



**Father Michael Goetz Catholic S. S.
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Secret of Success

"To laugh often and love much; to win the respect of intelligent persons and the affection of children; to earn the approbation of honest critics and endure the betrayal of false friends; to appreciate beauty; to find the best in others; to give of one's self; to leave the world a bit better, whether by a healthy child, a garden patch or a redeemed social condition; to have played and laughed with enthusiasm and sung with exultation; to know even one life has breathed easier because you have lived – this is the Secret of Success"

-Father Michael Goetz's favourite quote written by Ralph Waldo Emerson -

Welcome to *Father Michael Goetz Catholic Secondary School* for the 2021-2022 school year. This Student Handbook is designed to assist you throughout the coming year. You will note that the handbook contains information concerning important dates and our expectations for our school community. These expectations reflect our Catholic heritage, beliefs and school motto:

"Take a Risk, Get Involved, Be Committed"

- Ed King (Founding Principal)



Named in Honour of **Fr. Michael A. Goetz, C.S.B.**

Father Goetz was born on June 10, 1920 in Kenilworth, Ontario. He was one of seven children born to Mr. and Mrs. Alexander Goetz. Father Goetz was ordained to the priesthood in June 1953. He was appointed to St. Michael's College in Toronto, Ontario and in 1955 taught at Assumption College in Windsor. He also taught at Michael Power High School in Toronto where he established such long-lasting beneficial organizations as the Dads' Club and the Old Boys' Association. He also held the positions of House and School Bursar for fifteen years.

In 1973, Father Goetz joined the Dufferin-Peel Roman Catholic Separate School Board. He established the Guidance Department at St. Paul's High School. During 1978, he became the Guidance Coordinator for the board, the Bursar at St. Martin High School as well as the Head of Mathematics. Father Goetz loved people and found delight in helping them cope with their problems. Community feasts, celebrations and social get-togethers were also enjoyed by Father Goetz. Unfortunately, poor health was a hindrance to him. Despite this obstacle, he never considered himself to be limited and did not want others to feel that way either.

On the morning of June 12, 1980, two days after he had celebrated his 60th birthday, Father Michael Goetz passed away. His sudden death resulted from a recurrence of a serious ailment. He was laid to rest at the Holy Cross Cemetery in Thornhill, Ontario.



Father Michael Goetz Catholic Secondary School

- Patron Saint-

Saint *Brother André, Alfred Bessette*

Known to millions simply as Brother André, Alfred Bessette was born in St. Grégoire, Quebec, in 1845. Orphaned by the age of 12, he was unschooled, small, and sickly. In 1870, he joined the Congregation of Holy Cross. For the next 40 years, he was porter at the Collège Notre-Dame on Queen Mary Road in Montreal. In the course of his duties, he welcomed the sick and afflicted; and it was his habit to pray with them through the intercession of Saint Joseph.

In 30 years, he had gained a reputation throughout the city and, as he was credited with extraordinary favours and with healings, more and more people came to the college to seek out the “Miracle Man of Montreal.” Brother André erected a statue of Saint Joseph on the mountain across from the college. In 1904, assisted by friends, he built a wooden chapel on the mountain. Over the years, the chapel grew into a basilica and today Saint Joseph’s Oratory welcomes more than two million visitors each year.

Brother André lived to be 91, was declared blessed in 1982, and canonized (declared a Saint by the Church) on October 17, 2010.

<p style="text-align: center;">Our Father</p> <p style="text-align: center;">Our Father, Who art in heaven, hallowed be Thy name; Thy kingdom come; Thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen</p>	<p style="text-align: center;">Hail Mary</p> <p style="text-align: center;">Hail Mary, full of grace.</p> <p style="text-align: center;">The Lord is with Thee. Blessed art Thou amongst women, and Blessed is the fruit of Thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen</p>
<p style="text-align: center;">Glory Be</p> <p style="text-align: center;">Glory be to the Father, and to the Son, and to the Holy Spirit, as it was in the beginning, is now, and ever shall be, world without end. Amen</p>	<p style="text-align: center;">After Each Prayer</p> <p style="text-align: center;">Brother Andre Bessette Please Pray for us....</p>

Father Michael Goetz Catholic Secondary School, Expectations

- *Father Michael Goetz Catholic Secondary School* is a professional learning community that promotes responsibility, respect, and academic excellence in a safe learning and working environment. Students are held accountable for their work and actions. They are encouraged to work up to their full potential as members of a caring Catholic community.
- *Father Michael Goetz Catholic Secondary School* sets clear standards and expectations for behaviour and promotes academic and behavioural success for all students in which learning, and safety are central to our Catholic faith. The focus is on the development of positive student behavior that reflects Gospel values; however, the school also has a mandate to protect the safety of all individuals within the school, and to take appropriate action whenever that safety is threatened or compromised.
- All students, staff and parents/guardians have the right to be safe and to feel safe in their school community. With this right, comes the responsibility of all to be accountable for actions, particularly ones that put at risk the safety of oneself or others.
- The behavioural standards defined in this policy apply to all participants in our school. It applies to activities on school property, on school buses and on other school system-organized transportation, at school-sponsored events, whenever the school is responsible for a student, whenever an individual is acting on behalf of or is representing the school and in all communications related to school events on and off school property.

Our Expectations:

A positive learning and working environment is one in which:

- everyone in the school community is treated with respect and dignity
- policies, expectations, and practices are clearly communicated to everyone
- students, parents/guardians, staff and the community understand that social skills, self-discipline, compassion and ethics continue to be learned throughout life

Each of these school and community partners plays an important role in teaching appropriate behaviours through instruction and by example.

Students

Students are expected to adhere to the Catholic Code of Conduct and all other board/school/class expectations, policies, and procedures and to act in a manner which protects the safety and learning of all.

To meet the behavioural standards and expectations established by the school students must:

- come to school prepared, on time and ready to learn
- show respect for themselves and others, rules and authority, learning and teaching, school and personal property, as well as the school and community environment
- follow established rules, procedures, expectations and staff's directions
- demonstrate courteous, cooperative and considerate behaviour
- demonstrate honesty and integrity
- complete assignments and produce quality work up to one's full potential using your God-given talents
- be accountable for personal actions and the positive resolution of problems
- be dressed appropriately in school uniform as outlined in school guidelines
- model appropriate behaviour and language for each other and younger students and children.

The full Catholic Code of Conduct is available on the school website. Students will be educated about the expectations of the Catholic school learning community. Students will be taught the skills, attitudes, and Christian values essential for success and are consistently required to demonstrate expected behaviours. There will be an emphasis placed on Catholic character and virtues implementing techniques and strategies that promote prevention and productive intervention to guide behaviours at the school.

Teachers & Staff:

Teachers and school staff, with the leadership and support of their administrative team, are expected to work in a professional and collegial manner in order to build a quality Catholic learning community, maintain order, maximize learning and hold everyone to the highest standard of respectful, responsible behaviour.

Staff uphold these high standards when they:

- teach, model, review and mentor the School Catholic Code of Conduct with all students
- consistently enforce the School Catholic Code of Conduct with all students at all times
- teach the behavioural skills detailed in the Father Michael Goetz Catholic Secondary Expectations and require students to consistently display these behaviours within the school environment
- develop and teach lessons consistently employing instructional strategies and classroom routines designed to maximize student learning within a well structured, caring inclusive learning environment
- actively supervise all students to prevent incidents and ensure that student behaviour meets school standards and expectations
- help students work to their full potential, develop their self-worth and their God given talents while preparing the students to become productive members of society
- communicate regularly and meaningfully with parents/guardians in a way that builds the parent-teacher partnership in education
- collaborate with administrators and parents/guardians to develop effective support plans for students experiencing significant behavioural difficulties
- provide a visible leadership presence in our school.

School Administration

Principals, with the support and guidance of our School Council, take a leadership role in the daily operation of a school.

The Principals and Vice-Principals provide this leadership by:

- creating professional learning communities dedicated to high academic and behavioural expectations within a safe, caring inclusive learning and working environment
- teach, model and review the School Catholic Code of Conduct with *all* students and staff
- involving all staff in the development, implementation and on-going communication of the School Catholic Code of Conduct as part of School Improvement and Achievement Plan designed to teach students the behavioural skills, concepts and knowledge necessary to become respectful, responsible and self-disciplined learners
- inputting behaviour tracking data and analyzing the behavioural data with staff and Board officials
- providing professional development opportunities and programs for staff

- collaborating with teachers and parents/guardians to develop effective support plans for students exhibiting significant behavioural difficulties
- provide a visible leadership presence in our school.

Parents/Guardians:

Parents/guardians 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.

Parents/Guardians fulfill this responsibility when they:

- show an active interest in their child's schoolwork and progress
- communicate regularly with the school and share pertinent information which impacts their child's education such as illness, travel, extended absences, medical conditions, family situations, etc.
- contact the teacher if there are questions or concerns about classroom procedures, curriculum, or any incident involving their child
- ensure that their child attends school regularly and on time; notifying the school of their child's absence or late arrival
- understand and support the Catholic Code of Conduct
- encourage and assist their child in following the rules of behaviour
- collaborate with teachers and administrators in dealing with disciplinary issues to develop effective support plans if their child is experiencing significant behavioural difficulties
- ensure the school has updated contact information

School Community Expectations

Within the Catholic school learning community, all staff, students, parents and other partners are required to:

- treat one another with dignity and respect at all times
- respect the rights of others and treat others fairly
- show respect for school property and the property of others
- take appropriate measures to help those in need
- respect persons who are in a position of authority
- respect the right of others to work in a safe environment dedicated to learning and teaching
- comply with all applicable school rules and laws
- demonstrate honesty and integrity
- respect differences in people, their ideas and opinions

Our religious expectations:

- All students will enroll in a Religion Course in each of their 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.
- 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 chaplain organizes the annual retreat based on spiritual developmental themes appropriate for adolescents.
- 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 community reasons, the entire school participates in all of the 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 become involved.
- 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.
- Virtues Education is infused across the curriculum.

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

Campus Ministry

- Campus Ministry is a service within Fr. Michael Goetz C.S.S. which provides pastoral care to all members of our school community. The main focus of the service is to the student population of the school.
- It is the conviction of the Campus Ministry that Jesus is our model. It is Jesus' compassionate face to the poor and needy that we bring into our ministry. There are a variety of pastoral care services available.

Chapel

All staff and students are welcomed into the chapel area for private and respectful prayer and reflection.

Individual Counselling and Spiritual Direction

The confidentiality of our office is a priority. The Campus Ministry Team Leader (the Chaplain) is available for individual counselling and spiritual direction. Appointments can be made by dropping by the office before classes, at lunch time, or after school.

Liturgical and Prayer Life

We help animate daily prayer over the intercom and in the classes. There are monthly school liturgies and non-Eucharistic celebrations. The Advent and Lenten liturgical seasons are highlighted, and students are challenged to enter into these special times of the Church year. Every grade level will have the opportunity of a chapel visit to discuss key issues affecting students: their faith life, spirituality and personal concerns.

Bereavement Support Group

Supportive peer group sessions are offered to students who have experienced the death of someone close to them. This program is a joint effort of Student Services and Chaplaincy.

Ministry of Presence

A large part of the work of Campus Ministry is being available to students, staff and families--within the school, in the cafeteria and in the halls.

We follow an open-door policy in the office.

Ministry to the Sick and the Bereaved

We make hospital visits for those in our community who are sick. At the time of death, we make visits to the funeral home, attend the funeral, or visit the home. Supportive counseling is provided.

Social Justice Awareness

Students are encouraged and challenged to be conscious of the poor and needy through programs which we provide. Guest speakers, class discussions, and other experiences are encouraged.

Staff Spiritual Animation

We help plan and animate teacher retreats and liturgical celebrations. Our office is also a resource area for teachers and students.

Student Programs

Campus Ministry seeks to establish meaningful outreach programs for all students.

The Virtues

A virtue is a habit or established capacity to perform good actions according to a moral standard. A Catholic school is the ideal place to practice and prepare to live a virtuous life.

Many elements of Catholic character and virtue are developed in Dufferin-Peel schools. In the coming year, our schools will focus on these particular virtues:

Faith, Empathy, Conscience, Hope, Self-Control, Respect, Kindness, Love, Acceptance and Fairness.

“When we act out these virtues, we are making the presence of God visible in the world around us. We will be participating in our own prayer that:

‘...Your kingdom come, Your will be done, on earth as it is in heaven.’ (Mt 6:10)

Student Services

The Guidance Program will respond to student needs throughout their secondary school years. The Program shall provide opportunities for students to acquire the skills, knowledge, and attitudes necessary to:

- know and appreciate themselves
- relate effectively to others
- develop appropriate educational plans
- explore career alternatives

The following are among the services offered:

- academic counselling/planning
 - career exploration/planning
 - study skills sessions/ career interest inventories
 - support groups
 - college and university information
 - night school, summer school and e-learning information
 - job bulletin board
 - Community Service Information
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- Students are encouraged to request an appointment with a counsellor as required.
 - To request an appointment simply drop by the Student Services Area, fill out a request form and leave it with the secretary.
 - Likewise, parents/guardians are encouraged to become involved in their son/daughter's concerns, planning, etc. by contacting his/her counsellor.

Timetable Changes

Students have **4 days** at the **beginning** of each semester to request a course change. It is strongly recommended that requests be done before the semester actually begins. Changes will only be considered for the following reasons:

- Credit has already been earned for a current course.
- The pre-requisite has not been completed.
- New course is **required** for graduation.
- New course is **required** for post-secondary plans.
- Student has an incomplete schedule.
- Students **MUST** continue to follow their most recent timetables until the counselor has finalized and approved the change. Failure to do so will be considered truancy and consequences will be issued to the student.

Students wishing to change the level of a course must request the change within the first 4 weeks of each semester.

During pandemic restrictions this would mean within the first two weeks of the quadmester.

Course Handouts

- All students will receive a course outline at the beginning of each semester in each course. It will contain the Course Name and Code, a brief description of the course and category weighting. It will state classroom expectations and evaluation procedures. The description of the final evaluation will also be stated in the outline.

Textbooks and any materials given out for a course are the student's responsibility. Lost or damaged textbooks must be replaced, and school privileges may be removed if a student owes materials to the school.

Method of Reporting

- Open lines of communication among teachers, students, parent/guardian.
- Early progress reports are distributed approximately five or six weeks into each semester. Dates are published in the school calendar.
- Parent/Guardian-Teacher Interview night may be scheduled subsequent to the early progress reports or to the distribution of mid-semester reports. Parents and students are encouraged to attend. Please consult the school calendar.
- **Mid-Semester Reports** At mid-semester, students will receive a numerical grade in each subject.
- **Final Reports** At the end of each semester, all students will receive a final report. Subject teachers will contact parents/guardians/ of students who

were unsuccessful in completing course requirements. Students over 18 years of age will be contacted directly.

Community Service Hours (40 Hours)

Check the school website:

<https://www3.dpcdsb.org/GOETZ/guidance-courses/community-service-hours>

All information (including the following, as well as additional information), and all forms are found on the school website.

It is very important that all students and parents/guardians read and understand all of the following information regarding community hours, before students begin their community service.

Students: Once you and your parents/guardians have read and understood all of the following information,

1. **Choose an organization from the List of Approved Organizations on school website at <https://www3.dpcdsb.org/GOETZ/Documents/EligibleActivitiesListofApprovedOrganizationsMar20.pdf>)**
2. If you would like to see an organization added to the list, submit to your guidance counsellor a completed “Request for Addition of Organization to List of Approved Organizations for Community Hours” (found on school website), and wait to see if approval is granted
3. Understand that the principal or designate (ie. guidance counsellor) has the right to refuse all community hours that do not fall within the guidelines
4. Obtain your parent/guardian’s permission if you are under the age of 18
5. Print the Community Hours Form (found on school website), and make sure that your chosen organization is aware of what you require as documentation of completed hours
6. Complete your community hours
7. Obtain your documentation as soon as you have completed your community hours, and ensure that the documentation includes all of the required information and any authentication

NOTE:

Documentation must be either the Community Hours Form with the official stamp/seal of the organization OR a letter, including all the required information, on the official letterhead of the organization.

8. Submit authenticated documentation to your guidance counsellor ASAP for entry into your school record/file.
- Students must complete 40 hours of community service as a graduation requirement for the Ontario Secondary School Diploma (OSSD), as mandated by the Ministry of Education of Ontario. Students will not earn an OSSD, nor will they be able to proceed to university or college, unless this requirement is met.
 - **Students are encouraged to complete their 40 hours *as soon as possible*.** Students may begin to accumulate community hours in the summer after Grade 8, beginning in July. It is strongly recommended that students who have not completed their community hours by the end of Grade 10 – and submitted authenticated documentation to their guidance counsellors – do so by the end of Grade 11. Leaving completion and submission of community hours until Grade 12 might jeopardize graduation.
 - **At Father Michael Goetz Secondary School, community hours must be done for a non-profit/charitable organization.**

A non-profit/charitable organization exists to help others; it does not exist for financial profit. Examples include the following: publicly funded school, hospital, church, library, food bank, service organization, charitable foundation, cultural organization. The requirement that students complete their hours for a non-profit/charity is in line with the Dufferin-Peel Catholic District School Board position that the community service project is a *Christian call to serving others*.
 - Students must make arrangements with one of the organizations on the [List of Approved Organizations](#).
 - Community hours cannot be done for a commercial business.
 - Any activity which would normally be performed for wages in the workplace is ineligible.
 - Community hours cannot be done for an individual (e.g., parent, relative, neighbour, friend). For example, babysitting free of charge for a neighbour does not qualify for community service.
 - Students must volunteer their time and cannot be paid for community hours.
 - Community hours cannot be done during the school day (unless they are done on lunch or spare). They cannot be done during instructional time or as part of a class/course requirement.
 - *The guidance counsellor will enter the student's school record/file only the 40 community hours which are required for graduation.*

- A student who wishes to do more for any reason (e.g., scholarship or award purposes, post-secondary personal information form, job experience, résumé information, etc.) is welcome to do so, but *it is the student's responsibility to keep his/her authenticated documentation in a portfolio that can be submitted to the guidance counsellor later should the student wish to be considered for scholarships/awards, require a reference letter, etc.*
- *It is expected that the documentation in the portfolio fulfils the school's requirements (i.e. Community Hours Form with official stamp/seal of organization or letter, including all of the required information, on official letterhead of the organization).*
- For graduating students who wish to be eligible to participate in graduation activities (e.g., Prom, Graduation Ceremony), the deadline for submitting community hours is the last Friday in March of the graduating year. Given that Grade 12 is a very busy and demanding year, *it is strongly recommended that students complete the community service requirement as early as possible – if not by the end of Grade 10, then at least by the end of Grade 11.*
- If you have any questions, consult your guidance counsellor *prior* to beginning your community hours.
- The Ministry may change the requirements during a year of Pandemic restrictions, the Student Services staff will keep students informed.

Child and Youth Worker (CYW)

- CYW's are members of the support services team at Fr. Michael Goetz Catholic Secondary School.
- With an educational background focused on children's mental health and behaviour, CYWs engage with students, parents, and all members of the school staff to provide social/emotional/behavioural support, including counselling, to students who may be struggling with challenges in their lives both within and outside of school. Students often connect directly with the Child and Youth Worker or may be referred by administration, teachers, guidance staff, parents, or other support services staff. As members of the support services team, CYWs endeavour to assure that students are linked to the support they need both within school and in the community.

Social Worker

- Your school Social Worker is there to help you around a wide variety of problems: - family difficulties, trouble with relationships, self esteem, depression, coping issues, and is the school attendance officer.
- Appointments can be made to see the Social Worker through the guidance

office. Teachers, guidance counselors, and administrators can also make a referral or students can drop by Student Services on Mondays, Wednesdays, and Fridays.

Psychologist

- The school psychologist is available to students two days per week.
- Appointments may be requested.

Goetz - Library Learning Commons

Hours: Monday to Friday 7:45 am to 3:15 pm

In the *Library Learning Commons*, you can:

- access database programs, including online encyclopedia, full-text articles from newspapers, periodicals, journals and e-books addressing various subjects including literature, health science, computer science, social science, technology, history, geography and culture
- research on the World Wide Web
- read the online *Toronto Star* for current events, or various subscribed print magazines
- prepare assignments using Google and Microsoft cloud-based suites, or using your school hard drive
- print, make photocopies, scan or bind assignments

To checkout materials and computer workstations, students are required to present a Student ID Card, or an updated student schedule.

- students are expected to return materials when due
- loan period is for 3 weeks
- overdue fines are .20 cents/school day

The recommended Citation Guide is available online

- **MLA** https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_formatting_and_style_guide.html
- **APA** https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
- Both guides are important tools used by both students and teachers in preparing and completing assignments.

White Pine Reading Club

- All students are welcome to join the Goetz White Pine Reading Club led by Teacher-Librarian Ms. Mouchbahani.

- Each year, as part of the ‘Forest of Reading Program’, 10 nominated titles by Canadian authors are read and discussed during weekly afterschool book talks.

Attendance

- Father Michael Goetz actively encourages and promotes regular attendance.
- The Ministry of Education has made it clear that *“Where attendance has been identified as an essential component of a course and where a student, with his/her parents, has been appropriately counseled and provided with support and direction to promote regular attendance in the course and **where the student is unwilling to attend regularly, such a student will normally fail to achieve credit for the course.**”*

DPCDSB ABSENCE REPORTING

SafeArrival

The **Dufferin-Peel Catholic District School Board** has implemented a **new student absence reporting system** that will make it easier for you to report your child’s absence from school. This new system is called **SafeArrival**.

With **SafeArrival**, you are asked to report your child’s absence in advance using any of the following three convenient options:

1. **Using your mobile device**, download and install the **SchoolMessenger app** from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.ca/#/home>)

- The first time you use the app, select **Sign Up** to create your account.
- Select **Attendance** then **Report an Absence**.

2. Use the **SafeArrival website**, <https://go.schoolmessenger.ca/#/home> .

- The first time you use the website, select **Sign Up** to create your account.
- Select **Attendance** then **Report an Absence**.

3. Call the toll-free number **1.844.435.3440** to report an absence using the automated phone system.

For Student Being Late to School or Early Departure from School

- The automated message will prompt you to enter ABSENCE for student, and will ask if the student be ABSENT today, tomorrow etc.
- **To this question, please say 'yes'** to absent as the next question will be to enter the type of absence and will give you options of full day, late, early departure leave and return.
- The above 3 options are available 24 hours/day, 7 days a week.
- Future absences can be reported at any time.
- **NOTE: For absences greater than five consecutive days, please call your child's school directly.**

Remember to: Please report absences in advance using **SafeArrival** instead of sending notes, calling or emailing the school.

Please note: **There is a change to the current process of communicating unexplained absences to the parents/guardians of secondary school students.**

- The notifications for unexplained absences will still be sent out at 6:00 pm; However, you will now receive an early notification through the **SafeArrival** system, if your child has an unexplained absence from period 1.
- Also new, Parents/guardians will be able to provide a reason for that day's absence up until 11:00 p.m. using one of the three options listed above.
- As always, the expectation is that you report your child's absence in advance to avoid receiving notifications of unexplained absences.

Helpful resources for using the new **SafeArrival** absence reporting system have been posted on the school's website. From the school's main page go to the left column of the screen & select

Quick Links > NEW Process for Reporting Student Absences.

or go to <https://www.dpcdsb.org/parents/absence-reporting>

Thank you for your patience and cooperation as we implement this new system.

Bill 52, The Education Amendment Act, Learning to Age 18, 2006:

The Education Amendment Act, Learning to Age 18 received Royal Assent on December 20, 2006.

- This legislation requires that, as of December 20, 2006, all students under 18 years of age attend school unless they have already graduated or are otherwise excused from attendance at school.
- Legal reasons for being absent from school (e.g. receiving satisfactory instruction at home or elsewhere) continue to apply.

- The Dufferin-Peel C.D.S.B. remains committed to the success of all students and will continue to offer all available programming to ensure completion of the Ontario Secondary School graduation requirements.
- Once a student turns **18**, they may withdraw.
- Students who are over 18 will be allowed to remain in school provided that they sign an academic contract, their attendance is regular, their behaviour is good, and they are experiencing academic success.
- Students who have already graduated will be allowed to remain in school for one semester to upgrade on a case-by-case basis.

Daily Course/Class Attendance

Students who habitually miss class will be held accountable within the evaluation policy because their participation and achievement cannot be fully assessed.

A student who is absent from class, for any reason, will be responsible for:

- Completion of homework/assignment/notes
- Submission of any due material

The last school day prior to a break or semester end will be considered a normal school day.

Father Michael Goetz Late and Skip Policy

Lates

1. Late 1 and 2: Teacher will issue a warning and/or consequence
2. Lates 3-5: Teacher will give a consequence and ensure that there is a conversation with parent for each late (Please document on Student Profile Card)
3. Late 6: First Referral to VP
 - a. Office Detention and phone call home
4. Late 7: Second Referral to VP
 - a. Office Late Assignment and phone call home
5. Late 8: Third Referral to VP
 - a. Office Behavioural Assignment and phone call home
6. Late 9: Possible Suspension from School

Truancy (skips)

Truancy from class is completely unacceptable and may be consequence by teaching and administrative staff as appropriate.

School Dress Code/Uniform Policy

The School Dress Code/Uniform Policy outlined below has been developed within the guidelines of the General Administrative Procedures (#500) of the Dufferin-Peel Catholic District School Board and has been endorsed by our Catholic School Council.

- Board Policy states: "SCHOOL UNIFORM ITEMS, AS OUTLINED IN THE SCHOOL UNIFORM POLICY, MUST BE PURCHASED FROM THE BOARD APPROVED SUPPLIER." (**Available at R.J. McCarthy**)

Philosophy

The Dufferin-Peel Catholic District School Board is committed to communicating Catholic ideals and values to our students.

- We strive to achieve the personal and social values that are attached to appropriate dress.
- As a Catholic community we are, therefore, committed to standards simplicity, neatness, attractiveness, modesty, equity, and good taste.

By choosing to attend a Dufferin-Peel Catholic Secondary School, students and their parents have made a serious and long-term commitment to Catholic education.

- The uniform is part of that commitment. It is a reflection of who we are, how we see ourselves, and how others see our school. It unites us as a community.
- A school uniform should be worn proudly and must be worn in *good repair*.

The Father Michael Goetz uniform policy of the school must be strictly adhered to.

Uniform Expectations

1. Students are to be in full uniform every day upon arrival at school until they leave at the end of the day. Students must be in full uniform to attend classes. The uniform must be worn in the school at all times and in all areas of the school.
2. A student out of uniform is expected to report to the office before the start of classes to rectify the situation which may include being sent home for the day.

3. Students who repeatedly violate the Uniform Policy are also in violation of the Catholic Code of Conduct and may result in being sent home/suspended from school.

Expectations of “Civvies Days”

- Participation in civvies days is voluntary; those students not participating are expected to be in full uniform.
- Appropriate and modest dress is expected. Students who do not comply will be sent home to change.
- No inappropriate slogans, no tank tops, no bare midriffs, no short shorts or skirts, no tight clothing, no tops with deep or open necklines, no bare shoulders.
- No headwear is to be worn in the building. Religious or culturally significant headwear is permitted.

Shirts:

- Must be purchased at RJ McCarthy
- Green RJ McCarthy golf shirt with Goetz logo, choice of short or long sleeve
- Plain white undershirts *only* may be worn under the golf shirt (purchased anywhere)
- Golf shirt must be worn at all times

Sweatshirt:

- Must be purchased at RJ McCarthy
- Grey Zip Sweatshirt with Goetz logo (crest)
- Sweatshirt is Optional – however it is the only item to be worn over the White Logo Golf Shirt
- Tops cannot be cut or altered

Pants:

- Must be purchased at RJ McCarthy
- Black dress pants with Gator monogram
- Pants must be worn at the waist, and not tucked into socks
- Pant leg width must not be altered
- Must be worn at all times

Leg Wear:

- Solid Coloured Socks (opaque green, white, black or navy blue)
- Socks must be worn. Bare feet in shoes are NOT allowed.

Shoes:

- Solid black closed shoes, closed toe and heel, worn under the ankle (no coloured laces, designs, bars, logos, trim etc)
- May be purchased anywhere.
- Boots, sandals, flip flops, slippers or moccasins are not allowed in the classroom.

Older version of uniform is acceptable until June 2023 (white shirt, blue pants, green sweater)

Headwear:

- No headwear is allowed to be worn in the school building (including Civvies Days). Hats/Caps will be confiscated if worn in the school.
- Religious or Culturally significant headwear is allowed.

Accessories:

- Safe discreet jewelry, but no wallet chains.
- Jackets, coats, or any non-uniform sweaters are not to be worn in the cafeteria/hallways/classrooms.

Safety of Students and Staff**Accidents / Medical Emergencies**

- Any accident/medical emergency that occurs in the school or at a school sponsored event must be reported to the General Office as soon possible.
- First-aid equipment as well as Ambulance and C.P.R. staff is available.
- Any student who becomes ill during the school day must report to either the Attendance Office or the General Office. At that time the school will contact the student's parent/guardian to indicate the nature of the student's discomfort.
- At that time arrangements will be made to ensure the student's safe return either to the home or back to the classroom.
- Both Board and Ministry Policy state that no staff member is permitted to dispense any form of medication to any student.

Please Note:

It is very important that the school has current phone numbers and email addresses to reach parents/guardians in case of an emergency.

Parents are asked to contact the Attendance Office whenever there is a change of home, business, cell number or email.

Trespassing

- All visitors must report to the General Office.
- The school does not have provisions to entertain student visitors from other schools. In the event that situations arise in which the mental or physical well being of students or staff are put in jeopardy by trespassers or visitors, school personnel will be supported by the Board in pursuing the courses of action available under the Trespass to Property Act.
- Students are not allowed to invite casual visitors onto school property.
- If an acquaintance visits, it is the student's responsibility to direct the visitor to report to the office. Students who cause difficulties at another school will be disciplined by the authorities in their home schools.

Surveillance Cameras

- For the protection of students and staff members, Fr. Michael Goetz Catholic Secondary School has surveillance cameras which monitor the main school building and some sections of the school grounds on a 24-hour basis.

Fire Alarm

- When the fire alarm rings, students are expected to leave the building immediately and in an orderly fashion according to the exit outlined on the fire exit signs in each classroom.
- Students must remain with their class to allow the teacher to take attendance and re-enter the building only if the all-clear signal is given.

Lock Down Alarm

- The lock down alarm consists of a P.A. announcement followed by the lock down bell.
- Students must immediately proceed to the area of the classroom farthest from the door and windows and remain on the floor.
- Entering and exiting rooms is forbidden during a lock down.
- All doors must be locked.
- Lockdown procedures are designed in an attempt to minimize the risk of violence and increase the safety of students, staff, community and visitors to schools, by restricting access and visibility by a threatening person or event internal or external to the school. The lock down ends only when the all clear signal is given by the proper authority.

Hold and Secure/Shelter in Place

- *Hold and Secure and Shelter in Place Procedures* are partial lockdowns due to a threat or conditions **outside** the facility or in the neighbourhood; i.e. serious

environmental/physical threat is present outside of the facility or in the neighbourhood; and, prevention measures need to be enacted to: protect individual(s) from leaving the facility and entering into an area of danger; or, prevent the threat from entering the facility.

- In this situation, the school continues to function in a near-normal state, with the exception that all exterior doors and windows are locked and no-one enters or exits the building without permission from the police or the board.
- It will be announced as a **“Hold and Secure.”** The “Hold and Secure” ends only when the all clear signal is given by the proper authority.

Evacuation

- If an evacuation of the school becomes necessary, the meeting and staging area will be Christ the King (Cristo Rei) Church across the street from the school.
- The default location will be Bishop Scalabrini School on Central Parkway.



**CRIME STOPPERS NEEDS YOUR HELP!
HAVING A SAFER SCHOOL IS YOUR CALL.**

**If you have any information about any “crime” committed on school property
please call Crime Stoppers.
Rewards will be given.**

1-800-222-TIPS or 905-455-TIPS

Cafetorium

- All food and drink is to be consumed in the cafetorium – not in the foyer, hallway, or stairwells.
- Please help the environment by using the recycling bins when disposing refuse/garbage.
- *During the pandemic our cafeteria service will be closed.*

Inclement Weather Policy

- As we are on a public transit route, our school is unlikely to close.

- The closing of school due to adverse weather conditions is generally announced on all major TV, radio stations and websites.

A cancellation of buses does not mean the school is closed.

Students who arrive to school will be expected to remain the full day.

Exams:

- In the event of school closure and/or bus cancellations due to weather conditions, the exams normally scheduled for that exam day are to be rescheduled for the identified snow day on the school calendar.

Lockers

- Lockers are *school property* with students having temporary use only.
- It is expected that lockers be kept neat and clean and that materials displayed will respect Catholic values.
- Students must not vandalize lockers.
- *The administration reserves the right to open students' lockers at any time with or without the students' permission.*
- Every student is expected to have and use a locker.
- Each student should make every attempt to ensure combination secrecy.
- Valuable items and electronic equipment should remain at home.
- Only school approved combination locks sold in the main office will be allowed on school lockers. Other locks will be removed.
- Materials and books for consecutive classes should be obtained at the same time. This will avoid locker visits and ensure that students arrive to their next class on time. Students must only go to their locker during the travel time between classes and during the first and last five minutes of their lunch period.
- ***During the pandemic lockers will NOT be in use.***

No Bags/No Jackets Policy

- Due to Health & Safety concerns students are not permitted to bring their jackets or bags into the classrooms.
- Lockers are to be used to store these items.
- ***However during the pandemic lockers are not being utilized and all items are brought to the classroom.***

Laser Pointers

- Laser pointers are not permitted in school.
- The laser light can damage the eyes of anyone who looks directly into the beam. Students who violate this rule, will be consequence, parental contact will be made, and the laser pointer will be confiscated.

Personal Electronic Devices on Board Premises and/or at Sanctioned Events for Educational Purposes:

- The Dufferin-Peel Catholic District School Board acknowledges the value of the use of technology to support learning.
- Dufferin-Peel’s newly revised policy indicates that students will be permitted to register and use personal electronic devices (PEDs) on board premises and/or at sanctioned events for educational purposes, under the direction of staff per the Personal Electronic Device Used With Wi-Fi Network Student Agreement, which includes parental permission as appropriate.
- The use of personal electronic devices during school-sanctioned activities for designated purposes outside of instructional spaces and/or in common areas may be authorized by the school principal (or designate).
- Failure to comply with this policy may result in the confiscation of the PED and/or disciplinary action as outlined in the Catholic Code of Conduct. The school and the DPCDSB assume no responsibility for the loss, recovery, repair or replacement for any PED brought onto school property.



Smoking

- Any form of smoking and vaping is prohibited at Father Michael Goetz Catholic Secondary School.
- This includes electronic cigarettes, smoking products, vapor producing instruments, nicotine replacement devices, 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 school consequences which may include being sent home/suspended from school.

- 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, 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 **\$305** and the fine for supplying tobacco to someone under 19 years old is **\$365**.

Thinking of quitting?

The help you want, whenever you want it.

Contact Smokers Helpline at [Home \(smokershelpline.ca\)](http://smokershelpline.ca) or call **1-877-513-5333**

We are blessed at Father Michael Goetz Catholic Secondary School to have a daycare on site. Smoking around infants and children is considered against the Catholic Code of Conduct and is contrary to the moral code of Father Michael Goetz.

We share the air with the daycare.

There is an excessive risk of many diseases related to second-hand smoke in children, such as respiratory diseases (e.g., asthma) and ear infections.

1st offence: Letter of Warning

2nd offence: \$305 fine and a school suspension

Smoking Facts:

- Smoking is the primary cause of premature, avoidable death and disease in Ontario.
- Over 13,000 Ontarians die each year as a result of tobacco use.
- In Canada, tobacco-attributed deaths account for approximately 17% of all deaths. Smoking harms every organ in the body and causes many different types of cancer, cardiovascular diseases, respiratory diseases, reproductive effects and several other diseases and conditions.

Student Involvement and Representation

Co-curricular Program

- Each student is challenged to personally participate in and be committed to a particular school activity.
- The following is a list of some of the activities, clubs and sports teams available at Fr. Michael Goetz Catholic Secondary School.

Please note: Some of these activities may not run-in certain school years.

During the pandemic all clubs must be of a virtual nature.

Student Council, Eco-Club, Wellness Club, White Pine Reading Club, Campus Ministry, Amnesty International, Computer Clubs, Math League, Goetz R/V Crew, Gator's Unlimited, Campus Ministry Team, Basketball, Track & Field, Baseball, Alpine Skiing, Curling, Soccer, DECA, SAINTS, Stage and Concert Band, Choir, SSO What, Tennis, Badminton, Bowling, Cricket, Volleyball, and Speak Up Activities.

Eligibility for Co-curricular Activities

- All students who represent Father Michael Goetz Catholic Secondary School are expected to maintain an academic standard.
- Participation in any co-curricular activity is a privilege.

At Father Michael Goetz Catholic Secondary School, we encourage all students to exercise a healthy balance between academic demands, social responsibilities, and extra-curricular opportunities.

- The school cautions students to exercise restraint in over-committing and attempting too many activities that may compromise academic achievement.

A student who does not fulfill their obligations to his/her academic program will automatically be placed under review. Reasons for being placed under review:

- A deliberate failure to attend class.
- If at any time a student is failing or has failed 2 or more courses.
- If school administration and staff feel a student has not maintained a healthy academic/extra-curricular balance.

The Athletics Committee will undertake the review

- The result of the review which will involve the student, course teachers, advisor/coach, guidance counsellor and administrator may include:
 - removal of the student from the activity;
 - suspension of the student from the activity until academics improve; the student be on notice that progress will be monitored, and the student may continue with the activity as long as the course teacher reports steady improvement.

School Schedule

Period 1	8:17 am – 9:32 am
Period 2	9:37 am – 10:55 am
Period 3A	11:00 am – 11:40 am
Period 3B	11:40 am – 12:20 pm
Period 3C	12:20 pm – 1:00 pm
Period 4	1:05 pm – 2:20 pm

O Canada!
Our home and native land!
True patriot love in all of us command.
With glowing hearts we see thee rise,
The True North strong and free!
From far and wide,
O Canada, we stand on guard for thee.
God keep our land glorious and free!
O Canada, we stand on guard for thee.
O Canada, we stand on guard for thee

O Canada!
Terre de nos aïeux,
Ton front est ceint de fleurons glorieux.
Car ton bras sait porter l'épée,
Il sait porter la croix.
Ton histoire est une épopée,
Des plus brillants exploits.
Et ta valeur, de foi trempée,
Protégera nos foyers et nos droits.
Protégera nos foyers et nos droits.