

ST. AUGUSTINE SECONDARY SCHOOL



GENERAL INFORMATION for FAMILIES

School Year
2019-2020

Follow Us on Twitter for Current Events & Announcements: [@StAugSS](https://twitter.com/StAugSS)



A. Galvao
Principal

D. Colangelo and G. Scanlon
Vice-Principals

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[Attendance Option 4]

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Websites: www.dpcdsb.org/AUGST

www.augustinesuccess.weebly.com

Important Dates 2019-2020

September

3 – 1st Day of School
4-5 – Grade Level Assemblies
17 – School Photos
19 – 1st School Council Meeting
26 – Civvies Day
26 – Terry Fox Day
27-29 – Univ. Fair in TO

October

1-11 – Food Drive
9 - Awards Night
10 – Thanksgiving Mass
11 – P.A Day
13 – Thanksgiving Day
15 – Photo Retake Day
17 – Grade 8 Parent Information Night
22 - College Fair in TO
24 – Parent Teacher Interviews
31 – Hallowe'en and Civvies Day

November

6 – Grade 8 Tours of St. Augustine
6 – Take your kids to work day
7 – Post-Secondary Fair
11- Term 2 Semester 1 Begins
11-22 – Grad Photos
11 – Remembrance Day
15 – P.A Day
22 – Midterm Report Distribution
28 – Civvies Day
29 – Wake-a-thon

December

2-6 – Advent Liturgies
2-13 – Christmas Basket Drive
12 – Christmas Concert @7pm
13 – Breakfast of Champions
19 – Civvies Day
20 – Dunk the Halls
23 – Christmas Break Begins

January

6 – Classes Resume
13-17 – EQAO Math Gr.9 Window
22, 23, 24, 27, 28 – Sem. 1 Exams
29 – Exam Review Day

30 – P.A. Day
31 – 1st Day of Semester 2

February

7 – Report Card Distribution
12 – Canadian Computing Challenge
14 – Valentine's Day
17 – Family Day
25 - Gr.9-11 Math Contests
25 – Shrove (Pancake) Tuesday
26 – Ash Wednesday
27 – Civvies Day

March

12 – Parent Teacher Interviews
16-20 – March Break
26 – Civvies Day
31 – OSSLT

April

7 – Gr. 12 Euclid Math Contest
5-9 – Holy Week
10 – Good Friday
12 – Easter Sunday
13 – Easter Monday
17 – Term 2 Semester 2 Begins
23- Semi Formal
23 – Mid-term Report Distribution
24 – P.A. Day
30 – Civvies Day

May

4-8 – Catholic Education Week
6-8 – March for Life
14 - Spring Concert @7pm
18 – Victoria Day
22 - Breakfast of Champions
28 – Civvies Day

June

2-15 – EQAO Math Gr.9 Window
11 – Athletic Banquet
16, 17, 18, 19, 22 – Semester 2 Exams
23 – Exam Review Day
24 - Graduation
25 & 26 – PA Days
26 – Report Card Distribution

STAFF DIRECTORY

Principal - **A. Galvao**

St. Jerome RC Parish - **Father M. Busch**, Parish Priest

Superintendent – **W. Brunton**
Mississauga Brampton Central Family of Schools

Trustees - **A. Da Silva and D. D'Souza**

Parent Council Chair: **C. Brohart**

Students are assigned Vice Principals and Guidance Counselors
by first letter of the students' last name.

Student's Last Name	Vice Principal
A – L	D. Colangelo
M – Z	G. Scanlon
Student's Last Name	Guidance Counsellor
A – H	K. Erwin
I - Sh	M. Perry
Si- Z	B. Gallelli

DEPARTMENT HEADS

Academic Resource D. Dornford Small	Phys. Ed./Performing Arts E. Kane
Business/Canadian and World Studies/ Social Sciences D. Stecko	Religion/Moderns M. De Oliveira
English / Library / Drama M. Scamurra	Science N. Brennan
Guidance / Co-op / Careers/Technology K. Erwin	Mathematics/Computer Science A. Kiedrowski

SUPPORT SERVICES

Child and Youth Worker V. Cristiano	Social Worker A. Brinkert
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SCHOOL SCHEDULES

St. Augustine is a semestered school with four subject periods a day and two lunch periods. The instructional day begins at 8:12 and ends at 2:15. Student supervision starts 10 minutes before and continues 10 minutes after the instructional day. Before or after these times, students should only be in the school, or be on school property, if engaged in a teacher supervised activity. A bell rings to indicate that it is time for students, not engaged in a teacher supervised activity, to leave.

Each day, the National Anthem will be played followed by prayer and announcements which include a land acknowledgement. Students are expected to be in class at 8:12 am. Those who have spares for period 1 or any other period are expected to be in the library or cafeteria. Students are expected to be in class at all times. To leave a class for any reason, they must seek the teacher's permission. Parents must report all student absences to the attendance office 905.450.9993 Option 4 [see attendance procedures].

Students are to visit their lockers only at the beginning of the day and if necessary on the time between classes. During lunch students are to visit lockers 5 minutes before the bell for the next class so as to not interrupt classes going on during lunch periods. Otherwise the halls are out of bounds.

Schedule A - Regular Day

Schedule B – Extended Period 1 Day

Period	Start	End	Period	Start	End
1	8:12	9:30	1A	8:12	9:20
			1B	9:25	10:30
2	9:35	10:50	2	10:35	11:30
3A	10:55	11:30	3A	11:35	12:15
3B	11:35	12:10	3B	12:20	12:30
3C	12:15	12:55	3C	12:35	1:15
4	1:00	2:15	4	1:20	2:15

Schedule C - Early Release Day

Period	Start	End
1	8:12	9:00
2	9:05	9:50
3	9:55	10:40
4	10:45	11:30

EXAMS

Exams are scheduled for five consecutive school days at the end of each semester. These dates are published well in advance. Students must be available to write examinations on all five days. Permission to write final exams outside of the designated dates/schedules will not be granted, as per Board Policy. Our exams normally take place on the first four days. The fifth day is a CONTINGENCY DAY. It is an examination day. This contingency day would be used for exams that had to be postponed due to unforeseen, extenuating circumstances. Examples include: inclement weather causing school buses to be cancelled; a power outage in the school....etc.

It is the expectation that students are available to write an exam on the contingency day should that need arise. A student who is absent from any exam day due to a vacation, including the contingency day, will be assigned a mark of zero for that exam.

Dufferin-Peel Catholic District School Board Religious Expectations

Thank you for choosing to attend our Catholic secondary school. The Dufferin-Peel Catholic District School Board is committed to providing quality Catholic education which serves the academic, social, physical and spiritual developmental needs of our students.

The historical mandate of the Catholic school system in Ontario is to model the entire syllabus of the school on the life and teaching of Jesus. As such, the Dufferin-Peel Catholic District School Board has expectations of all students admitted.

Our religious expectations are as follows:

1. All students will enroll in a Religion course in each of the four years. All Religion courses are approved by the appropriate Catholic authority. The Government of Ontario recognizes that Religion credits count towards a secondary school graduation diploma.
2. All students will participate in an annual retreat for the first four years that they are in a secondary school. The retreat normally takes place during the school day at a site off school property. The school's Chaplaincy Leader organizes the annual retreat based on spiritual developmental themes appropriate for adolescents.
3. All students will participate in the prayer and in the liturgical life of the school. Catholic students are expected to participate fully as mandated by their sacramental Baptism. Non-Catholic students are expected to participate to the extent that they can. It is not the intention of the Dufferin-Peel Catholic District School Board to proselytize, however, for supervision, safety and religious events that occur during the school year. At a minimum, non-Catholic students will attend and maintain respectful silence at all religious observances. All students are encouraged to get involved.
4. The Catholic District School Boards of Ontario follow approved provincial curriculum. Given the distinctiveness of Catholic schools, the Government of Ontario recognizes parallel curricula for our system based on Catholic course profiles. All courses in all subject areas, in a Catholic secondary school, are taught from a Catholic point of perspective.

We hope that your experiences in our Catholic secondary schools will be rewarding.

NETWORK AND COMPUTER USE POLICY

These are excerpts from the Board policy.
The full policy document is available at the school.

In the spirit of its Mission Statement, the Board has developed and installed a Wide Area Network connecting all of its sites. Included in services available on the Board Network is access to the Internet.

It must be noted, however, that school boards do not have control over the information that is accessible on other networks, nor can they erect barriers that completely limit access to the full range of information available. Information located on the Internet may contain matter that is illegal, defamatory, pornographic, inaccurate, or potentially opposed to the Mission Statement of the Board and the Board's vision of students. The benefits to educators and students far exceed any disadvantages of access. Ultimately, parents and guardians of minors, supported by the Board and teachers, are responsible for setting and conveying the standards that their children or wards should follow.

It should be understood that the Board will make every reasonable effort to ensure that access to the negative aspects of global communications are limited. It should be noted that electronic communications via the Dufferin-Peel Network are not deemed to be private. System administrators have the ability to intercept electronic communications and there is to be no reasonable expectation of privacy when using the network.

NETWORK USER APPLICATION AND AGREEMENT
To be completed on first registration in the Dufferin-Peel C.D.S.B.

The Dufferin-Peel Catholic District School Board supports the use of the local and wide area networks for electronic communication and the Board believes this to be an integral part of the school curriculum.

In addition to the school's Code of Student Behaviour and Discipline, and to outline in some detail the responsibilities of the school and The Dufferin-Peel Catholic District School Board, any student using the school network is required to adhere to the following rules:

1. These are the "Rules of Conduct" for Electronic Networks in the Dufferin-Peel Board schools, including Internet access.
2. The school reserves the right to change the rules at any time without notifying users.
3. The school reserves the right to remove network access from any user who breaks these rules.
4. The school does **NOT** warrant that the functions will meet any specific requirements the student may have; nor that it will be error free or uninterrupted; nor shall it be liable for any indirect, incidental, or consequent damages (including lost data, information or profits) sustained or incurred in connection with the use of, operation of, or inability to use the system. **The student maintains responsibility for meeting all personal deadlines regardless of network availability.**
5. The student is responsible for his/her actions while using the computer.
6. The student will not assist others in breaking these rules or be a party to others breaking these rules.
7. The student must not intentionally seek information, browse, obtain copies, modify files, or passwords belonging to others, whether at the school or elsewhere, unless specifically authorized to do so by those individuals.
8. Consistent with item #7 the student will refrain from using or introducing to the school computer environment, whether network or standalone, files, programs, or disks known to contain viruses. In this spirit, the student will also regularly check his/her files and the disks for viruses and endeavor to keep computing systems virus free.
9. The student must not try to obtain system privileges to which he/she is not entitled.
10. The student will not share his/her log-in and password with others, nor attempt to learn or use logins and passwords which are not his/her own.
11. The students must not exploit any gaps in security and, furthermore, must report these gaps immediately to his/her teacher.
12. The student must not seek or send images, sounds, or messages which might be considered inappropriate, obscene, abusive, offensive, harassing, illegal, or counsel to illegal activities.
13. A student who receives or encounters any of the material indicated in item #12 which makes him/her feel uncomfortable, should report it to his/her teacher immediately.
14. The student is responsible for determining the copyright status of any program(s) or data used, and for respecting intellectual property rights and the laws which govern them.
15. It is the student's responsibility to back up, save, and maintain any _____ of his/her information:
 - The student must abide by all federal, provincial and local laws.
 - The school reserves the right to review, edit or remove any material stored on Board computer/network facilities.
 - The school will be the arbiter of what constitutes a violation of this Agreement.

In addition:

1. Students must not attempt to access any files that are not their own unless instructed by a teacher.
2. Students are to use only the software approved by their teachers. Students must not install additional programs on the computers.
3. Under no circumstances are students to transfer any files from a disk onto the system without subjecting them to a virus check.
4. Students must not eat, drink or chew gum in computer rooms.

AWARDS PROGRAM

The Awards Program provides recognition to students who excel in academic, athletic & co-curricular activities.

- **Academic** includes: Subject Achievement Awards, Highest Standing Awards, Honour Roll Awards (over 80%) and A-Club Awards (over 90%)
- **Co-curricular** includes: Citizenship and Catholic Student Awards
- **Athletic** involves interscholastic and intramural participation and excellence. The Athletic Awards Program is based on a point system that acknowledges all students who have participated throughout the school year whether they are avid participators or administrators within the organization.

There are several awards that graduating students may qualify to receive. They are as follows:

Principal's Award – awarded to a positive student demonstrating qualities of being responsible, respectful, hardworking and diligent.

The St. Augustine Faculty Award – presented to two students, male and female, who exhibit school spirit in and out of school.

The Ontario Catholic School Trustees' Association Leadership Award - presented to a student who demonstrates Catholic leadership qualities and who best exemplifies The Catholic faith school philosophy.

The Edward King Memorial Award – presented to a student who best exemplifies, through academic excellence, extra- curricular involvement and Christian commitment Mr. King's credo, "take a risk, get involved, be committed."

The Rotary Club and Governor General Highest Standing Award – presented to the student with the highest average based on the student's grade 11 and 12 courses as listed on the student's official transcript of grades issued by the Ministry of Education.

The Canadian Federation of University Women – presented to a female student who has achieved academic excellence. The student must plan to attend a Canadian University.

The Thomas J. Reilly Award - presented for excellence in the study of a modern language and plans to study language in a post-secondary institution.

The Ashon Reid Memorial Award – presented for academic average and athletic representation.

St. Augustine School Advisory Council – presented to the most academically improved student over four years. This student should be enrolled in community college or trade school.

Aramark Food Service Award –presented to a student attaining the second highest standing over the four years of secondary school.

The Valedictorian Award is presented to the class Valedictorian.

Rotary Club - Lieutenant Governor's Community Volunteer Award – recognizes exemplary student involvement in the community.

Oscar Romero Award - recognizes a graduating student who promotes social justice and community involvement by encouraging the student population to seek awareness of social justice issues and then work towards improving the human condition.

The Student Council Award - is presented to a graduating member of the current Student Council who has shown the strongest commitment to the St. Augustine community.

Michael Krupa Memorial Award - is presented to the grade 12 student who strives for excellence in Senior science courses at St. Augustine Secondary School, demonstrates school leadership, involvement or participation in school or community-based activities, and is a positive role model to others in the school community, demonstrating charity, perseverance and altruism.

The Catholic Student of the Year - is presented to the student who exemplifies the ideals of Catholic education. This student is an extremely hard worker (academically), perseveres in difficulties and is willing to seek help whenever necessary. They display involvement in school or community, with emphasis placed on activities not usually formally recognized in the school. They place consideration on projects that enhance the identity of the Catholic school community, volunteer work in the community, hospitals, parishes, etc.

AWARDS PROGRAM CONTINUED...

Knights of Columbus Award - is given to two Catholic graduating students, a male and female, who are actively involved in their parish.

Fr. C.W. Sullivan Award - is given to a deserving student in the graduating class. The student must attend church at either St. Jerome's or St. Mary's parish, demonstrating an understanding of Catholic values within our community. Sponsored by the St. Mary's C.W.L.

The Stanton Ho Memorial Award - This award has been graciously donated by the parents of former student, Stanton Ho, who passed away in 2006, to assist with application to an Ontario college. This student must be industrious and focused, having made use of academic school support systems. They demonstrate the qualities of respect and concern for others, as Stanton did in every facet of his daily life.

Jose Neves Memorial Award-This award is presented to the student who has received Academic Resource Department support, who is a hard worker who demonstrates perseverance, conscientiousness, and lives the virtues in their daily lives.

LIBRARY LEARNING COMMONS

HOURS – Mon. – Thurs. 8:00 a.m. – 3:00 p.m.
Friday 8:00 a.m. – 2:30 p.m.

Materials can be accessed by all students and staff using the catalogue found on the Learning page of the school's website.

Content includes fiction and nonfiction books in print and electronic formats, as well as educational video content that can be streamed at a single click. Tips, tutorials, and help videos are also found on the site.

Current newspaper, magazine, and scholarly content can be found on the Learning webpage in two database collections and an online encyclopedia: Powersearch, Canadian Points of View, and Britannica. The school's library webpage aims to function as a portal for all research.

The supplementary webpage: <http://www.augustinelearns.weebly.com> adds recommended content for subject specific research and for critically vetting sources. It houses digital access points for shared learning, and more.

Policies and procedures

- As per school policy, students must be in **FULL UNIFORM** when they enter the library.
- Food and drinks are **NOT** permitted in the Library. Water is an exception.
- The current ID card must be used to borrow all library materials.
- Students are responsible for all materials borrowed on their card and the borrower must pay for lost or damaged materials.
- Borrowing privileges are suspended when overdue materials and/or fines are owed.
- Fines are \$0.20 per day per item. The maximum fine is \$5.00 per item.
- Photocopying costs \$0.10 per page.
- Computer printouts of text cost \$0.10 per page. Printouts with graphics cost \$0.20 per page.
- As per the Board's network policy, the internet is for research purposes only. **Games or social networking sites are NOT allowed**

GUIDANCE AND CAREER EDUCATION

The Guidance Department provides academic, career and personal direction to students throughout their high school careers. Active involvement includes:

- Career and Educational planning
- Consultations with parents, teachers and students
- Cooperative Education Programs
- OYAP –Ontario Youth Apprenticeship Opportunities registration
- Access to dual credits taught at various Ontario colleges while still enrolled in St. Augustine Co-op.
- Alternative Education Programs
- SHSM opportunities in Construction and Transportation
- International Exchange and Volunteer Programs
- Leadership possibilities
- Academic enhancement options
- Peer Tutoring
- Support services that include:
 - Child and Youth Worker
 - Psychologist
 - Social Worker
 - Speech Language Pathologist
 - Community-based social agencies
 - MHAN Mental Health Nurse

Diploma Requirements:

18 compulsory credits

Students must earn the following compulsory

credits to obtain the Ontario Secondary School Diploma:

- 4 credits in English
- 3 credits in Mathematics
- 2 credits in Science
- 1 credit in Canadian History
- 1 credit in Canadian Geography
- 1 credit in the Arts
- 1 credit in Health and Physical Education
- 1 credit in French as a Second Language
- 0.5 credit in Career Studies
- 0.5 credit in Civics

Plus one credit from each of the following groups:

- 1 additional credit in English, or a third language or French or social sciences and the humanities, or Canadian and world studies, or guidance and career education, or cooperative education
- 1 additional credit in health and physical education, or the arts, or business studies, or FSL, or cooperative education
- 1 additional credit in science, or technological education, or cooperative education

In addition to the compulsory credits, students must complete:

- 12 optional credits
- 40 hours of community involvement activities
- the provincial literacy requirement

FULL DISCLOSURE

As of September 1, 1999 the ONTARIO STUDENT TRANSCRIPT includes:

- Full disclosure of all Grade 11 and 12 credit courses, including all courses attempted and credits earned
- The highest mark in successfully completed Grade 9 & 10 courses
- **All** courses (except Grade 9 & 10) which are dropped after the fifth instructional day following the issue of the midterm report card. The course will appear on the transcript with the student's mark at the time the course was dropped and the date the course was dropped.

OTHER POLICIES & PROCEDURES

SMOKING / ALCOHOL/ ILLEGAL SUBSTANCES

Smoking and any form of smoking is prohibited at St. Augustine Secondary School. This includes electronic cigarettes, smoking products, vapor producing instruments, nicotine replacement devices without a prescription, and any instruments that may be used in a way to imitate smoking.

Smoking in the school building or on school property will result in consequences.

The Smoke-Free Ontario Act prohibits smoking tobacco in the school building and anywhere on school property at any time, including after school hours. This law is applicable to students, staff and visitors alike. It is also against the law to share, give or supply tobacco products (i.e. cigarettes) to someone who is under 19 years old. Offenders who refuse to comply with the law will be reported to the Region of Peel, Environmental Health Division. The fine for smoking on school property is \$490 and the fine for supplying tobacco to someone under 19 years old is \$490. Thinking of quitting? The help you want, whenever you want it.

SmokersHelpline.ca [1-877-513-5333](tel:1-877-513-5333)

A student, who is on school property under the influence of an illegal substance or alcohol, or in possession of either, will be suspended from school for a definite period of time. Possession of an illegal substance will also result in the police being contacted.

LOST / FOUND AND STOLEN ITEMS

The school is not responsible for any lost or stolen items. Students are encouraged to leave valuables at home. If a student finds a lost item they can bring it to the main office. If a student loses an item they can check if someone has turned it in at the main office. All found items will be disposed of at the end of each school year if no one claims them.

DANGEROUS ARTICLES / WEAPONS

It is the policy of the Dufferin-Peel Catholic District School Board that no individual be permitted to remain in school, Board buildings, properties or vehicles while in possession of an article or replica designed, used, or intended for use as a weapon. (Policy 2.34; 90.04.10).

The term "dangerous article" as used in this policy is based on the following strict definition of a weapon from the Criminal Code "Anything used, or intended for use, in causing death or injury, or for the purpose of threat or intimidation, is a weapon."

If a student violates this regulation, parents/guardians and the proper authorities will be contacted. This violation will normally result in a suspension and/or a charge being laid by the police and may be considered grounds for expulsion.

Child and Family Services Act

In April 2000, the Child and Family Services Act was amended and a new law came into effect concerning our obligation to report concerns about children who may be "in need of protection". As in the Board's practice, we will continue our duty to ensure your child's safety this year.

Within our school system, every person who has reason to believe that a child is or may be abused or neglected **must** report his/her suspicions directly to the Children's Aid Society.

The definition of "child in need of protection" because of suspected child abuse or neglect has been expanded for Children's Aid Societies. The law says:

- School staff members do not have a choice if they suspect that a student is or may be in need of protection. Staff must report their suspicion to a Children's Aid Society.
- It is not the school's responsibility to investigate suspicion, evaluate the situation or assign blame.
- When a report is made to Children's Aid Society, school staff is required to share information about their concern which might otherwise be confidential.
- Parents and guardians need to be aware that it is not necessary for school staff to be sure or to have proof "that a student is in need of protection." The law says that school staff must only have reasonable grounds to suspect child abuse or neglect. "Reasonable grounds" is defined as being what the average person would expect given his or her training, background and experience.

The Dufferin-Peel Catholic District School Board is committed to meeting the legal requirements of the Child and Family Services Act. The safety of our students(s) is a sacred trust.

THE ADULT STUDENT – AGE 18+ YEARS

According to the Municipal Freedom of Information and Privacy Act and the requirements of the Education Act, when students reach eighteen years of age, they have all the rights and responsibilities of an adult.

That means that parents do not have access to their academic and attendance records unless the adult student gives their permission to do so by completing the Adult Student Agreement Form (available from the Attendance Secretary) to indicate the student's desire to continue communication between the school authorities and their parents with respect to academic progress and discipline.

It is the students' responsibility to inform their individual teachers of their decision in this matter. The adult student is strongly encouraged to inform their parents/guardians of their decision regarding school contact.

Students 18 years of age and older can be referred to their VP to discuss any suspicious absences to determine eligibility to re-write a test or submit an assignment after the closing date.

Attendance for 18+ year olds: see ATTENDANCE POLICY & PROCEDURES BELOW

ATTENDANCE

Regular and punctual attendance is the expectation of every student and it is vital to the process of learning. Assessment is made daily; therefore, the more regularly you attend, the greater the opportunity for success.

PLEASE ENSURE A PARENT/GUARDIAN CALLS IN BEFORE 1PM ON THE DAY OF THE ABSENCE OR LATE.

Students leaving school or missing classes without following the proper procedures will be considered skipping class and recorded as truant. Teachers and Vice-Principals will be involved with truancy issues and repeated lates. We strongly encourage all students to adhere to the Attendance Policy to avoid academic impact.

1. Student Absences

Parents/Guardian Responsibilities

- Notify the Attendance Office by 1:00 p.m. on the day of the absence;
- Provide the student's name, grade, reason for the absence and indicate who is calling in the absence; OR
- Provide a parental/guardian **signed and dated note** confirming the absence (duration and reason) on the day of student's return to school.

Student's Responsibilities

When a student returns to school after an unverified absence, the student is required to:

- Provide the parental/guardian note to the Attendance Office **BEFORE** school begins.
- Receive an admit slip which must be shown to each one of his/her teachers.
- Please note that if the Attendance Office was notified by 1:00pm on the day of the absence, then it is not necessary to follow the above steps.

Please Note: If a student is absent on the Friday prior to a long weekend or holiday they must advise the attendance secretary in one of the following ways or the absence will be recorded as a truancy:

- Written note signed by a parent or guardian and provided to the attendance secretary prior to the absence.
- A phone call to the attendance office from a parent or guardian prior to the absence.

2. Student Lates

Period 1

- Students are to be admitted to class by their period 1 teacher until **8:45 a.m.** The teacher will record all lates and consequences on individual profile sheets. Students who arrive after 8:45 a.m. must sign in at the Attendance Office before going to class.

Periods 2, 3, 4

- Any student arriving to their periods 2, 3, 4 class after the second bell is late. Your teacher will record all lates and consequences on the student's profile sheets, and refer to the Principal as appropriate.

3. Signing Out During the School Day

- Students must present a **signed note** from parent/guardian stating the date, time and reason for leaving school to the Attendance Office prior to the start of the school day. Parent contact (verbal or written) must be made before a student may receive a **Release Slip**. The release slip acts as the admit slip upon return to school.

- **IF A STUDENT LEAVES SCHOOL WITHOUT SIGNING OUT, THE ABSENCES WILL BE CONSIDERED AS TRUANT.**

4. Student Illness

- Students who become ill during the day are required to **go to the Attendance Office.**
- These students will be allowed to sign out **only after parental permission has been received.**
- **LEAVING THE SCHOOL WITHOUT SIGNING OUT THROUGH THE OFFICE IS RECORDED AS A TRUANCY.**

5. Formal Exam Absences

- Attendance for exams is mandatory. Students who do not write the exams will be subject to the loss of the exam grade and may be risking the credit for that course.
- If the absence is due to health reasons, the student **MUST** present a medical certificate. The final mark in this case is calculated based on the student's term work or alternative assignments or tests.
- Permission **will not** be given for students to write final exams prior to the designated exam dates and schedules. **Do not plan holidays until after the final date for exams, including the alternate exam day.**

If you received a call indicating that your child was absent and your child insists he/she was in class, you must contact your child's teacher who marked him/her absent. The teacher will advise the Attendance Department if a correction must be made.

VACATIONS / EXTENDED ABSENCES

If your child is going to be absent for an extended amount of time, he/she must obtain an Extended Absence Form from the Attendance office. This form must be signed by all of the student's teachers and a parent/guardian. Once complete, the student must bring the form to his/her Vice-Principal for final approval. This absence will then be recorded in the student's record by the Attendance office. Any extended absence from school is strongly discouraged and will have an academic impact.

For 18 year olds the same attendance policy applies as above. Replace all references to "parent" with "18+ year old student". A student 18 years old or older who shows habitual poor attendance may eventually be demitted and given information on completing their credits at an alternative or adult continuing education site.

UNIFORM POLICY

The uniform is a visible sign of the uniqueness of the St. Augustine School community. By choosing to attend St. Augustine, the student and parents have made a serious and long-term commitment to comply with the uniform code. **Students failing to comply with the uniform expectations will not be admitted to class and will be sent home to change.**

The Dufferin-Peel Catholic District School Board has appointed R.J. McCarthy as the official supplier of all school uniforms. To ensure complete compliance with the uniform policy, parents are required to purchase all uniform items at R.J. McCarthy. Stores are located at 360 Evans Ave, Etobicoke, 416-593-6900; and at 44 West Drive, Brampton. 905-450-6112. www.rjmccarthy.com

UNIFORM EXPECTATIONS

Students are expected to keep their uniforms neat and tidy **at all times** while at school. No changing into other attire is permitted except for physical education or other approved activities. Uniforms are to be kept in good repair (no rips or tears, no cut-off sleeves, no un-hemmed pants or fraying pants). Students arriving inappropriately attired or with a uniform that is damaged and in need of repairs will be sent home to remedy the situation immediately. Parents and students have made the decision to attend St. Augustine knowing and committing fully to the uniform expectations.

The vast majority of our students meet School and Board expectations of wearing the school uniform properly and with pride. There are some students however who continue to wear inappropriate items to school. It is unacceptable for a student to be out of uniform, especially if the student has the uniform in their locker or backpack. This behaviour takes up the valuable time of students, teachers and administrators, time that should be used for teaching and learning, instead of having to take the time to get changed. Please be advised that students who persist in continuing to engage in this unacceptable behavior will be suspended from school, even if the correct uniform items are with them in the school.

All students are expected to have one long sleeve rugby style shirt. The shirt is solid blue with a navy blue collar, a St. Augustine logo on the front and a Falcon logo on the back of the neck. Each shirt arm has two white stripes and one red stripe. An optional navy golf shirt is available for warmer weather.

The pants for all students remain McCarthy grey with our Falcon logo embroidered on front of leg. Solid navy blue or black or grey socks can be worn with solid black shoes.

The uniform consists of:

1. **St. Augustine rugby shirt or golf shirt, provided by McCarthy.** The St. Augustine zip up McCarthy sweater may be worn over the golf shirt or plain white, navy or black shirt.
2. Properly sized and unaltered, embroidered, **grey McCarthy dress pants** worn at the waist with hems fully covering socks [pants worn low and bagging or pants worn too tightly are unsightly and/or communicate a message contrary to our expectation of modesty and self-respect and contravene our Catholic code of conduct]
3. **Solid navy blue or black or grey socks.**
4. Solid black **shoes** - closed toe – closed heel – running shoes are allowed but they must be black.
5. The following items are not to be worn during the school day – 8:12am to 2:15pm:

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- Sunglasses, excessive large earrings or “big” jewelry
 - Chains, one piece lanyards [without an easy release clasp] of any sort hanging from pockets or around neck since they are considered a safety hazard
 - Jackets and coats are to be removed when entering the school building and must be kept in lockers except when having to travel to and from a portable, or out for lunch, in the winter time
 - Baseball caps/hats/bandanas/do-rags etc. must be removed and kept in lockers at all times after arriving into the building.
 - Coloured T-shirts or T-shirts with writing/graphics (only **plain white, black or navy T-shirts** are permitted under the uniform)
 - Girls' headbands and head wear must be black and no wider than 2 finger widths, colourful headscarves or other fashion headwear (knit hats for warmth in winter) are not allowed
 - Non-McCarthy pants (flares, hip-huggers, cargo, jeans, Dickie pants, yoga pants or other styles of pants)
 - Footwear such as construction boots, winter boots, sandals, , boots or shoes with pant legs tucked into them are all not allowed

Physical Education Uniform

All students participating in Physical Education classes must have St. Augustine T-shirt and royal blue shorts, non-marking running shoes and socks and for outdoor activities additional appropriate weather clothing (e.g. track pants, sweat tops, jackets etc.). There is a cost for the Physical Education t-shirt and shorts which is reviewed each year. All students are to be prepared to participate in all classes, whether or not classes are held inside or outside.

Dress Down (Civvies) Days

On dress down days, the expectations of appropriate attire are still in place. Appropriate and modest dress is expected as determined by teachers and school administration, e.g., the following should not be worn: tattered or torn jeans, short shorts, inappropriate slogan t-shirts, halter tops, tube tops, bare midriffs, bare shoulders, etc., or any items which do not respect the rights of others.

At the discretion of the administration, students who disregard the above listed expectations may be sent home to change.

VISITORS at St. Augustine

All persons who are not enrolled at St. Augustine School must report to the main office. Visitors failing to comply with this regulation may be charged under the Trespass to Property Act. Students are not allowed to have friends visit them at the school. Students are advised to request their friends not to visit the school.

HELPFUL ACADEMIC REFERENCES

Essay Format

Paper

- Use 8 ½" x 11" plain white paper; one side only

Title Page Information

- There is NO separate title page; all "title page" information - your name, teacher's name, course code, and date – appear on page one at the top left hand margin on separate lines, double line spaced

Title of the Assignment

- Double line space below "title page" information
- Centre your title
- A title of a work used, within your title, should be indicated in italics – nothing else is italicized, bold, or underlined

Typescript and Punctuation

- Font: Times New Roman or Arial; use the same font throughout
- Size: 12 Point
- Double line space throughout the assignment and Works Cited
- Leave either one or two spaces after punctuation; be consistent throughout your entire work, including Works Cited (the last page(s))

Margins

- Set 1" margins at top, bottom, left, and right sides of each page
- Indent the first line of new paragraphs; do not put extra line spaces between paragraphs

Quotes in text

- Left indent by one inch, for quotes of 5 lines or more
- Quotes of four or less lines should be written within the cadence of the paragraph

Pagination

- Use Arabic numbers in the upper right hand corner of the page preceded by your last name
- Start last name and numbering on page two, and include Works Cited list in the page number sequence

Titles in text

- Italicize the titles of published books, plays, pamphlets, periodicals, and the titles of long poems and films
- Enclose in quotation marks titles of articles, essays, short stories, chapters or sections of books, poems, and unpublished works
- The title of a book of the Bible is neither italicized nor enclosed in quotation marks

Numbers in text

- One or two word numbers should be spelled out, but numbers that are three or more words should be given in digits

Science Lab Report Format

Identification Section:

- Investigation title
- The date the investigation was performed and the date the report is due
- Your name
- Your course code (i.e. SCH3UI-04)
- Your lab partner's name(s)
- Your teacher's name
- A cover page is optional for Grades 9 and 10, and not required for grades 11 and 12.

Purpose: The purpose tells the reader why the investigation was done. It answers the question, "What are you trying to find out?" Use one or two complete sentences.

Hypothesis: A hypothesis needs to be written before the lab commences and is an "educated guess" about the probable outcome of the experiment. The hypothesis should relate specifically to what you expect to see rather than why it occurred, and should be supported with a scientific explanation.

Apparatus and Materials: List all the materials and apparatus used in the experiment. Include any changes, where the items actually used in the lab differ from the text or lab sheet.

Procedure: Briefly list the steps that were followed in the lab. Do not merely refer to a page in the textbook or a lab sheet. Write out the procedure in full. The procedure must be written in the past-passive tense. No personal pronouns can be used (i.e. "I", "we", "you", etc.). Example: "A beaker was filled with 100.0 ml of warm water." This work must be written using complete sentences.

Observations/Results:

- Describe what you observed.
- Use tables, charts, and graphs as much as possible. They must include titles, labels, units and legends.
- Write qualitative observations neatly, clearly, and concisely.
- Answer any questions from the procedure section of the investigations.
- Any diagrams should be submitted on blank paper and labeled in pencil.
- Past tense should be used in this section of the report.

Calculations: This section includes all calculations. The section can be omitted if no calculations were necessary for the experiment. A sample calculation can be shown for each type of calculation performed. The results from the rest of the calculations can be shown in a table.

Analysis Questions: Answer them all. Use scientific principles & reasoning to arrive at explanations.

Application

- a. Explain how the concept could be used in the real world
- b. Suggest improvements that could make the lab run better or safer

Conclusion: There are three parts to the conclusion:

- i. answer the purpose and give a clear statement of results.
- ii. give a summary of the lab from the perspective of the results
do not repeat the procedure
- iii. give sources of error – focus on the problems inherent in the procedure not the conditions of the lab
positive example: the precision of the thermometer made it difficult to determine an accurate value...
negative example: the glassware was dirty... my partner was lazy...

Unusual Observations:

- discuss any anomalies you observed during the lab and suggest possible reasons for them.