullying may suffer depression, fear, humiliation, isolation and self-hatred;
- bullying behaviour may indicate other serious adjustment problems;
- bullying incidents may involve ganging up on one individual and may lead to the use of weapons to exact power;
- a bully may grow up to be an abusive adult.

### **WHO IS INVOLVED IN BULLYING BEHAVIOUR?**

**The Bully-** a bully is an individual, who deliberately tries to exclude, hurt, teases or threatens another person on a repeated basis.

**The Victim-** a victim is someone who is repeatedly excluded, hurt, teased or threatened by another person or persons.

**The Bystander-** a bystander is a person who witnesses bullying behaviour and chooses not to come to the assistance of the victim.

**The Ally-** an ally is a person who observes bullying behaviour and intervenes directly on behalf of the victim or gets help from an adult.

### **WHAT SHOULD YOU DO IF YOU ARE BEING BULLIED?**

Bullying does not stop when victims are left to deal with the problem by themselves. Bullying often happens while other people watch, but most bystanders do not help the victim. If you are being bullied, tell an adult you can trust. Tell your parents or the Principal or Vice-Principal at your school. Go to your teacher or Guidance Counsellor.

**Be sure to clearly describe:**

- exactly what happened;
- when and how often it has happened;
- where the incident(s) took place;
- who was involved;
- who else observed it happen;
- what action you have already taken.

If you cannot get anyone's attention or help, try writing it down and giving it to an adult you trust. Sometimes written reports are taken more seriously or make it easier for an adult to give you the help you need. If you are afraid to tell an adult at school or at home that you are being bullied, try calling the:

**Kids Help Phone (24 Hour Help Line)  
1-800-668-6868**

Bullying behaviour is unacceptable and nobody has to suffer in silence. If you observe someone being bullied, be part of the solution not part of the problem. Tell an adult and help to stop the bullying.

### ***SCHOOL BUSES***

The reality of our school community requires that we make use of many school buses. These buses are required not only for the regular morning and evening runs.

Other than the bus driver, there is no other adult supervisor on board. Therefore, the driver must safely operate the moving vehicle and at the same time assume the responsibility of all the passengers. Please take note that in order to promote proper behaviour and safety, it may be necessary to use a video camera to monitor student conduct on the school buses.

As a student community who appreciates the need for this service, you should strive to assist the driver in every way possible. The responsibility for the safety of this bus falls directly on all those on board. Therefore, students are expected to cooperate with the driver. Misconduct while riding the school bus or at stops may result in a student being suspended from riding the school bus, and losing his or her transportation privileges. This also includes actions such as abusive language, littering, and damaging or loitering on private property.

**Specifically, you are asked:**

- to remain seated
- to refrain from putting your arms or head out of the window
- to refrain from littering on the bus
- to refrain from throwing things from the bus
- to keep noise levels low, so as not to distract the driver
- to act as good citizens while waiting for or walking from the bus
- to act maturely while on the bus

Your support and cooperation will go a long way to build a positive, community image as well as to increase the safety of all those who need and appreciate this service.

**REMEMBER: RIDING THE SCHOOL BUS IS A PRIVILEGE.**

### ***ATTENDANCE POLICY***

**Rationale:**

Regular attendance is vital to the process of learning and improves the opportunity for academic success. Only in class can students benefit from participatory learning, social interaction and guided practice of newly learned skills. Absence disrupts the processes and content of learning, and impacts negatively on the sequence of instruction. Unnecessary absence is not being tolerated in the work-force for which students are preparing in their school years.

**Regular attendance is defined in Ontario laws:**

- "A pupil shall attend classes punctually and regularly." (Reg. 298, Education Act)
- "The parent or guardian of a child who is required to attend school ... shall cause the child to attend school ..." (Section 21 (5), Education Act)
- "A principal may suspend a pupil ... because of persistent truancy." Section 23 (1), Education Act)
- "Regular attendance at school is critical for the student's learning and achievement of course expectations". (Ontario Secondary Schools Grades 9-12; Section 6.4)

### ***POOR ATTENDANCE PRODUCES POOR RESULTS***

**Expectations:**

1. Students are expected to be in attendance for every scheduled class unless written authorization by the administration, teacher in charge or parent is provided. Forged notes or impersonation of a parent will result in a suspension.
2. Acceptable reasons with parent permission for absenteeism include illness, bereavement, unavoidable medical or dental appointments, family emergencies, legal appointments, severe weather, field trips, authorized athletic events or other causes deemed appropriate by the administration.
3. Unacceptable reasons for absenteeism include working, studying for tests, completing work for other courses, driving lessons, sleeping in, babysitting, hair appointments or other reasons deemed unacceptable by the administration and will be dealt with as a truancy. Parents wishing to withdraw students for such reasons must speak with a vice-principal in advance.
4. Students are expected to report to every class on time.
5. Students must attend all school-wide functions (eg. assemblies, masses, etc.) during regular school hours. Failure to do so is regarded as being truant.

6. When a student is absent, a parent should phone the attendance office prior to the commencement of that day's classes. The school's voice messaging system is on 24 hours a day and the attendance office number is 573-2151 ext 3318 or ext 3319. In the rare cases where this is not done, a dated note from the parent must be brought to the attendance office by 8:05 A.M. on the day of the student's return to school so that an "admit" slip can be issued.
7. The school reserves the right to require professional documentation for extended absences.
8. A student who must leave school during the day for any reason must sign out through the attendance office. Whenever possible, "permit to leave" slips are to be procured before 8:05 A.M. A student who becomes ill during the day must inform the attendance office. Failure to do so before leaving school constitutes truancy. No one should leave without signing out.
9. Except under exceptional circumstances approved by the administration, personal vacations during the school year are not appropriate. Requests for such exceptions should be made at the earliest possible date. Students are to obtain a form from the main office and return it completed at least a week in advance of request. Students will not be permitted to miss exams for personal vacations.
10. Students truant for any classes may not attend or represent the school in any other school activity on that day.
11. A first truancy will result in an after school detention. Subsequent truanancies will result in suspensions.
12. Students must accept the authority of the attendance secretaries and show appropriate respect.

### **LATE POLICY**

Punctuality and promptness are extremely important in many aspects of everyday life: school, work, appointments, sport and club functions and activities, etcetera. The vast majority of lates can easily be prevented by thinking ahead and by proper planning and consideration. The consequences for lates are intended to encourage the student to improve on this practice.

#### **PROCEDURES**

- Period one begins with the 8:20 bell. Students are expected to be in class, in their assigned seats when the bell rings.
- Teacher records are considered the accurate records.
- Lates are not to come to the office but go directly to the class where the teacher will record the late. Consequences for 1-4 lates are dealt with by the classroom teacher.
- Students are to be sent down on the 5th late and succeeding lates. Students with 5-6 lates will return to class with an admit slip and a penalty.

#### **CONSEQUENCES:**

- 5th & 6<sup>th</sup> late - Student sent to office, written rules or after school detention
- 7th late - Student sent to office, kept in office for duration of that period
- 8th & subsequent lates - Will result in the student being suspended

## **BISHOP RYAN C.S.S. DRESS CODE**

At Bishop Ryan we take great pride in our dress code. Aside from its practical aspects, it gives us a sense of community within our school and a feeling of uniqueness within the larger community. All students, staff and parents are expected to know and respect our uniform dress code.

The specifics of the common dress code are listed below. While it is possible to list all that may be worn, it is not possible to address all the external trappings that some students might choose to adopt. *Suffice it to say that any externals not in keeping with the spirit of the uniform code will not be acceptable.* The vice principal(s) will make the final decision in regards to any clarifications.

## **GENERAL RULES**

1. Students must wear the complete uniform all day on school days. *This means that students are required to remain in uniform at all times including lunch hour and spares.* The complete uniform must be worn at any school conducted function unless an exemption is granted by the administration. School uniforms are to be worn neatly (e.g. Dress shirts should be buttoned up and tucked in; pants are to be worn at the waist; pant legs are not to be rolled up, slit, frayed or cut off. Only plain, ***all white*** T-shirts may be worn under uniform tops. These undershirts must be tucked in. The only long sleeved shirt which may be worn with the BR golf shirt is the BR turtleneck.
2. Students are not to alter or modify the uniform in any way (for example, shirts are not to be taken in at the side; pant legs are not to be slit or zippers or fabric attached).
3. Uniform items must be size appropriate - not too small nor too large.
4. Jackets, hats, sweaters and school bags are not allowed in classes.
5. Students enrolled in Physical Education classes are required to wear the gym uniform which consists of a BR T-shirt, shorts and white socks. Gym shoes, which may be purchased independently, are the only shoes allowed on the gym floor.
6. Collars must be worn down, and pants are not to be tucked into socks.
7. Spirit wear is not part of the school uniform (e.g. Team sweatshirts, t-shirts). These items are not to be worn as uniform items.
8. On "Civies" days students may not wear clothes with graphics promoting unacceptable lifestyles or inappropriate or derogatory comments or symbols involving sex, alcohol, drugs, gangs, etc.; nor may they wear spaghetti straps, halter-tops, spandex pants, low cut pants, tights, cutoffs, or similar inappropriate clothing. Shorts worn must be walking shorts just above the knees. Sport shorts are not allowed on these days. No bare midriffs or cleavage should be showing. Students not dressed appropriately will be sent home to change.
9. In emergency situations when the uniform cannot be worn, the student must bring a parental note of explanation to the administration by 8:10 a.m. In these cases, students are expected to dress in clothing

appropriate with the spirit of the dress code (e.g. plain collared shirt, dress slacks, etcetera). Inappropriately dressed students will need to return home to change.

10. Neither jeans nor sandals may be worn on any uniform days. Exemptions will not be issued by the administration for these and students will automatically be sent home.
11. Non-uniform tops or bottoms are not to be worn within the building, at any time, including spares and lunch time.
12. Boots are not permitted to be worn as part of the uniform. Students must change from their winter boots into the appropriate footwear when they arrive at the school.
13. In the interest of preserving the integrity of the school Dress Code and a positive image of the school in the community, any accessory or manner of presentment which the school administration views as compromising in terms of the Dress Code will not be permitted.
14. **Prohibited At All Times:**
  - o excessive personal adornment ( i.e. facial piercing, jewelry, excessive make-up and/or hair styles, tattoos)
  - o hats, headbands and kerchiefs
  - o clothing with holes, rips or tears
  - o belts with metal studs or eyelets or large belt buckles
  - o pants that drag along the ground
  - o gang-related apparel and accessories
  - o wrist bands, chokers, chains and Lanyards
15. Grooming - Hair must be styled/worn in a manner which permits the eyes to be visible at all times. This is a safety issue for the student when their vision is obstructed.
16. Undergarments shall not be exposed.
17. Students **cannot apply** a BR logo to a non-uniform item.

**Consequences will be imposed for non-compliance of any general rule.**

All new Bishop Ryan monogram uniform items can be purchased from Sportscor Marketing (Showroom) 365 Barton Street, Stoney Creek, (905) 547-9615 or at the school. School Store Hours during the school year are: Wednesdays – 11:00 a.m. to 3:00 p.m.

## **DETAILED RULES**

### **FEMALE EXPECTATIONS**

#### **Kilt:**

- must be worn at the appropriate length (i.e. absolutely no more than 4 inches above the knee)
- the kilt is not to be shortened by rolling up the waistband
- if a female student is addressed on more than two occasions for inappropriate length of kilt, then she will lose the privilege of wearing a kilt for the duration of that semester and will be required to wear uniform pants.

**Oxford Shirt/Blouse /Golf Shirt /Turtleneck:**

- Blouses and Oxford Shirts must be neatly tucked in

**Crewneck or fleece Sweater:**

- must be worn over a BR top (as above) or white t-shirt.

**Knee Socks/Tights/Leotards:**

- must be worn with the Kilt

**Black BR Pants:**

- must be worn with black, white, or green socks and closed footwear.
- must be worn at the waist and not cut off or frayed at the bottom or slit up the sides.

**Gym Uniform:**

- see General Rules Item 3

**Footwear With:**

**Kilt:**

- Solid black, burgundy, dark brown or dark green below the ankle closed flat dress shoe (no high heels/no running shoes/no boots/no slippers, ballet shoes, sandals).

**Shorts:**

- Below the ankle closed shoe; or running shoe.

**Pants:**

- Closed footwear must be worn under the pant leg. Boots, slippers or ballet type slip on shoes may not be worn. Running shoes may be worn.
- However, laces must be the original laces or match the school colours.
- Sandals may not be worn on any uniform days.

**MALE EXPECTATIONS**

**Golf Shirt / Oxford Shirt / Turtleneck:**

- Oxford Shirts must be neatly tucked in.

**Crewneck or Fleece Sweater:**

- must be worn over a BR top (as above) or white t-shirt.

**Black BR Pants:**

- must be worn with black, white, or green socks and closed footwear (no boots)
- must be worn at the waist and not cut off or frayed at the bottom or slit up the sides

**Black B.R. Shorts:**

- closed footwear must be worn

**GYM UNIFORM:**

- See General Rules Item 3

**Footwear with:**

**Shorts:**

- Below the ankle closed shoe; or running shoe(no boots)

**Pants:**

- Closed footwear must be worn under the pant leg (no boots). Running shoe may be worn. Sandals may not be worn on any uniform days.

**ONTARIO SCHOOLS CODE OF CONDUCT**

A school is a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment.

All student, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-biding citizens and to be accountable for actions that put at risk the safety of others and themselves.

The Ontario Code of Conduct sets clear provincial standards of behaviour. It specifies consequences for student actions that do not comply with these standards.

The Provincial standards of behaviour apply not only to students, but also to all individuals involved in the publicly funded school system - parents or guardians, volunteers, teachers, and other staff members whether they are on school property, on school buses or at school-authorized events or activities. Students may also be held accountable, by the school, for behaviour that takes place outside of school should such behaviour be deemed to impact on the school climate.

**Guiding Principles**

All participants involved in the publicly funded school system- students, parents or guardians, volunteers, teachers and other staff members - are included in the Code of Conduct whether they are on school property, on school buses or at school- authorized events or activities.

All members of the school community are to be treated with respect and dignity, especially persons in positions of authority.

Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others.

The possession, use or threatened use or any object to injure another person endangers the safety of oneself and others.

## ***H.W.C.D.S.B. CODE OF STUDENT CONDUCT AND DISCIPLINE***

It is incumbent upon the Hamilton-Wentworth Catholic District School Board to provide and maintain an environment that is safe and secure for all members of the school community. While the vast majority of students are well behaved and responsible, some students occasionally have difficulty adhering to school guidelines and rules. Schools should not and cannot tolerate behaviour that threatens the rights and wellbeing of individual groups.

In an effort to promote the safety and security of its school community, the Hamilton- Wentworth Catholic District School Board ascribes to a non-tolerance code of student conduct. This means that there is a non-acceptance of all behaviours that are in opposition to established rules of acceptable conduct.

This approach to misconduct especially addresses behaviours that are so refractory in nature that they are considered to compromise the safety, integrity and well being of the inclusive school community. Such behaviours include but are not limited to the following:

- Uttering a threat to inflict serious bodily harm on another person;
- Possessing alcohol or illegal drugs and/or use thereof;
- Being under the influence of alcohol/drugs or other hazardous substances;
- 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 student's school or to property located on the premises of the student's school;
- Bullying;
- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Trafficking in weapons 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 student's continued presence is adjudged to be injurious to the effective learning and/or working environment of others;

- Activities engaged in by the student on or off school property that cause 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;
- Any act considered by the Principal to be contrary to the Board or School Code of Conduct which includes, but is not limited to: hate-motivated violence; gang - related activities; criminal harassment; extortion; supply, sale, distribution or trafficking of alcohol or legal drugs; persistent truancy; profane or improper language; habitual neglect of duty; persistent opposition to authority; willful destruction of school property; and activities that also necessitate police involvement.

Where any of the aforementioned behaviours are present, serious consideration will be given to administering a suspension and/or recommending an expulsion.

**Students** are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, for others and for those in authority;
- follows the established rules and takes responsibility for his or her own actions.

**Parents** too 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 school work and progress;
- communicate regularly with the school;
- help their child be neat; appropriately dressed and prepared for school;
- ensure 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 school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues.

#### **Requirements for Students**

##### ***"A student shall,***

- be diligent in attempting to master such studies as are part of the program in which the student is enrolled;
- exercise self-discipline;
- accept such discipline as would be exercised by a kind, firm and judicious parent;

- attend classes punctually and regularly;
- be courteous to fellow students and obedient and courteous to teachers;
- be clean in person and habits;
- take such tests and examinations as are required by or' under the Act or as may be directed by the Minister; and
- show respect for school property."

[Regulation 298, Section, Section 23 (1), Education Act]

"Every student is responsible for his/her conduct to the principal of the school that the student attends,

- on the school premises;
- on out-of-school activities that are part of the school program; and
- while travelling on a school bus that is owned by a board or on a bus or school bus that is under contract to aboard."

[Regulation 298, Section, Section 23 (4), Education Act]

#### **DISCIPLINE**

Discipline must recognize the inherent dignity and rights of each individual. When disciplining, actions must be taken that are in accordance with each individual's best interest while also considering the welfare of the school community.

Discipline must take into account relevant situational circumstances, including mitigating and other factors, as outlined in the Board's Student Discipline Procedures. It should, where possible, have relevance to the unacceptable behaviour and serve as a learning opportunity for the student.

In an effort to fulfil these objectives the Hamilton-Wentworth Catholic District School Board ascribes to the practice of progressive discipline which utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviours and build upon strategies that promote positive behaviours.

Refer to the Hamilton-Wentworth Catholic District School Board's Safe Schools Manual, 2008 and/or its Code of Student Conduct and Discipline, 2008 for more information regarding behaviour and discipline or access the information on the Board's Website at [www.hwcdsb.ca](http://www.hwcdsb.ca).

### ***EVALUATION OF STUDENT ACHIEVEMENT***

Evaluation is not an end in itself; it is rather an integral part of the learning process for student and teacher.

Evaluation of a student's work measures a student's achievement of the curriculum expectations contained in the course outline. It serves as a summary and review of an activity, topic or unit of work. It assists in determining where re-teaching and/or extra help is needed. It assesses a

student's level of competency before further instruction takes place and provides a basis for decisions about course and career choices. Evaluation also provides relevant information for communication with the student, parent/guardian.

Evaluation procedures are differentiated to meet the needs of all students at different levels of difficulty. Evaluation approaches are modified for exceptional students (through the Identification, Placement and Review Committee).

A student has not failed a course until the completion of all evaluation methods; therefore, the student is encouraged to complete all assigned work and write all tests and the final exam. The student must continue to attend class.

The ***STUDENT'S DUTY*** is to become familiar with and adhere to the course evaluation procedures provided by the teacher. This includes:

- the types of evaluation
- the value of each evaluation type in terms of the final mark
- the number of tests and assignments expected
- the dates that tests will be written and assignments are due
- the policy regarding missed tests, labs, assignments
- the detailed criteria for assessment and evaluation of all student products
- the policy for handing in of all tests, and assignments
- the method for documenting and calculating current achievement at any time

### ***REPORTING***

Formal reporting shall occur three times per semester:

- an initial progress report after 25 days in the course
- a mid-term report after 45 days
- a final report issued no later than one week after the end of the semester. Parents with concerns should communicate with the school and work co-operatively with the teacher.

NOTE: After 70 days a progress report will be given to selected students whose progress has altered greatly positively or negatively.

### ***ACADEMIC HONESTY AND PLAGIARISM***

In all Canadian secondary schools, colleges, universities, and work places, plagiarism has become a major concern with serious consequences. Therefore, it is essential that we educate ourselves in this area and see that the right people are given the proper credit for their efforts.

According to the Canadian Gage Dictionary, plagiarism is “taking another person’s ideas, thoughts, or works, and using them as one’s own”. Quite simply, plagiarism exists when the work handed in is completed in whole or in part by someone other than the one submitting the work. It is very evident that students are often encouraged by their teachers to use professional resources in their assignments; however, it is important that students indicate to the reader what ideas are genuinely theirs, and what ideas come from other sources. To ensure the integrity of their writing, students are required to follow their teachers instructions with regards to quotations and works cited.

<b><u>Plagiarism</u></b>	<b><u>Not Plagiarism</u></b>
<ol style="list-style-type: none"> <li>1. Copying from another student</li> <li>2. Cutting and pasting from the Internet or magazine article summary</li> <li>3. Copying from another source</li> <li>4. Using someone else’s work and claiming it as your own</li> <li>5. Rewording someone’s ideas and presenting them as your own</li> <li>6. Having someone else revise your draft</li> </ol>	<ol style="list-style-type: none"> <li>1. Common knowledge (e.g. WW II started in 1939)</li> <li>2. Having someone else help you with proofreading or editing as specified by a teacher</li> <li>3. Quoting a source</li> <li>4. Working in a group as assigned and sharing ideas</li> </ol>

**How to Avoid Plagiarism:**

1. Your writing should contain only words or concepts you understand.
2. Recognize the difference between assigned individual and group work, and follow your teacher’s guidelines regarding the amount of research you do.
3. If you use someone else’s ideas, either directly quoted or paraphrased, acknowledge the source. When in doubt acknowledge the source.
4. Develop effective research skills.

There is no defence for any type of academic dishonesty, whether intentional or unintentional. In the case of the latter, ignorance is no excuse in an academic institution that makes knowledge so readily available. If students are ever in doubt as to whether something that they are doing constitutes plagiarism or not, then they should consult and seek clarification from the teacher well in advance of assignment submission.

The penalty for academic dishonesty is significant at the high school level because of the seriousness of the offence. Academic dishonesty, including plagiarism, will result in a zero grade for that assignment, parental notification by the teacher, and the student’s name being retained on file by Administration. A subsequent offence in any course will result not only in a zero grade, but also in further administrative consequences.

**Note:**

Students must submit a **paper copy** of their process work and finished products, and may also be asked to submit a **disc copy** if their teachers need to verify the originality of work submitted. There are many **anti-plagiarism Web sites** and services available that will enable teachers to check for academic dishonesty.

**SCHOOL DOCUMENTATION**

Any falsification of school documents, such as attendance cards, notes or telephone calls from parents, will automatically result in suspension.

**STUDENT PARKING**

Parking for students is considered to be a privilege. Student parking is available **only** in the parking lot north of the Quigley entrance. Students may not park in the area designated as staff parking, non-parking zones, or near exit doors including any grassed area. Use **ONE** parking space only and park between the designated lines. Vehicles illegally parked will be tagged, towed, or the drivers will lose their parking privileges. **As a security and safety precaution, students may not sit in parked vehicles during school hours or congregate in student parking lot.** Students may also lose their parking privileges for inappropriate and/or dangerous driving behaviour. The school is not responsible for any break-ins or damages done to one's vehicle.

**OTHER MODES OF TRANSPORTATION**

Skate boards and roller blades are not permitted on the school property due to the volume of vehicular and pedestrian traffic. Bicycles are to be dismounted upon entering the school property and walked to and secured at their parking location.

**ACCESS TO SCHOOL PREMISES**

Only those persons who are employed with the Board or are enrolled at Bishop Ryan are permitted access to the school. Occasionally, the school will invite guests to attend an event, class or meeting.

Anyone whose presence, in the Principal's judgement, is deemed detrimental to the safety or well being of others in the school or any persons who fail to report their presence to the main office are not allowed on school premises. Students are not to invite their friends to visit them at **ANYTIME** during the school day.

## ***ACCIDENTS / INJURIES***

All accidents/injuries must be reported immediately to the main or attendance office so that proper medical attention can be administered and accident forms completed. Accidents that happen during class must be reported to the teacher immediately.

## ***EMERGENCY EVACUATION***

When a fire alarm is activated:

- all work must stop and silence is to be maintained
- under the teacher's direction, students must leave the building in an orderly fashion
- students and staff must remain well away from the building (min. 50 feet), until recalled by administration or teachers.

Lockdown:

- all work must stop and silence is to be maintained
- all doors must be locked and lights turned off
- teacher and students are to assume lockdown positions
- remain in lockdown until recalled by administration or police
- do not answer the door
- in the event a fire alarm is activated, listen to the PA system for further instructions

## ***CELLPHONES AND OTHER MOBILE DIGITAL DEVICES***

The wide range and use of communication technology devices continues to increase. As a Catholic learning community, we accept the responsibility of conducting ourselves in a manner consistent with the Mission and Vision of Catholic Education.

Effective September 2011, The Hamilton Wentworth Catholic District School Board implemented a policy governing the use of cell phones, audio, video, photographic and other telecommunications devices. These mobile digital devices are potentially disruptive to the learning environment.

**Mobile Digital Devices are not to be turned on or used in the classroom without permission of the teacher.** They are to be stored in silent mode and if lost or stolen are not covered by school insurance and are the sole responsibilities of the owner.

### **Consequences**

For repeated classroom offences the consequences are progressive:

1. First offence – mobile digital device will be confiscated and returned to student at the end of the day
2. Second offence - mobile digital device will be confiscated – guardian notified for retrieval
3. Third and subsequent offences – suspension – guardian notified for retrieval

### **COMPUTER USAGE**

Before using the Internet via the school computers, students must have completed an *Internet Use Permission Form* and if under 18 years of age, be signed by a parent. The Internet and school computers are to be used for course work and related research. Students using web sites or software deemed inappropriate will face suspension and may be banned from using computers for a period of time. Students using computers in the library may have to book time when heavy demand warrants or when needed for other library purposes.

### **POLICIES CONCERNING CO-INSTRUCTIONAL ACTIVITIES**

#### **Parent Permission:**

All athletes must submit a signed parental consent form designated by the school board prior to participating in a practice or game for any school team.

#### **Medicals:**

Any athlete who is injured in practice or competition and receives medical treatment may only be released to resume play by a medical doctor. The board approved form to RESUME PLAY must be used prior to any activity.

#### **Transportation:**

Where the school does not provide transportation (e.g. buses) students are responsible for their own transportation to and from games and practices. Students are not encouraged to drive their own cars, and the schools board's insurance covers only drivers duly authorized by the principal, e.g. Authorized parent volunteers (and only in amounts in excess of that covered by their own policies, to a specific limit).

#### **Insurance:**

Medical and dental insurance may be obtained through the school board endorsed company whose package is offered to students at the beginning of the year.

#### **Code of Behaviour:**

Athletes are reminded that their conduct in competitive play is governed by the Board's Athletic Constitution and the School's Code of Behaviour. The Constitution clearly defines penalties for inappropriate behaviour towards opponents, coaches and referees.

<p><b><i>SPORTSMANSHIP CODE AND ETHICS FOR ALL SCHOOL ACTIVITIES</i></b></p>
--

Good sportsmanship is a commitment to fair play, ethical behaviour and integrity. In perception and practice, sportsmanship is defined as those qualities that are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all activity disciplines. Individuals, regardless of their role in activities, are expected to be aware of their influence on the behaviour of others and model good sportsmanship. This policy governs all co-instructional activities.

**Expectations of COACHES/FACULTY ADVISERS**

- Always set a good example for participants and fans to follow, exemplifying highest moral and ethical behaviour.
- Instruct participants in proper sportsmanship responsibilities
- Respect judgement of contest officials, abide by rules of the event and display behaviour that does not incite fans negatively.
- Treat opposing coaches, advisers, participants, fans and officials with respect.
- Develop and enforce penalties for participants who do not abide by sportsmanship standards.
- Encourage both academic and athletic excellence of student athletes.

**Expectations of STUDENT PARTICIPANTS**

- Treat coaches, advisers, and team mates with respect.
- Treat opponents with respect: ie. shake hands
- Respect judgement of contest officials, and coaches/advisers, abide by rules of the contest and display behaviour that does not incite fans negatively.
- Cooperate with officials, coaches/advisers and fellow participants to conduct a fair contest.
- Seriously accept the responsibility and privilege of representing Catholic school and community; display positive Christ - like behaviour at all times.
- Recognize academic responsibility takes priority over extra - curricular
- Recognize their commitment to a team throughout the entire season

**Expectations of PARENTS, STUDENTS  
and OTHER FANS or AUDIENCE MEMBERS**

- Realize that it is a privilege to observe a contest and support high school activities, not a license to verbally assault others or to be generally obnoxious.
- Respect decisions made by contest officials, coaches/adviser.
- Be an exemplary role model by positively supporting teams in cheers and signs.
- Respect fans, coaches, advisers and participants.
- Respect the facility being used, keep clean and do no damage.

#### **Expectations of SPIRIT GROUPS**

- Stimulate desired crowd response using only positive cheers, signs and praise.
- Treat opposing spirit groups, fans, and opponents with respect.
- Recognize outstanding performances on either side.
- Maintain enthusiasm and composure, serving as a role model.

#### **ACCEPTABLE BEHAVIOUR**

- Applause during introduction of participants, coaches/advisers and officials
- Acceptance of all decisions of officials
- Cheerleaders lead fans in positive school yells in positive manner
- Handshakes between participants and coaches/advisers at end of contest regardless of outcome.
- Coaches/advisers, participants search out opposing participants to recognize them for outstanding performance or coaching.
- Everyone showing concern for injured player, regardless of team
- Encourage surrounding people to display only sportsmanlike conduct

#### **UNACCEPTABLE BEHAVIOUR**

- Yelling or waving arms during opponent's free-throw attempt
- Disrespectful or derogatory yells, chants, songs or gestures
- Booing or heckling of an official's decision
- Criticizing officials in any way, displays of temper with an official's call
- Yells that antagonize opponents
- Refusing to shake hands or give recognition for good performances
- Blaming losses on officials, judges, coaches or participants.
- Laughing or name-calling to distract an opponent
- Use of profanity or displays of anger that draw attention away from the game activity.

### ***STUDENT ACCIDENT INSURANCE***

The Hamilton-Wentworth Catholic District School Board does **not** provide accident insurance coverage for student injuries that occur on school premises or during school activities. Some injuries incur medical, dental or other expenses that are not covered by provincial healthcare or employer group plans. As a parent or guardian, you become responsible for these expenses.

We do make available the insuremykids® Protection Plan for students exclusively through Reliable Life Insurance Company. Participation in such a programme is voluntary and the costs are to be paid by the parent or guardian.

This program offers a variety of plans and benefits at affordable prices. Benefits included are:

- Dental expenses (resulting from an accident)
- Total and permanent disability
- Paralysis/loss of use
- Special disability benefits
- Death benefits
- Eye glasses repair/replacement due to accident

Purchasing Student Accident Insurance is strongly recommended especially if your child participates in athletic or other co-curricular activities on or off school property. All rates are one-time annual premiums. Numerous plans are available to fit any family's budget. Family rates for 3 or more children are offered. Purchase online in the first month of the school year and save further with the 3-Year and 5-Year plans.

The insurance agreement is between you and Reliable Life Insurance Company. To subscribe, apply 24/7 directly online at:  
**[www.insuremykids.com](http://www.insuremykids.com)**

If you have any questions please visit the "Frequently Asked Questions" page at the above website or contact Reliable Life Insurance Company direct toll free at: **1-800-463-KIDS (5437)**.

### ***CRIMESTOPPERS***

No Drugs – No Gangs – No Theft – No Fights – No Fraud – No Bullies

A SAFE SCHOOL – IT'S YOUR CALL!

Students have the RIGHT to be safe in their schools, homes and communities. Students have the RESPONSIBILITY to take action.

- Report any suspected or known criminal activity.
- Someone other than the criminal knows.
- Someone else usually saw something.
- In most cases, someone knows that a criminal event is about to take place.
- In many cases, by-standers look on, but do nothing.

CALL CRIMESTOPPERS – 1.800.222.TIPS