

Bishop Ryan Catholic Secondary School
Student Handbook
2023-24



Hamilton-Wentworth Catholic District School Board
WEBSITE - <http://br.hwcdsb.ca>
TWITTER - @brcsschool

Mr. M. Lawlor
Principal

Ms. T. Boyce Mrs. Gambale Mr. Presutti Mr. Valconi

Vice-Principals

Ms. K. Thompson Ms. R. Aguiar

Chaplaincy Leader

1824 Rymal Rd. East
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Name: _____



Hamilton-Wentworth
Catholic District School Board

Believing, Achieving, Serving

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 within the parish
- is anchored in the Catholic faith
- takes place within the context of worship, sacraments, and the life of the school community
- is enhanced by 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
- 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 changing world
- the values, attitudes, and skills for effective partnerships
- the ability to transform society

ONTARIO CATHOLIC SCHOOL GRADUATE EXPECTATIONS

The Graduate is expected to be:

- 1. A discerning believer*
- 2. An effective communicator*
- 3. A reflective, creative and holistic thinker*
- 4. A self-directed, responsible, lifelong learner*
- 5. A collaborative contributor*
- 6. A caring family member*
- 7. A responsible citizen*



TIMETABLE 1 - Regular Period

PERIOD 1	8:00 - 9:20
PERIOD 2	9:24 - 10:39
PERIOD 3	10:43 - 11:58
PERIOD 4	12 :02 - 1:17
PERIOD 5	1:20 - 2:35

TIMETABLE 2 - PERIOD 1 - ASSEMBLY/MASS

PERIOD 1	8:00 - 10:36	Mass/Assembly
PERIOD 2	10:40 - 11:36	
PERIOD 3	11:40 - 12:36	
PERIOD 4	12:40 - 1:36	
PERIOD 5	1:40 - 2:35	

TIMETABLE 3- NOON DISMISSAL

PERIOD 1	8:00 - 8:48
PERIOD 2	8:51 - 9:36
PERIOD 3	9:39 - 10:24
PERIOD 4	10:27 - 11:12
PERIOD 5	11:15 - 12:00

TIMETABLE 4 - PERIOD 5 – ASSEMBLY/MASS

PERIOD 1	8:00 - 8:56
PERIOD 2	9:00 - 9:56
PERIOD 3	10:00 - 10:56
PERIOD 4	11:00 - 11:56
PERIOD 5	12:00 – 2:35

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 Tonnois 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".

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

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 feast days 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 High School Chaplaincy Leader is to foster the faith, moral, ethical and personal development of the school community; staff and student. Chaplaincy nurtures the spiritual development of the school community within Christ as well as supports and respects other faith denominations present. The aspiration through the formal and informal activities lead by the Chaplaincy Leader is to support and expand the spiritual, mental and physical need of the school community.

As a faithbased community we share in Christ's mission of living a sanctified life through our observance of God's Commandments in our daily actions, Eucharistic celebrations, prayers services, retreat days and participation in the sacrament of Reconciliation. Most of all we are continuously working towards creating a Christ-centred Community that will build God's Kingdom here at Bishop Ryan. In partnership with our surrounding parishes we believe that spiritual development is profoundly developed in the union between the school, parish and home. The Chaplain's office is a place of confidentiality, safety, support, encouragement, and development. All students are encouraged to meet and get involved with the inclusive programs that are facilitated through Bishop Ryan Chaplaincy.

OUR PARISH FAMILY

HOLY FAMILY	INCARNATION OF OUR BLESSED LORD
<p>Rev. Hanh Van Tran, OMI Mass Times: Sun. 9:00 am</p> <p>1393 Cannon Street East Hamilton, ON L8H 1W2 (905) 544-3146 Fax (905) 544-3272</p>	<p>Rev. Joseph Akanbi Mass Times: Sat. 5:15pm Sun. 9:00am & 11:00am</p> <p>400 Pottruff Road Hamilton, ON L8H 2M4 (905) 561-7777 Fax (905) 561-3864</p>
OUR LADY OF THE ASSUMPTION	ST. EUGENE
<p>Rev. Andrew Quarshie Mass Times: Sat. 5:00pm Sun. 8:30am, 10:00am, & 11:30am</p> <p>63 Highway 20 East Stoney Creek (Elfrida), ON L8J 2W9 (905) 664-7651 Fax (905) 664-9474</p>	<p>Rev. Kevin Upendran Mass Times: Sat. 5:00pm Sun. 11:00am</p> <p>232 Queenston Road Hamilton, ON L8K 1G6 (905)549-2694 Fax (905) 549-1772</p>
ST. JOHN THE BAPTIST	ST. LUKE
<p>Rev. Kevin Upendran Mass Times: Sat. 5:15pm – Sun. 9:30am</p> <p>128 Edgemont Street South Hamilton, ON L8K 2H8 (905) 544-2100 Fax (905) 544-4454</p>	<p>Rev. Mike Francis Mass Times: Sat. 5pm – Sun. 9 & 11am</p> <p>200 Mount Albion Road Hamilton, ON L8K 5S9 (905) 560-1551 Fax (905) 578-6562</p>

OUR BR FAMILY OF SCHOOLS	
ST. DAVID Ms. J. Lamparki Mr. J. Tersigni, Vice Principal (905) 560-3533 http://stdv.hwcdsb.ca/	OUR LADY OF THE Mr. G. DiMartino, Principal Ms. P. Moscato, Vice Principal (905) 523-2329 http://oloa.hwcdsb.ca/
ST. JAMES THE APOSTLE Mrs. E. Minicucci, Principal (905) 560-2700 http://www.hwcdsb.ca/stjames/	ST. EUGENE Mr. D. Crandall Principal Mr. J. Smith Vice Principal (905) 545-9598 http://www.hwcdsb.ca/steugene/
ST. LUKE Mr. A. De Tullio, Principal (905) 561-3966 http://www.hwcdsb.ca/stluke/	ST. JOHN THE BAPTIST Ms. J. Shamon, Principal (905) 549-8203 http://www.hwcdsb.ca/stjohns/
ST. MARK Mr. R. Kotic, Principal Ms. C. Horzelenberg, Vice Principal (905) 560-0032 http://www.hwcdsb.ca/stmark/	ST. MATTHEW Mr. M. Trotta, Principal Mr. M. Golden, Vice-Principal (905) 523-2316 http://stmt.hwcdsb.ca
St. Paul Mr. P Messina, Principal (905) 578-2117 http://stpa.hwcdsb.ca	



Clerical Staff

Mrs. R. Vitale (Head Secretary), Ms. C. Caiella, Mrs. A. Fascione,
Ms. M. Jobling, Mrs. T. Mattina, Ms. D. Zubrinac, Mrs. MacFarlane,
Ms. L. McDougall, Mrs. K. Oddi, Mrs. C. Palmieri

Social Worker

Ms. Natasha Valconi

Department Heads

Arts	Mr. C. Pilon
Business & Computer Studies	Mr. M. Kielbasa
Co-instructional & Physical Education	Mr. S. Scime/ Mrs. J. Kersley
English & Languages	Mrs. A. Bartnik
Geography, History & Contemporary Studies	Ms. Sheri Civitareale
Mathematics	Ms. H. Giles
Religious Studies	Mrs. N. Perri
Science	Mr. M. Kolic
Special Education	Mr. C. Mendola
Student Services & Co-Operative Education	Mrs. L. Marrazzo
Technical Studies	Mrs. S. Citrigno

Student Council 2023/2024

President: Isabella Cinelli
Vice President: Daniel Bosede
Treasurer: Rimjhim Deoras
Business Administrator: Shayan Baig
Athletic Representative: Jennifer Shaw
Social Convenor: Kaley Walker
Publicity Chairperson: Haania Qureshi
Fundraising Representative: Gabriel Giraldo Yilales
Healthy Action Representative: Abigail Dennis
Spiritual Representative: Julia Dolibag and Marina Shewayhat
Prefect Representative: Ade Abogunrin and Ines El-Hajjami
Technical Representative: Conner Beinhous
Club Inclusion Ambassador: Addison Fletcher
Sophomore Representative: Joey Zannoni
Grade 9 Representatives: TBD

Teacher Advisors: Ms. Alyssa DiLeonardo, Ms. C. Scarpetta

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. Please see our school website for meeting dates. The Catholic School Council is elected in September, but parent/guardian spectators are welcome at all meetings.

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.

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:

- Support for the school community to identify and address healthcare priorities, by participating in school-based teams (i.e., Celtics Healthy Action Team, Mental Health Advisory Committee).
- Building student awareness on health-related topics (i.e., anti-bullying prevention and intervention strategies; dangers of vaping, tobacco, and substance abuse; personal hygiene).
- Support for staff in accessing classroom and curriculum resources.
- Support students and staff in accessing Public Health and other community resources.

The Public Health Nurse is available to students to discuss concerns by drop-in visit, appointment, or by referral. Please go to the guidance department for the PHN schedule. The PHN will support referrals to other community agencies as required.

FREEDOM OF INFORMATION AND PUBLIC HEALTH

In keeping with the Health Promotion and Protection Act, the Social and Public Health Services Division has a mandate to provide health promotion and disease prevention services to the citizens of this community. Public Health staff collaborate with the community to address health issues for children and their families in their neighbourhoods. This includes service within the schools. The school-based service may include one-on-one counselling, education for children and/or their parents about health concerns. In the course of providing this service, information may be collected and recorded by Public Health staff. This information remains confidential in keeping with the Municipal Freedom of Information and Protection of Privacy Act. If you would like further information about the records of Public Health service, please contact the Social and Public Health Department Services Division at 905- 546-3550.



HEALTHY SCHOOLS

Hamilton Public Health Services has a website for Healthy Schools.
For further information visit:

- *Curriculum & Other Supports for Your Classroom*
- *Resources for Your School*
- *Announcements & Events*

Go to: www.hamilton.ca/healthyschools

Email: healthyschools@hamilton.ca

Effective September 2011, the Hamilton Wentworth Catholic District School Board implemented the new Food and Beverage Policy. For further information see:

<http://www.hwcdsb.ca/board/policies/foodbeveragepolicy.aspx>

STUDENT SERVICES

Student services provides support to students in the transition from elementary school; throughout the secondary school years; and to apprenticeships, college, university or the workplace. The department also helps maintain the official records of all student academic achievement.

Student Services Staff		
Grade Level	Position - Name	Extension
9	Mr. R. Marchesan - Guidance Counsellor	3308
10	Mr. F. DeFilice – Guidance Counsellor	3309
11	Ms. J. Kucemba- Guidance Counsellor	3331
12	Ms. S. Mazza - Guidance Counsellor	3311
12+	Mrs. L. Marrazzo, Department Head	3310
COOP	Mr. P. Piro – Coop Teacher	3321
COOP	Mrs. G. Petitti – Coop Teacher	3330
COOP	Mrs. K. Monaco – Coop Teacher/ SHSM	3329
Secretary	Ms. D. Zubranic – Student Services Clerical	3317
Clerical	Mrs. T. Mattina	4047

Counsellors facilitate the flow of information needed by teachers, students and parents, in awareness and in decision-making for choices of studies. The goals of a positive education and a career plan are an integral part of the school life and guidance through secondary school. In addition, Student Services staff counsels students with regard to personal issues and when appropriate refer them to the visiting school social worker, nurse or community services. Counsellors assist in the investigation and planning of career opportunities and the transition to a post-secondary destination. They also welcome the chance to meet with parents and students over various concerns.

Information is posted to keep students up to date regarding apprenticeships, colleges, universities and careers, scholarships, enrichment programs, alternative education opportunities, volunteer opportunities and community services and agencies. Students are expected to check the bulletin boards for information.

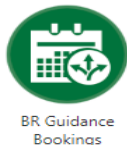
Ontario School Record (OSR): An Ontario Record is maintained for each student enrolled in a school. This record contains information important to the education of the student. Parents and students have the right to access the OSR.

Ontario Student Transcript (OST)

The Ontario Student Transcript is a record of a student's completed courses with assigned grades. These courses, issued by the Ministry of Education, are identified through common course codes. The purpose of the OST is to provide a common transcript for use throughout the province.

Appointments

Guidance Appointments for Counsellors and Co-Operative Education Teachers are scheduled using our online booking system called BR Guidance Bookings. Students are to sign in on mySite, the office 365 platform and access the following icon to book an appointment.



Academic Policy

The Ministry of Education states in the Education Act that students are to be treated with respect and dignity. Respect and responsibility are demonstrated when a student:

- Comes to school prepared, on time, dressed in compliance with the school dress code and ready to learn:
- Shows respect for themselves, for others and for those in authority.

Ontario secondary schools operate under the credit system in grades 9 -12. Under this system students pass or fail individual courses rather than entire grades; therefore, promotion is done by courses, not by grade level. Students may take a study period only after they have accumulated more than 24 credits.

Ontario High School Diploma Requirements (OSSD):

- 18 compulsory credits
Including 4 credits in religious studies
- 12 optional credits
- 30 total credits
- Mandatory community volunteer work of at least 40 hours of Christian Community Service completed over four years starting the summer after grade 8
- Successful completion of the Grade 10 OSSLT (Literacy Test)
- Two online learning credits (if parents choose for their child/children that online learning is not suitable to meet their child's needs, an opt out form is available in Student Services. This means that the eLearning requirement is waived for graduation and the student will study all classes in person.)

Levels of Study

De-streaming, which began with a new math course for Grade 9 in September 2021, will now be expanded to include a new de-streamed curriculum in science, Geography, English, and French as a Second Language courses will be offered as single stream academic courses. Students in Grade 10 will choose courses from the following three types: Academic (D), Applied (P), Locally Developed (L) and Open (O). Courses in grade 11 and 12 are destination based and offered at the University (U), Mixed (M) University/College, College (C) or Workplace (E) levels. More information about courses and prerequisites can be found on My Blueprint.

After completing their Individual Pathway Plan and a fair amount of thought, consultation with the Counsellors and parental support, a student chooses 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. When a student has chosen to take certain courses, he/she has made a commitment to follow through.

Changing Levels or Pathways

Once your courses have been chosen and a timetable issued, a student may only change their timetable during the first 7 days of each semester, if there is space available in the class. If a student requires a level change for a course, the student will discuss with their parents/guardian and present their plan to the Guidance Counsellor. Every effort will be made to make the requested change if space is available in the class and the student has the prerequisite for the course.

Subject Promotion

Subject promotion means that a student advances to the next grade level in each course in which they achieve at least 50% standing for the semester. One credit is granted for each course passed. A student that does not pass, may be eligible for credit recovery, may attend summer school to upgrade the mark or they may repeat the course the following year, while at the same time advancing to the next level in the courses that were passed. If a student repeats a course in which they have received a credit, they do not receive an additional credit but the higher mark will appear on the transcript. Both marks will appear for senior courses.

Withdrawal from a Class

Permission to withdraw from a course will be based on a student maintaining full time status. After the 7 day add/drop period at the beginning of the semester, a grade 12 student may request permission to drop a senior course upon receiving their mid-term grade. If the course is dropped before the full disclosure date, the withdrawal is not recorded on the OST. If a student withdraws from a course after five instructional days following the mid-term report, the withdrawal is recorded on the OST by a "W" in the "credit" column. The student's percentage at the time of withdrawal is also recorded in the "Percentage Grade" column. This is in compliance to the Ministry's policy of full disclosure.

INDIVIDUAL PATHWAY PLAN

All students Grades 7—12 will complete an **Individual Pathway Plan (IPP)** to help ensure that all students make a successful transition 8-9 and 12 to post-secondary/career/community. The IPP is a documentation of a student's plan and is a component of the Education and Career Life Planning program. This program is a 4-step process linked to four areas of learning:

- Who Am I? (Knowing Yourself)
- What are my opportunities? (Exploring Opportunities)
- Who do I want to become? (Making Decisions and Setting Goals)
- What is my plan for achieving goals? (Achieving goals and Making Transitions).

The IPP must include a student's initial postsecondary goals, a detailed plan to acquire courses and experiences needed to achieve these goals and strategies to support the plan. Students review their IPP a minimum of twice per year in collaboration with their guidance counsellor, and their parents.

The following online tools will be used by students to support their IPP:

www.myblueprint.ca - a web page that brings together many Career planning links and the school's course offerings.

Individual Pathway Planning

Student timetables and Graduation Summaries can be accessed using the ASPEN app.

HONOUR ROLL

To receive status of the Honour Roll, students at Bishop Ryan Catholic Secondary School must meet the following criteria during the previous school year:

- ❖ Students in grade 9, 10, and 11 must achieve an overall average of at least 80% in eight courses.
- ❖ Students in grade 12 must achieve an overall average of at least 80% in six courses.
- ❖ Only day school courses completed between September and June at Bishop Ryan Catholic Secondary School will be considered for the Honour Roll. (Night school and Summer School courses are excluded).

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.**

Please contact the Student Services Department for the BR Letter Award Application deadline.

BISHOP RYAN LEARNING COMMONS

Library Learning Commons @ Bishop Ryan
Contact us at ext. 3315
Visit us at <http://brcs-lib.hwcdsb.ca>

The Library Learning Commons at Bishop Ryan is a key place for students to develop inquiry & research skills, critical thinking skills, information literacy skills, and a positive attitude toward reading. The Library Learning Commons promotes the development of information literacy skills needed for living in a modern world. The Library Learning Commons supports and encourages student success. Our diverse collection includes a wide variety of circulating and reference resources in both print and electronic formats. To provide opportunities for e-learning, our Library Learning Commons features computers with Internet access including subscriptions to many online databases. Our school library staff is dedicated to helping students achieve their best in an academic environment that promotes excellence, equity and Catholic values.

Learning Commons Staff

Ms. T. Correa	Mrs. R. Puszta	Mrs. A. Fascione
Teacher-Librarian	Teacher-Librarian	Library Clerk

MISSION STATEMENT

The Learning Commons is the heart of the school, the centre of multiple literacies which addresses the needs of the 21st Century learner by providing opportunities in support of a wide range of literacies. The teacher-librarian in collaboration with the classroom teacher will develop tasks, assessments and evaluations which include multiple literacies. Our Learning Commons mission is to empower students to be life-long, 21st Century learners, critical and creative thinkers, enthusiastic readers, skilful researchers and ethical users of information by providing:

- a vibrant and engaging user-centered learning facility which includes a diverse collection of resources and technologies to produce and communicate new knowledge
- collaborative learning partnership opportunities to support the full range of the inquiry process
- gathering, discovery and collaboration spaces to assist with meeting students' course requirements
- inquiry-based learning, assessment and evaluation using various forms of information and technology which model the Ontario Catholic School Graduate Expectations
- a school instructional program that increases learning opportunities and strengthens learning for students

REPLACEMENT COSTS

Any item that is 30 days or more overdue is considered lost and the replacement cost is charged to the borrower's account. If an item, which has been paid for, is later returned in good condition, a full refund will be issued.

ACADEMIC DISHONESTY

CHEATING AND PLAGIARISM

i. Plagiarism (Academic Dishonesty)

Plagiarism (Academic Dishonesty) is the act of intentionally, or unintentionally, using or passing off the words, ideas, images, sounds, or the creative expression of others as one's own. It is to present as new and original, an idea or product derived from an existing source. Plagiarism is a form of intellectual dishonesty and is a serious academic offence. Plagiarism (Academic Dishonesty) can include intentional actions (e.g., copying and/or submitting another student's work, using another author's ideas as your own, copying and pasting from an electronic source without proper citation, using translation software or Internet translation sites for assignments in language course, etc.) and unintentional actions (e.g., careless paraphrasing, poor documentation, etc.).

ii. Cheating

Cheating is the violation of rules of giving, or receiving unauthorized information in academic work, so as to give or gain an unfair advantage (e.g., cheating is the unauthorized use of study aids, formulas, or information in electronic devices during tests or examinations.)

iii. Prevention of Cheating and Plagiarism

It is important that emphasis is placed on the prevention of cheating and plagiarism. In an attempt to prevent instances of cheating and plagiarism it is expected that school staff will:

- provide information to students and parents about what constitutes cheating and plagiarism;
- develop strategies to minimize the incidence of cheating and plagiarism and integrate these strategies into instruction;
- develop students' research and literacy skills;
- assist students in how to use the research process and how to properly acknowledge other sources of information;
- support student confidence in the value of expressing one's own ideas;
- encourage students to adhere to all process work submission deadlines; and
- create an atmosphere of trust and support in which students feel comfortable asking for clarification regarding cheating and plagiarism.

iv. Detection of Incidents of Cheating and Plagiarism

Schools will need to employ a variety of methods in order to identify instances of cheating and plagiarism. These methods may include:

- teacher monitoring based on professional judgement and knowledge of individual students' work, writing style etc.;
- developing methods to share information, among staff, regarding students who consistently are involved in incidents of cheating and plagiarism;
- conducting internet searches to identify possible sources of student work;
- collaboration between teachers, teacher-librarians and school administration in tracing questionable information; and
- the use of third party plagiarism tracking software (if available).

v. Consequences for Cheating and Plagiarism

Students must understand that the tests/exams they complete and the assignments they submit for evaluation must be their own work and that cheating and plagiarism will not be condoned.

When cheating and/or plagiarism occurs, schools should utilize a range of interventions, supports, and consequences that are developmentally appropriate, and should include opportunities for students to focus on the severity of cheating and plagiarism and the importance of ensuring academic honesty for all of their work in the future.

In considering the most appropriate response to address cheating and plagiarism, the following must be taken into consideration:

- A. the particular student and circumstances (e.g., mitigating factors like student age and/or maturity etc.); and,**
- B. the nature and severity of the cheating and plagiarism.**

In the event that a student chooses to cheat or submit a plagiarized assignment for evaluation, the teacher, using professional judgment, will determine which, if any, of the following consequences may be an appropriate response to the specific incident of cheating and/or plagiarism:

Grades 9 to 12

It is recognized that students in Grades 9-12, depending on any mitigating circumstances, should be increasingly more aware of the serious nature of cheating and/or plagiarism. While in some instances of cheating/plagiarism a reprimand, assignment of reflection activity or provision of alternative assignments might be an appropriate response, there will likely be a need for greater consequences for older and more mature students.

If, in the professional judgment of the teacher, and in consultation with the appropriate Department Head and/or school administrator, there is evidence of cheating and/or plagiarism of a more serious nature teachers may:

- deduct marks, up to and including the full value of the assignment;
- request a meeting with the student and parent, if appropriate; or,
- request documentation to be kept by school administration.

Repeated or particularly grievous incidents of cheating and plagiarism, as determined by school administration, may result in the suspension of the student.

INTERNET-ACCEPTABLE USE POLICY FOR SCHOOLS

1. The Hamilton-Wentworth Catholic District School Board (Board) provides schools with access to the Board's digital network that also includes access to the Internet. This service enables students and staff access to electronic mail (e-mail), numerous electronic databases and **other social networking tools that facilitate and promote collaboration for educational purposes**. In addition, it provides users with access to an ever-expanding array of digital content and **provides the possibility of communication with others in the school, in the local community and around the globe**.

2. **All school use of the Board's network and the Internet shall support the goals of Catholic education and be consistent with the Mission and Vision of both the Board and the school. The network is intended to support and enhance student learning and achievement, be made available equitably to all students and be a support to classroom and other learning activities.**

3. The Internet offers tremendous opportunities to meet the varied instructional needs, learning styles and abilities of students. It transforms the ways in which individuals share ideas, transmit information and interact with others. With these opportunities, however, arise new challenges and responsibilities. Since students will be able to access a wealth of information, it becomes necessary to teach them the critical thinking skills necessary to make good moral and intellectual decisions about the information they encounter **and the information they share**. Indeed, "schools and other educational institutions and programs for children and adults should provide training in discerning use of the Internet...including not just training in technical skills...but a

capacity for informed, discerning evaluation of content.” (Pontifical Council for Social Communications, *Ethics in Internet*, n.7)

4. The Internet provides an opportunity to access unlimited amounts of information. It can make “an enormously valuable contribution to human life. It can foster prosperity and peace, intellectual and aesthetic growth, mutual understanding among peoples and nations on a global scale.” (Ibid, n.8). It also **provides** access to objectionable material such as pornography; hate literature and excessive commercial advertising. Such challenges need to be met within the context of the Board’s Mission and Vision statement, the Ontario Catholic School Graduate Expectations and with a very clearly stated understanding of “Acceptable-use” expectations and responsibilities.

REGULATIONS

1. Board

The Board supports access by students to a wider range of information resources **and tools that support electronic collaboration**. Staff **must develop** appropriate skills evaluate and integrate such resources **into the regular instructional practices in the classroom**. The Board therefore will:

- Provide network **and Internet** access equitably to all students as long as they are under the supervision of staff;
- Provide access for students to email;
- Monitor **student** accounts, when necessary, on the Board’s network; and
- Train staff **and students** in the safe use of the computer network and provide resources to help staff guide students in appropriate use.

2.School

In order to facilitate access and to ensure the appropriate use of the Internet, the school will:

- Ensure that the **Board’s network and the Internet** is used in schools under the supervision of a teacher;
- Ensure that all students, parents, teachers and persons working with students are aware of the students’ responsibilities;
- Collect and maintain the properly completed Agreement Form prior to student use of the **Board’s network and Internet**;
- Monitor students for the appropriate use of the Board’s network as defined in this document;
- Deal with student infractions of the Acceptable Use Policy in a manner consistent with the Safe Schools Policy;

- Instruct users in the effective and ethical use of the Internet, **social networking tools and other collaborative technologies** and assist them in building the “capacity for informed, discerning evaluation of content” (Ibid, n.7);
- Ensure that any electronic information made available on the Board’s network is consistent with the Freedom of Information Act and the Protection of Privacy Act and Board policy.

3.Students

Students are responsible for appropriate behaviour on the Board’s networks just as they are in a classroom or a school. The Board’s network is provided as a tool that enhances and supports student learning and achievement.

A student in an Ontario Catholic school is expected to be: “an effective communicator who uses and integrates the Catholic faith tradition, in the critical analysis of the arts, media, technology and information systems to enhance the quality of life” (Ontario Catholic School Graduate Expectations). In order to ensure proper use of the network **and the Internet** students are required to:

- Use the Board’s network and the Internet only with staff supervision;
- When sending or publishing messages or other information on the network **or other social networking sites** “present information and ideas clearly and honestly and with sensitivity to others” (Ontario Catholic School Graduate Expectations);
- Observe standards of academic honesty in never misrepresenting the work of another as an original work (plagiarism), acknowledge sources by using appropriate citation methods and obey all applicable Copyright laws;
- Ensure that all activity undertaken on the Board’s network and **the Internet** is consistent with Catholic moral teaching. For example, students must ensure that they are not accessing material that is profane or obscene (pornography), material that advocates violence or intolerance towards others (hate material) etc. In the event of inadvertent access to such negative information students must immediately disclose such access;
- Observe accepted standards of behaviour as “responsible citizens” (Ontario Catholic School Graduate Expectations) when accessing the Board’s network or the Internet

4. Acceptable Use: Terms and Conditions

a) Responsible Digital Citizenship

Ontario Catholic School Graduates are expected to be “responsible citizens who: act morally and legally as a person formed in Catholic traditions, accept accountability for their own actions and contribute to the common good.” (Ontario Catholic School Graduate Expectations). This expectation holds true in all aspects of a student’s life including activity on Board networks and the Internet. Responsible citizenship as it pertains to Board networks and the Internet includes (but is not limited to) the following:

- Respect for self: Users of the Board’s network must remember that any actions they take or information they post on the Internet is visible to the public. Students must not post any inappropriate material regarding themselves or any material that can directly identify themselves to others.
- Respect for others: Users of the Board’s network must ensure that they do not knowingly or intentionally post, display or send false or defamatory information about a person or organization.
- Politeness: No abusive messages and/or images are to be written, displayed or sent to others.
- Use of appropriate language: Swearing, using vulgarities or any other inappropriate language is unacceptable in all communications.
- Privacy: The personal address, phone number, network login or other personally identifying materials of oneself or others are not to be revealed in any way.
- Respect **and Stewardship** for network resources: Users of the Board’s network must respect that system resources have limits and as a result must be shared equitably. The use of the network must not be conducted in a disruptive and/or selfish way (e.g., the downloading of large files that can negatively impact the performance of the Internet, sending mass e-mail messages; annoying other users, **inappropriate and extensive printing of material, etc.**).
- Recognition of Private Ownership. All communications and information accessible via the network must be assumed to be private property and therefore subject to copyright restrictions.

b) Agreement Form

All Board’s students may access the Internet through the Board’s computer network under the terms defined in this policy and upon completion of the Agreement Form. Completed Agreement Forms are to be returned to the appropriate teacher and filed for future reference. Students under the age of 18 require the Agreement Form to be signed by a parent/guardian.

c) Inappropriate Use of Computers

The Board will deem what is inappropriate use based upon the guidelines outlined in the Acceptable Use Policy and its decision shall be final. The Board will take appropriate disciplinary measures to ensure that any inappropriate use of computers and the networks **and/or the Internet** is dealt with firmly, fairly and expeditiously.

d) Reliability

The Board makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Board will not be responsible for any damages suffered by a user. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or user's errors or omissions. Use of any information obtained via the Board's networks is at the users' risk. The Board specifically denies any responsibility for the accuracy or quality of information obtained through its services.

e) Security

Security on the Board's networks is a high priority, especially since the system impacts so many users. A user who feels that he or she can identify a security problem on any Board network must notify school **staff** immediately. It is important that students know that the following actions are not acceptable:

- Sharing with or demonstrating to others a security problem;
- Using another individual's network account;
- Giving one's own or anyone else's security password/login information to another individual;
- Intentionally bypassing approved content filtering.

An attempt to login to the system as another user and/or as a system administrator constitutes a serious breach of Board regulations.

f) Criminal Activity

Use of the Board's networks for activity that relates to, or is in support of illegal activities shall be reported to the authorities. Activities that shall be reported include (but are not limited to): cyber-bullying, harassment, stalking and criminal threats.

Transmission (receiving or sending) of any material in violation of any Canadian or Ontario regulation is prohibited. This includes (but is not limited to): threatening, offensive or obscene material, material suggesting pornography, racism or sexism etc. It should be noted that e-mail and other network activity is not guaranteed to be private. The Director of Education (or designate) has the right to access all mail and/or network/**Internet** activities of users.

g) Vandalism

Vandalism is defined as any malicious attempt to manipulate, harm or destroy data or equipment of another user of any of the networks that are connected to the Internet. This includes (but is not limited to) the deliberate infection of school computers with viruses. This is criminal activity and will be dealt with accordingly.

5. The Disciplinary Process

In the event that a student has violated this policy, the student (and the parent/guardian when applicable) will be provided with notice of such violation by the school principal and be given an opportunity to present an explanation. Disciplinary action will be taken that meets the specific concerns related to the violation and the individual needs of the student and will be consistent with the HWCDSB Safe Schools Policy.

Disciplinary action can include (but not be limited to):

- Suspension, denial and or/restriction of access to the Board's networks;
- Progressive discipline strategies as contained in the HWCDSB Safe Schools Policy;
- Contacting appropriate legal authorities if there is suspicion of illegal activities.

PERSONAL ELECTRONIC DEVICES (P.E.D.)

These devices include but are not limited to: cell phones, tablets, laptops, iPods, MP3s, cameras, audio recording devices, etc.

- The school and Board are not responsible for the safety, security, loss, recovery, repair or replacement of P.E.D. that students choose to bring to school.
- P.E.D. must be used safely, appropriately and only where/when authorized by administration. For example, for safety, students will refrain from texting while walking or using staircases. The use of ear buds/head phones is allowed only in the cafeteria or library as authorized by staff and is strictly prohibited in hallways and stairwells.
- P.E.D cannot be used to infringe on personal privacy or to commit academic dishonesty.
- With teacher permission only, P.E.D. may be used in the classroom and other instructional areas, such as but not limited to the library, to support or enhance student learning.
- The use of P.E.D. in a manner that interferes with or disrupts any classroom or other instructional space is strictly prohibited and is subject to disciplinary action up to and including suspension.
- A student who violates the school's P.E.D. policy may have the electronic device confiscated and returned to the parent/guardian (or student 18 years or older) after the instructional day or as appropriate. Repeated infractions will lead to suspension.
- If parents need to contact a student during class time, they are asked to contact the Attendance Office rather than phone or text a student in class.

PERSONAL ELECTRONIC DEVICES ARE NOT TO BE USED, SEEN, OR HEARD DURING AN EVALUATION (TEST, QUIZ, ASSIGNMENT, EXAM, ETC.). STUDENTS WHO VIOLATE THIS POLICY WILL RECEIVE A MARK OF ZERO.

BR 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. The administrative team will make the final decision regarding any student behaviour and consequences.

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 teachers:
 - 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-school activities that are part of the school program
 - 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, and potentially a zero for the assignment.

MISSED EXAMINATIONS, TESTS, ASSIGNMENTS

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.

Students who are truant from a class and who miss a test or fail to hand in an assignment may receive a mark of zero for that test or assignment.

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. This includes the final weeks before examinations as there are in class examinations and culminating assignments being completed during these weeks. Final Examinations typically occur in the last two weeks of January and the last two weeks of June.

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 by a staff member or not reporting to the office when directed by a staff member. Students will also be suspended for refusing, through their words, actions or omissions, to reveal the truth of a situation to a staff member.

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.

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 SCHOOL ISSUED LOCK ON THEIR LOCKER. LOCKERS ARE TO BE KEPT LOCKED AT ALL TIMES.** 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.

ALL BAGS, BACKPACKS, ETC. MUST BE LEFT IN LOCKERS AND NOT TAKEN TO CLASS. Only a student timetable and mirror are permitted as decorations. Students are required to purchase and use only school issued locks.

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.

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, fitness room and field 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 custodial 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:

Drugs and Alcohol:

The possession, use or supply of illicit drugs and substances, including alcohol or drug paraphernalia such as rolling papers, pipes, vaping devices/products, etc., on school premises, is prohibited. Please note that possession and use of cannabis by minors continues to be prohibited by the Province of Ontario. Possession or use of cannabis by anyone on school premises is strictly forbidden.

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, tobacco, and vaping products are not to be displayed nor are they to be visible on school property. Smoking/Vaping in vehicles parked on school property is also prohibited under this provincial law. Students found smoking/vaping or in possession of a lit cigarette/e-cigarette on school property will be subject to suspension and a fine levied by the Ministry of Health for Ontario. This policy is all-inclusive and affects students of any age.

TOBACCO-FREE SCHOOLS B.B.05 POLICY

No person shall smoke tobacco and/or tobacco products or use or inhale electronic cigarettes and/or vapour emitting smoking products and/or all electronic nicotine delivery systems or hold lighted tobacco and/or tobacco product and/or electronic cigarettes and/or vapour emitting smoking products and/or all electronic nicotine delivery systems in a school or on all Board property as defined in the Education Act i.e., "school".

Electronic products such as electronic cigarettes, cigars, and pipes as well as cartridges of nicotine solutions and related products are prohibited in a school and on all board properties. Electronic smoking products consisting of a battery-powered delivery system that produces a vapour that resembles smoke and/or a vapour that delivers a liquid chemical mixture that may be composed of various amounts of nicotine, propylene glycol, and/or other chemicals are prohibited in a school and on all Board properties.

Vaping

Vaping on school property is prohibited at all times. Any student vaping on school property will be suspended. Any student(s) who are actively present at the scene of vaping are considered to be supporting an illegal activity and may be suspended.

Additional Information is available at hwcdsb.ca/board/policies

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 or 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 unwelcomed 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. Since our school is now within a residential community, it is expected that students act as model Bishop Ryan students while in the community surrounding the school. 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 are expected to refrain from hanging out at the park down 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

Bishop Ryan students, however, may not have visitors in the school during the day nor are they permitted to visit friends at other schools during the school day. Students who violate these stipulations put the safety of all at risk and are subject to disciplinary measures including suspension.

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 community houses, park and through courteous and considerate behaviour on public transit and school buses.

Consequences:

A good community image translates to 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 park down the street or at any of the private establishments may be banned from the area, be charged with loitering or be suspended from school.

REPORTING OF VIOLENT INCIDENTS

As per the Ministry of Education and Training's 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 both on and off school property and through social media is a suspendable offence.

WHAT WE CAN DO TO STOP THE BULLYING

Bullying is defined as: "typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance".

What are the Forms of Bullying?

1) Physical Bullying can be:

- Hitting, kicking, shoving, spitting, beating up, stealing, or damaging property.

2) Verbal Bullying can be:

- Name-calling, mocking, hurtful teasing, humiliating or threatening someone, racist or sexist comments, harassment.

3) Social Bullying can be:

- Excluding others from the group, gossiping or spreading rumours, setting others up to look foolish, and damaging friendships;
- Treating people badly because of their identity, saying bad things about a culture, calling someone racist names, telling racist jokes;
- Treating people badly because of their religion or beliefs, saying bad things about a religion or belief, calling someone names, telling jokes about a religion or belief;
- Leaving someone out or treating them badly because they are a boy or a girl, making someone feel uncomfortable because of their sexual orientation/gender identity/gender expression, making sexist comments or jokes, touching, pinching or grabbing someone in a sexual way, making rude comments about someone's sexual behaviour or sexual orientation;
- Leaving someone out or treating them badly because of a disability, making someone feel uncomfortable because of a disability (e.g., mental or physical), making comments or jokes to hurt someone with a disability;
- Treating someone badly because of his/her appearance (e.g., weight-based teasing) or social class (e.g., not having name brand clothing or possessions).

4) Cyberbullying is:

- Electronic communication used to upset, threaten or embarrass another person;
- Using email, cell phones, text messages, and internet sites to threaten, harass, embarrass, socially exclude, or damage reputations and friendships;
- Includes put-downs, insults, spreading rumours, sharing private information, photos or videos or threatening to harm someone;
- Is always aggressive and hurtful.

WHAT SHOULD YOU DO IF YOU ARE BEING BULLIED?

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. **Parents can also access the Anonymous Bullying Reporting Tool on the Board website <https://www.hwcdsb.ca/support/bullyingreporting/>.**

WHAT SHOULD YOU DO IF YOU ARE BEING BULLIED?

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.

Consequences: The Ontario Ministry of Education (Policy/Program Memorandum No. 144) recognizes the importance of addressing bullying, which can have a significant impact on student safety, learning, and the school climate; therefore, principals must consider suspending a student for bullying and consider referring that student for expulsion.

SCHOOL BUS

RIDING THE SCHOOL BUS IS A PRIVILEGE.

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
 - to not consume food or drink 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.

STUDENT PARKING

Parking for students is considered to be a privilege. Students who will be parking on campus must register their vehicle with the attendance office. **Student parking is available only in the parking lot on Trinity Church road.** 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.

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)
- **BILL 52 – LEARNING TO 18**

STUDENT ABSENCES

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 who are absent due to truancy and who miss a test or fail to hand in an assignment may receive a mark of zero for that test or assignment.**
5. Students are expected to report to every class on time.
6. Students must attend all school-wide functions (eg. assemblies, masses, etc.) during regular school hours. Failure to do so is regarded as being truant.
7. Students participating in co-curricular events (i.e. dances, club meetings or activities, sports games or practices, etc.) must demonstrate regular attendance in classes. Moreover, a student must fully attend their classes on the day of the co-curricular event (i.e. dance, meeting, game, etc.) they would like to participate in.
8. 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 7:55 A.M.** on the day of the student's return to school so that an "admit" slip can be issued.

9. The school reserves the right to require professional documentation for extended absences.
10. 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 received **before 7:55 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.
11. 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 attendance office and return it completed at least a week in advance of request. Students will not be permitted to miss exams for personal vacations.
12. Students truant for any classes may not attend or represent the school in any other school activity on that day.
13. A first truancy will result in an in-school detention. Subsequent truanancies will result in suspensions.
14. 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 8:00 A.M. bell. Students are expected to be in class, in their assigned seats when the bell rings.
- Teacher records are considered the most accurate record.
- Late students 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.

CONSEQUENCES FOR BEING LATE TO CLASS

- 5th & 6th lates - Student sent to office, written rules, or lunch detention
- 7th late - Student sent to office until seen by a Vice-Principal, lunch detention
- 8th & subsequent lates - May 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 principal and vice-principal(s) will make the final decision in regards to any clarifications.

GENERAL RULES

1. Students must wear the complete uniform purchased from our uniform supplier **all day** on school days and at all times while in the building. *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. Student may wear a white long-sleeved t-shirt under their uniform.
2. **KOBE PANTS ARE NOT SUPPLIED BY MCCARTHY UNIFORMS AND THUS ARE NO LONGER A PART OF THE BISHOP RYAN DRESS CODE.**
3. Garments not supplied by the uniform store are not permitted (if unsure, check with a VP before wearing any item that is not on the current uniform list).
4. 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).
5. Uniform items must be size appropriate - not too small nor too large.
6. Jackets, hats, non-uniform sweaters and school bags are not allowed in classes.
7. Collars must be worn down, and pants are not to be tucked into socks.
8. Spirit wear and Team wear are not part of the school uniform (e.g. Team sweatshirts, t-shirts). These items are not to be worn as uniform items.
9. On "Civvies" 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, tight fitting spandex type 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.
10. 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. Inappropriately dressed students will not be permitted into class until they are in full uniform.

11. Neither jeans, tight fitting spandex type pants, 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.
12. Non-uniform tops or bottoms are not to be worn within the building, at any time, including spares and lunch time.
13. Boots are not permitted to be worn as part of the uniform unless you are wearing school pants and are wearing them over the upper boot – **NOT tucked into the boot**. Unless you are in compliance with the previous condition, students must change from their winter boots into the appropriate footwear when they arrive at school.
14. 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 presentation which the school administration views as compromising in terms of the Dress Code will not be permitted.
15. **Prohibited At All Times:**
 - excessive personal adornment (i.e. facial piercing, jewelry, excessive make-up and/or hair styles, tattoos)
 - hats, headbands(unless they are less than 1" wide and the colour of your hair) and kerchiefs
 - clothing with holes, rips or tears
 - belts with metal studs or eyelets or large belt buckles
 - pants that drag along the ground
 - gang-related apparel and accessories
 - wrist bands, chokers, chains and Lanyards
16. 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.
17. Undergarments shall not be exposed.
18. Students **cannot apply** a BR logo to a non-uniform item.
19. Any shoes with open toe or open back are not to be worn at any time.
20. Socks must also be worn at all times with uniform items
21. Knee socks, regular socks, or black leotards must be worn with the kilt.

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

All new Bishop Ryan monogram uniform items can be purchased from
R. J. McCarthy School Uniforms 125 Nebo Road, Hamilton,
1-800-668-8261
www.rjmccarthy.com/

**ONLY UNIFORM ITEMS PURCHASED FROM OUR UNIFORM SUPPLIER
ARE ALLOWED TO BE WORN AT SCHOOL**

DETAILED UNIFORM RULES

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 an inappropriate kilt length, then she will lose the privilege of wearing a kilt for the duration of that semester and will be required to wear uniform pants.
- Boots and running shoes are never to be worn with the kilt

BR Oxford Shirt/Blouse /Golf Shirt /Turtleneck:

- Blouses and Oxford Shirts must be neatly tucked in

BR Crewneck/Sweater/Yoga Style Jacket/Vests:

- must be worn over a BR top (as above). Tank tops are not to be worn under the crewneck/ sweater/ yoga style jackets/ vests

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.

Black B.R. Shorts:

- **closed** footwear must be worn
- Shorts must not be created by cutting the uniform pants
- BR shorts cannot be altered to a shorter length

BR Gym Uniform: 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. Gym uniform items may not be worn in non-physical education classes.

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 (no high heels, boots, slippers, ballet shoes, sandals)

Pants:

- **Closed** footwear must be worn under the pant leg. Running shoes may be worn. **NO** Boots (unless the pants are worn over the boot), slippers or ballet type slip on shoes may be worn.
- Sandals **may NOT** be worn on any uniform days.

OUTERWEAR:

- Outerwear, including work boots, hats, coats, spring/winter jackets, sweat shirts, non-uniform sweaters, etc. are not permitted in classrooms or anywhere in the school. These items should not be carried from class to class; they are to be placed in your lockers upon arrival at school.

INCLEMENT WEATHER / WINTER MONTHS

- **SWEATERS:** if students need a **SWEATER** for warmth it **MUST BE A BR UNIFORM SWEATER**. All other sweaters are to be placed in the locker upon arrival to school, until the end of the school day.
- **WINTER COATS/JACKETS:** may be **CARRIED** during lunch period in the CAFETERIA and in the FORUM only (not in the servery). This is based on the recognition that students often go outside during lunch.

FIELD TRIPS

- The school dress policy is in effect for field trips, unless, due to the nature of the trip, a pre-authorized exemption is made by the organizing teacher.

CODE OF CONDUCT

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 of 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;

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

- 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;

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

- 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 fulfill 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.

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. (*Assessment for/as/of Learning, Growing Success Document 2010*)

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/ culminating activities. 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
- **Students who are truant from a class and who miss a test or fail to hand in an assignment may receive a mark of zero for that test or assignment.**

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.

SCHOOL DOCUMENTATION

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

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. Bicycle racks are present at the south side of the building for students to lock their bicycles to. The school is not responsible for lost or stolen bicycles.

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

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.

Attendance:

Students participating in co-curricular events (i.e. dances, club meetings or activities, sports games or practices, etc.) must demonstrate regular attendance in classes. Moreover, a student must fully attend their classes on the day of the co-curricular event (i.e. dance, meeting, game, etc.) they would like to participate in.

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 school's 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.

**SPORTSMANSHIP CODE AND ETHICS FOR ALL
SCHOOL ACTIVITIES**

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 judgment 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 judgment 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 insured 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
- Special disability benefits
- Eye glasses repair/replacement due to accident
- Paralysis/loss of use
- Death benefits

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

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).

Public Health Services Information

School Program Public Health Nurses (PHN):

- Partner with schools to create healthier school communities;

Provide population health data, resources, and consultations to all schools;

Engage the whole school community (students, school staff, parents, caregivers, and community partners) to co-develop school health plans for identified schools.

Contact your school's PHN through healthyschools@hamilton.ca or by calling 905-540-5018

Healthy Schools Website

Hamilton Public Health Services has web-based, community, and curriculum support resources available through the **Healthy Schools** website:

www.hamilton.ca/healthyschools

See **Health Resources for Schools** for information on:

Vaccines & immunization clinics

Dental programs & services

Bug Busters clinics (head lice)

Visual health & screening

Variety of health topics (mental wellbeing, healthy eating, physical activity etc.)

Immunization & Vaccine Reporting

Elementary and Secondary school students in Ontario must provide an up-to-date vaccine record to Public Health as regulated by the Immunization of School Pupils Act (ISPA). Parents\caregivers are responsible for notifying Public Health each time their child receives a vaccine. Students may be suspended from school if their vaccine record is not up-to-date with Public Health.

In the event of an outbreak, Public Health needs to have vaccine information for all school-aged children to protect the community from vaccine-preventable diseases.

Reporting Vaccines to Public Health www.hamilton.ca/reportingvaccines

Online: www.hamilton.ca/reportingvaccines

By phone: 905-540-5250 (report vaccines, information, immunization clinics)

By fax: 905-546-4841

By mail:

Vaccine Program

P.O. Box 897

Hamilton, ON L8N 3P6

Visual Health & Screening

Did you know that 1 in 4 children have problems seeing? This can affect their learning and development. Children may not be able to tell you they are having problems seeing. It is important for all children to have a full eye exam with an eye doctor (optometrist).

OHIP covers annual eye exams for all children under age 20

Children need one eye exam between ages 2 and 5

Children aged 6 to 19 need an eye exam every year

Kindergarten Year 2 (SK) children will be able to have their vision screened at school

Kindergarten Year 1 (JK) children can access free glasses through the Eye See Eye Learn program www.eyeseeeyelearn.ca

To find an eye doctor visit www.findaneyedoctor.ca

Public Health Services Dental Programs & Services

905-546-2424 ext. 5369 or www.hamilton.ca/dental

Healthy Smiles Ontario (HSO) – for eligible low income families which covers the cost of dental care for children & youth under 18 years of age;

Community Preventive Clinics - free dental screenings, preventive dental services, and dental health information for children & youth under 18 years of age;

Downtown Dental Clinic – for children in the Healthy Smiles Ontario program or those who have low income; some adults may also qualify for treatment. Call to book a screening: 905-546-2424 ext. 3789 or email dentalclinic@hamilton.ca. Robert Thomson Building, 110 King St. W., 3rd floor;

Dental Health Bus – free emergency dental care for those with limited income and no dental coverage; Call 905-546-CITY (2489) for hours and locations.

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 - 1-800-222-8477 (TIPS)

YOUTH MENTAL HEALTH

1 in 5 youth struggles with mental health problems.

What is Mental Health?

Mental health is having a balance in life.

Mental health problems often begin in childhood. Early treatment may help prevent life-long Mental illnesses.



Helpful Websites

www.kidsmentalhealth.ca
www.mindyourmind.ca
www.ay.on.ca
www.kidshelpphone.ca
[www.youthnethamilton.c
a](http://www.youthnethamilton.ca)
www.contacthamilton.ca



Where to Get Help

Contact Hamilton-access to children and youth mental health services
905-570-8888

Alternative for Youth- drug, alcohol & tobacco related services for youth ages 13-22 and their families 905-527-4469

Schizophrenia Society of Ontario, Family Support 905-777-9921

Settlement and Integration Services Organization, Children's Mental Health Outreach Program 905-667-7476

If in crisis, call the youth COAST (Crisis Outreach and Support Team) program 905-972-8338



INCLEMENT WEATHER - SCHOOL CLOSURE

In the event that schools are closed or buses are cancelled due to extreme weather conditions, it is the responsibility of the students to inform themselves of school closure and/or bus cancellation. Details will be announced by the following [Hamilton area television and radio stations](#).

Television Station: CHCH Morning live (Newscast starts at 6:00am)

Radio Stations: 102.9 K-Lite FM, 107.9 (Y108) FM, AM900 CHML

If buses are cancelled or schools closed, this announcement will be made by local radio stations at 7:00 a.m., whenever possible. If schools close early, announcements will also be made on the local radio stations. In addition, each school will initiate its procedures for notifying parents of early closures during periods of inclement weather.

We ask parents/guardians:

- In the event of impending severe weather conditions, parents should consider the safety of their children in deciding whether or not to send them to school.
- Parents should stay tuned to the Hamilton area television and radio stations for weather reports and School Board announcements.
- Parents who in spite of bus cancellations and who drive their children to school, should ensure that their children can get into the school, and they will be required to make the necessary arrangements for the safe return home of their children at the end of the day or in the event of an early closure. Buses that do not run in the morning will not run for the rest of the day.
- Phone calls to the school during severe weather conditions are to be made only in *the case of extreme emergency*.

Parents shall be requested to provide the school with the name and telephone number of a neighbour alternate (someone who lives in close proximity to the home) who would be willing to act on their behalf in the event that they cannot be reached.

BISHOP RYAN C.S.S. - COMMUNITY HELP DIRECTORY

Crisis

Assaulted Women's Helpline.....	1-866-863-0511
Catholic Children's Aid Society.....	905-525-2012
After Hours	905-522-8053
Children's Aid Society.....	905-522-1121
After Hours	905-522-8053
C.O.A.S.T. (Crisis Outreach & Support Team) Crisis Line	905-972-8338
Distress Centre.....	905-525-8611
Kids Help Phone.....	1-800-668-6868
St. Joseph's (Emergency Psychiatric).....	905-522-1155 ext. 33243
Sexual Assault Centre (Emergency)	905-525-4573
Suicide Prevention Crisis Line.....	905-522-1477
Victim Services.....	905-546-4904

Counselling

AL-A-TEEN (Help for Children of Alcoholics).....	905-522-1733
Alliance for Sexual Abuse Programs	905-523-1020
Alternatives for Youth (Drug & Alcohol)	905-527-4469
Banyan Community Services	905-545-0133
Bereaved Families of Ontario.....	905-318-0070
Birthright (pregnant teenagers).....	905-527-3677
Catholic Family Services	905-527-3823
Chedoke Child and Family.....	905-521-2100 ext. 77067
Child and Adolescent Services	905-546-2424 ext. 3678
Contact Hamilton.....	905-570-8888
East Region Mental Health Service.....	905-522-1155
Grace Haven (pregnant teenagers)	905-522-7336
Ontario Works (Welfare).....	905-546-4800
St. Martin's Manor (pregnant teenagers)	905-575-7500
St. Matthew's House (community support).....	905-523-5546
S.W.I.S. (Settlement Workers in Schools).....	905-540-9679
Youth Employment Centre.....	905-522-4902
Youth Wellness Centre	905-522-1155 Ext 31725

Crisis Accommodation

Brennan House (male & female).....	905-577-1166
Good Shepherd Centre (male)	905-528-9109
Inasmuch House (abused women and their children)	905-529-8600
Interval House (abused women and their children)	905-387-8881
Martha House (abused women and their children).....	905-523-8895
Native Women's Centre (abused women and their children)	905-664-1114
Notre Dame House (Youth drop-in and hostel)	905-308-8090

Health Services

Chedoke-McMaster Hospital	905-521-2100
Hamilton General Hospital.....	905-521-2100
Juravinski Hospital	905-521-2100
St. Joseph Hospital	905-522-4941
North Hamilton Community Health Centre (teen clinic)	905-523-6611

