

Student Handbook 2018 - 2019

ST. PAUL CATHOLIC SECONDARY SCHOOL

Omnia Cum Corde
“Everything with Heart”

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St. Paul

St. Paul's conversion to Christ was so dramatic, that it is still recognized by the phrase "a Damascus experience."

As Saul of Tarsus, St. Paul was an ardent persecutor of Christians because he believed that their new faith was hateful. While traveling to Damascus to further attack Christians, he was thrown violently off his horse. He had a vision of Christ asking him why he was persecuting Him. Instantly, St. Paul was converted. After meeting St. Peter, the head of the infant Church, St. Paul plunged himself into tireless missionary activity and preaching. His faith in Christ is captured in 14 letters known as his epistles. Perhaps the best known letter is the one written to the Corinthians that explains

Love is patient, is kind. Love is not jealous, it does not put on airs.....

St. Paul endured constant persecution, and years of imprisonment for his faith. Writing from the loneliness of his prison in Rome, knowing that a violent death awaited him, he could still declare:

I have fought the good fight, I have finished the race, I have kept the faith. From now on a merited crown awaits me; on that day the Lord, just judge that He is, will award it to me.

Let us be thankful to God for St. Paul, his story, his writings, and his love of Christ. We are blessed to have him as our patron saint to inspire and protect our school.

**We remember. We celebrate. We give
thanks.**

Saint Paul,
Patron of our
school,
continue to bless and protect us.

Thank you
for sharing your
great love of Jesus,
our true “Treasure”,
as you did.

We honour the
“treasure” in all.

May St. Paul
Catholic school
always be a
blessing to our neighbourhood
and our world.

Amen

**ST. PAUL CATHOLIC SECONDARY
SCHOOL
MISSION STATEMENT**

St. Paul Secondary School is an inclusive Catholic learning community committed to excellence, integrity and global mindedness. We strive to create an innovative learning environment which allows us to share our common values and goals while being caring, balanced and reflective. While grounded in our faith we live our credo in all we say and do: **“Everything with Heart”**.

**ST. PAUL CATHOLIC SECONDARY
SCHOOL
VISION STATEMENT**

The St. Paul community of faith is committed to challenge and educate the whole person; to advance, build and better our Catholic community; and inspire each other to become, in knowledge, skills and values, the heartbeat of the future.

**ST. PAUL CATHOLIC SECONDARY
SCHOOL
MISSION STATEMENT OF THE BOARD**

The mission of the Dufferin-Peel Catholic District School Board, in partnership with the family and Church, is to provide in a responsible manner, a Catholic education which develops the spiritual, intellectual, aesthetic, emotional, social and physical capabilities of each individual to live fully today and to meet the challenges of the future, thus enriching the community.

Spiritual Dimensions – Chaplaincy Activities

- © **MORNING PRAYER/REFLECTION DAILY** via Pulse TV.
- © **MARKING THE LITURGICAL SEASON** - Ordinary Time, Advent, Lent, Easter, Pentecost
- © **PRAYER AND MEDITATION BY CLASS**
- © **ROSARY IN CHAPEL DURING OCTOBER AND MAY**
- © **LITURGIES:** Opening of school year, Remembrance Day, Christmas, Lent, Easter, Graduation, Closing of the school year
- © **RETREATS:** Grade 9, 10, 11, 12,
- © **CELEBRATION OF THE SACRAMENT OF RECONCILIATION** - during Advent and Lent
- © **EXPOSITION OF THE BLESSED SACRAMENT** - Holy Thursday
- © **SPIRITUAL DIRECTION** - available for Staff and Students
- © **BEREAVEMENT PROGRAM**
- © **SALESIAN LEADERSHIP RETREAT** - one per semester
- © **SOCIAL AND COMMUNITY OUTREACH** - raising awareness around issues and concerns and responding to needs; participation in food and clothing drives, ribbon campaigns, Share Life, Act Now Social Justice group, Think Fast, etc., Volunteering at Canadian Food For Children, etc.

Let us remember that as a Catholic community, it is the expectation of the Dufferin-Peel Catholic District School Board and the school that all students join and participate in the religious curriculum of our school. This includes a religion course in each of four years, morning and class prayer, class and school liturgies an annual day retreat and other faith development initiatives as established by the board and the school.

SCHEDULE

REGULAR TIMETABLE	
PERIOD	TIME
1	8:20 – 9:40
2	9:45 – 11:00
LUNCH	11:05 – 11:45
3	11:50 – 1:05
4	1:10 – 2:25

MORNING ASSEMBLY SCHEDULE	
Period 1A (P.1 class)	8:20 – 9:15
Period 1B (Mass)	9:15 – 10:40
Period 2	10:45 – 11:40
LUNCH	11:45 – 12:25
Period 3	12:30 – 1:25
Period 4	1:30 – 2:25

Specialist High Skills Major Diplomas at St. Paul

What is a Specialist High Skills Major (SHSM) ?

1. A bundle of 8–10 Grade 11 and Grade 12 credits that includes:
 - i: 4 major credits that provide sector-specific knowledge and skills
 - ii: 2–4 other required credits from the Ontario curriculum, in which some expectations are met through learning activities contextualized to the sector
 - iii: 2 cooperative education credits that provide authentic learning experiences in a workplace setting, enabling students to refine, extend, and practice sector-specific knowledge and skills
2. sector-recognized certifications and/or training courses
3. experiential learning activities within the sector
4. “reach ahead” experiences connected with the student’s chosen postsecondary pathway
5. development of key Essential Skills and work habits required in the sector, and the use of the Ontario Skills Passport (OSP) for purposes of documentation.

The Specialist High Skills major diploma is accessible to students in the academic, applied, and workplace streams. Students will continue to be required to earn their **30** credits to graduate, and **all of the current compulsory credits must be taken**. Because there is limited enrolment in these

diploma programs, students will be expected to meet with their Guidance Counselor to identify whether SHSM is a viable option for their studies.

How does an SHSM benefit St. Paul students?

- It allows students to experience a range of customized learning opportunities in an area that interests them, and helps to engage them in their school program.
- It gives students the opportunity to explore, identify and refine career goals and make informed decisions related to postsecondary education or training and next steps towards a career.
- It helps students gain confidence in their ability to succeed, and see the connections between their studies, the world beyond high school, and their future careers.
- The experiential learning opportunities, provided in a SHSM enable students to develop Essential Skills and work habits, that are required in the sector, and have their performance of those skills and work habits assessed and documented, using tools connected with the Ontario Skills passport.
- Through a SHSM students begin to establish relationships and networks in their chosen fields.
- Graduates can provide evidence of their achievement (eg.: Sector recognized certification and training programs) to prospective employers and postsecondary educational or training institutions.

How is successful completion of an SHSM documented?

- Successful completion of a SHSM is indicated on the students **Ontario Secondary School Diploma** by a **red seal**.

- The student receives a SHSM record that documents his or her achievement of the required components, including sector related certifications earned and/or training courses completed.
- Successful completion of a SHSM is indicated on the student's Ontario Student Transcript (OST).

SHSM offered at St. Paul S.S.

- Energy
- Arts & Culture

GENERAL INFORMATION

Reporting Procedures

At the beginning of each semester, teachers review with their students the evaluation procedures for the courses in which they are enrolled. Teachers use a variety of assessment tools in order to identify a student's level of achievement.

Final evaluation and/or examinations are scheduled at the end of each semester. Students who miss a final examination or evaluation due to medical reasons must provide a medical note. **Any student not attending an exam for compassionate reasons must make a request to the principal in writing.**

Permission **will not** be given for students to write final exams prior to the designated exam dates and schedules. **Holidays should be booked following the scheduled exam period. Please refer to the calendar included in this handbook for the exam and evaluation dates.**

There are two formal reporting dates per semester. Teachers will also continue to inform parents of student progress throughout the semester either by telephone or written progress reports. Parents are encouraged to contact the school with questions or concerns pertaining to their son or daughter's progress.

Lost and Found

All "found" articles should be returned into the Main Office. If you have lost an article, it may be claimed at the office. All items not claimed within a short period of time will be donated to charity.

Accidents

Any accidents occurring in the school should be immediately reported to the Main Office. If necessary, parents will be notified. For all accidents, a form must be filled out and signed by the teacher on duty at the time of the accident.

School Property

All school property, including texts, audio visual equipment, etc. must be returned to the school at the end of each semester. If books or equipment are damaged, the student is responsible for the repair or replacement of the equipment according to the policy laid out by the school.

Video Surveillance Cameras

A video surveillance system is in place at St. Paul's. The video cameras are located only in public places in and around the school. The presence of the system has decreased vandalism and helps to provide a safe learning environment for our students.

Halls

Students are expected to act in a mannerly fashion in the halls while walking from one class to the next.

St. Paul Secondary School Acceptable Use of Technology Agreement

Starting in the new year, the DPCDSB will offer a secure wireless environment for all students and staff at St. Paul S.S. that will allow for improved student access to educational resources over the internet. Students may be permitted to use personal electronic devices (PEDs) to connect to the World Wide Web for educational purposes, through the board's wireless network. St. Paul S.S. embraces this opportunity. Prior to accessing the school wireless network, students and parents must sign the St. Paul S.S. Acceptable Use of Technology Agreement and Student Declaration for the Use of Personal Devices.

PEDs include but are not limited to the following devices: portable computers, smart phones, and music player devices. Students are permitted to use cell phones or other PEDs in the school and the cafeteria before/after school hours and during lunch hour or during their study period. In these areas, the use of PEDs should be primarily for educational purposes. Students must be mindful of the social etiquette and of our Catholic expectations. In addition, they are expected to refrain from using games or viewing material of inappropriate or violent nature.

All students must have a current Student Declaration for the Use of Personal Devices form signed and in place prior to being allowed any school computer access.

REQUIREMENTS

The DPCDSB, in acknowledgement of the potential for disruption to the instructional day and the possibilities of interference with school operations represented by the unrestricted use of PEDs, sets forth the following requirements:

1. Prohibited uses of PEDs that may result in disciplinary actions up to and including confiscation, detention, suspension, exclusion or expulsion. Additional consequences for inappropriate use of PEDs may also include the involvement of police services.
 - 1.1 The use of PEDs that **compromises** the **academic integrity** of the school or individuals within the school (using PEDs during exams, tests, quizzes, assignments, projects, etc.).
 - 1.2 The use of PEDs that **violates** a person's reasonable expectation of **privacy** (using PEDs in change rooms, washrooms, hallways, stairwells, or during a private meeting, etc.).

- 1.3 The use of PEDs that **compromises** personal and/or school **safety** (using PEDs to bully or harass etc./using PEDs during emergency such as an evacuation, lockdown, heightened risk situation, etc.).
- 1.4 The use of PEDs that facilitates the **commission of a crime** (using PEDs to break federal, provincial or municipal laws).
- 1.5 Any other use of PEDs that the Principal deems **compromises** or **interferes** with **school security, personal safety, individual privacy** or **academic integrity**.

The school is NOT responsible for any PED that may go missing during the school day.

Student Activity Fee

Student activity fees-\$60.00. The activity fee supports civvies days, retreats, student recognition programs, yearbooks, charity, extracurricular activities, school dances, or other student-driven initiatives.

Lockers

Each student is provided with their own locker. Locker assignments are made at the beginning of the school year and appear on each student's timetable. **Students must use assigned lockers.** Lockers must be kept **locked** at all times. Students must purchase a good quality combination lock (Dudley preferred).

- Combinations should be kept secret.
- The school will not be responsible for any property lost, missing or stolen. **Students are advised against bringing valuables, cash and expensive items to school.**
- It is strongly urged that all personal property, including school sweaters, be marked with the name of the owner.
- Students are encouraged to have respect for their own property as well as that of others.

- No stickers shall be placed on lockers and the locker should be kept neat and clean
- Flyers or other marketing materials cannot be distributed or posted on school property.
- **Note to students** - lockers are school property and may be entered at any time by **a school administrator**.

Note: Pictures posted on the inside of lockers **must reflect the moral tone of St. Paul**.

School Council

The St. Paul School Council is required to meet 6 times a year. Elections are held in September and meeting dates are determined from there. This information will be posted on the school website.

Lunch Periods

- Students may bring their lunch from home or purchase it in the school cafeteria.
- Food is to be eaten only in the cafeteria.
- Students are responsible for cleaning up their eating area and depositing all garbage in the receptacles provided.

Transportation

We have a limited number of students who travel by bus. Please remember:

- Be prompt and arrive at your designated bus stop a few minutes prior to the scheduled stop.
- Board and exit the bus in an orderly fashion.
- Students are to behave in an appropriate manner while riding the bus to ensure the safety of all.

- Please note that severe misconduct may result in removal of bus privileges.
- Repeated pink slips on your bus could result in loss of bus privileges.

Bus/School Cancellations

Inclement weather may at times force the cancellation of bus service and school closing. Information regarding this can be obtained from the School Board Office - **Transportation South (905) 890-6362**, or by listening to the following radio stations: **CJMR, CFRB, CHUM, CHWO, CJBC, CFTR, CKEY, CHIN, CBLT**. In the event of a snow day during exams, all exams will be “pushed back” one day.

Student Parking

Students who wish to park a car at school, must obtain a permit from the Vice Principal. This permit must be displayed clearly on the dashboard. Illegally parked cars are subject to tickets and/or towing at owner’s expense. Parking privileges may be withdrawn if abused. Students parking on neighborhood streets must be considerate of property owners and municipal by-laws. The parking lot is monitored by the Mississauga Parking Authority and parking infractions may result in parking tickets being issued. Once your car is parked – lock it and leave it.

Fire Drills

Students are expected to comply with the following:

- observe the sign in every room indicating the main and alternative exit to be used;
 - leave the building when the fire alarm sounds;
 - walk quickly and quietly; do not run or push;
 - assemble with your teacher and class at least 50 meters from the building for attendance;
 - remain outside until a signal sounds for return.
- *We will have 3 Fire Drills each Semester.

UNIFORM POLICY 2018 - 2019

As a Catholic school community, we strive to achieve personal and social values based on modesty, neatness, cleanliness and good taste. You understand that by attending St. Paul Catholic Secondary School you are committed to complying with the school uniform code.

St. Paul is a climate controlled learning environment. As a result, students will be in full uniform from September to June. Please adhere to the following:

[GAP 504.00] School uniform items, as outlined in the school's uniform policy, must conform in style and colour to those available from the approved uniform supplier. The Board approved supplier is:

**R. J. McCarthy Ltd.
360 Evans Avenue
Toronto, Ontario
www.rjmccarthy.com
Phone: (416) 593-6900 / 1-800-668-8261**

Parents/guardians of students who are out of uniform will be contacted. Students who are out of uniform, will be sent home to change.

- **Baseball caps, hats, bandanas or other headwear are not permitted during school hours and must be removed upon entering the school.**
- **No bandanas or gang-related paraphernalia are not permitted.**
- Excessive jewelry/accessories that draws attention away from the concept of “uniformity” will not be worn. Sunglasses are not permitted.

UNIFORM DESCRIPTION

Golf Shirts:

- * Plain white or black collared golf T-shirt (must include St. Paul logo only)
- * If a student is wearing a **white golf shirt**, then any clothing underneath **must be white**.
- * If a student is wearing a **black golf shirt**, then clothing underneath can be **black or white**

Fleece Sweaters:

- * St. Paul fleece sweaters only
- * No “hoodies”

Pants:

- * McCarthy manufactured mid-grey dress pant

******Pants to be worn at the waist******

Socks:

- * Socks (white, grey or black)
- * Socks will be worn during all sessions in the school year

Shoes:

- * **All black shoes (no coloured logos or markings)**
- * Winter boots are to be left in their lockers during the winter season
- * Worn casual shoes, flip-flops, or sandals are not permitted
- * All shoes worn must have backings and closed fronts

Throughout the School Year:

- Students will wear the appropriate uniform in all their classes as well as during spares, in the cafeteria and the library
- Students who have specialty courses at the beginning of the school day (drama, PHE, technology, etc.) will arrive in full uniform and then change into a “modified” uniform for the specialty class, only if needed
- * Shorts of any kind not permitted.

Dress Down Days/Civvies Day

Student Leadership requests days throughout the year, usually one per month, during which students are allowed to wear regular clothing other than their school uniform. These days generally coincide with a special event or spirit or activity day at the school.

The following are **UNACCEPTABLE ITEMS** on Dress Down/Civvies Days at St. Paul.

Tank tops / tube tops / spaghetti Straps / halter tops / bandanas/ T-shirts with improper signage/ muscle shirts.

Inappropriate clothing would include **rude** or **offensive slogans**, immodest apparel, or items which do not respect the rights of others. Students who disregard these expectations will be sent home to change. **No beachwear or flip flops are permitted; for safety purposes, all shoes must have backings and closed fronts.** Students wearing these inappropriate clothing items will be sent home to change.

ATTENDANCE

Students' achievement is linked to attendance. Those students who regularly attend classes generally achieve greater success. The Ministry of Education has established that the responsibility of each student is "to be in attendance at all classes and scheduled activities on time and with the proper materials required for full participation."

Parental/Guardian permission for all students under the age of 18 is required for a student to miss or be late for school.

Unavoidable Absences

Parents/Guardians are requested to phone the school at (905) 278-3994 extension "1" or "77244" before 9:00 a.m. on the day a student is absent, or if for reasons the call to the school cannot be made on the day of absence then to write a note for the student to submit to the attendance office upon returning to school. Failure to do so will result in the student being sent to the Vice-Principal's office to verify the reason for absence.

Parents/Guardians are also requested to make dental and medical appointments outside school hours and to avoid extended absences.

Lates

When lates become persistent parents need to be advised. Timely, consistent attendance is cornerstone to success in school. In the event that student's lates are persistent, progressive discipline will apply though phone calls home, making up time, referral to Attendance Counselor and additional consequences if necessary.

Homeroom Class/Period 1

A 10-minute warning bell will ring at 8:10 to advise all students to go to homeroom (Period 1). A second bell will ring at 8:20 when all students must be in homeroom (Period 1). **Those students who arrive after 8:20 will be recorded as late on the Period 1 attendance. If the attendance folder has been sent to the office, students must sign in at the Attendance office to be marked present. Please have your parent/guardian call the school and/or bring a note signed by your parent/guardian advising the school as to the reason for the late.**

Signing – In

Any student arriving to school from an appointment, (family reasons, etc..) must sign in at the attendance office. The parent/guardian will need to phone ahead of time to notify the office that the student will be arriving later than the scheduled start time. A signed note from a parent/guardian is also acceptable.

Signing Out

Students who must leave for an appointment (dental, medical or otherwise) should sign out at the attendance office for the scheduled appointment before Period 1. **Parents/Guardians should call the Attendance line before 8:10 a.m. to let the secretary know that their son/daughter needs to sign out that day. A signed note from a parent is also acceptable. The student must sign out BEFORE leaving the school – failure to do so will result in a “Truant” entry on their attendance record. Students who feel ill or must leave unexpectedly during the school day must report to the Attendance Office to sign out by calling a parent/guardian for permission to leave the school early. A sign-out slip will be given to the student to present to their teacher(s).**

Skipping/Truancy

Students who leave the school without properly signing out in the attendance office and without having the secretary or administrator speak to a parent/guardian for permission **BEFORE LEAVING THE SCHOOL**, will be marked as skipping or Truant.

Adult Students

Students who are 18 years or older are considered adults by law and can sign their own notes. Nevertheless, they are still expected to follow all rules and policies that apply to St. Paul students..

Students who are 18 years old or older and who wish to continue communication between St. Paul and their parents/guardians must sign a release form to give the school permission to do so. Signature of both parents and students are required on the release form.

Extended Absences

In the unlikely event that parents choose to remove their son or daughter, or students themselves choose to leave school for an extended period of time, families are asked to consider the following:

- Students will be required to request an Extended Absence Form from the attendance office.
- This form must be picked up at least 2 weeks before the absence.
- The student is responsible for any missed work, collection of handouts, notes and reading assignments. The student must make arrangements with the teacher regarding missed tests, labs, projects, presentations or performances.
- A student's mark may be adversely affected by a prolonged absence.

- Examinations will not be rescheduled outside the normal exam schedule to accommodate a student's holiday or work schedule.

Parents/Guardians are asked to consult the school calendar in this Agenda for dates of examinations and school breaks.

St. Paul's Field Trips

Field trips are considered a regular school day where school uniform and school rules apply. Students are expected to pay any fees associated with these excursions.

DISCIPLINE

Every staff member at St. Paul Catholic Secondary School has full authority over and responsibility for each student. In any situation where you are asked to identify yourself, do so in an honest, polite manner, without hesitation.

PROHIBITED ITEMS

Smoking

Smoking and any form of smoking is prohibited at St. Paul Catholic 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 \$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.

SmokersHelpline.ca [1-877-513-5333](https://www.smokershelpline.ca)

Drugs/Alcohol

A student who is on school property at any time under the influence of narcotics or alcohol, or a student in possession of either, will be suspended from school for a definite period of time. Possession of an illegal item will result in police contact.

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 as, used as or intended for use as a weapon.

The term “dangerous article” as used in this policy and procedure 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.”

Students are not permitted to be in possession of a weapon or replica of a weapon on school property or at school sponsored activities for any reason. If a student violates this regulation, their parents and the proper authorities will be contacted. This violation will normally result in a suspension and/or a charge being laid and may be considered grounds for expulsion.

Sexual Harassment

The Dufferin-Peel Catholic District School Board is a Catholic educational community within which children, women and men stand with equal dignity and value.

To work and learn together as equals in a respectful, non-threatening environment is the right of all and fundamental to our Catholic philosophy.

The Dufferin-Peel Catholic District School Board expects that all employees, students and volunteers will be free

from sexual harassment. Sexual harassment is contrary to both Catholic values and the law. The Board supports The Ontario Human Rights Code which explicitly prohibits sexual harassment.

It is the responsibility of all members of the Dufferin-Peel community to conduct themselves in accordance with this policy in order to create and maintain an environment free from sexual harassment.

Definition of Sexual Harassment

Sexual harassment is defined as any unwelcome sexual comment or conduct that intimidates, demeans or offends an individual. Sexual harassment is an expression of power in a sexual manner.

Sexual harassment may include:

- ❖ unwelcome sexual innuendo
- ❖ unwelcome sexual advances
- ❖ inappropriate body contact
- ❖ request for sexual favours
- ❖ display of exploitive materials

RACE RELATIONS

Policy Statements

It is the policy of the Dufferin-Peel Catholic District School Board in keeping with the provisions of the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code to condemn and refuse to tolerate any expression of racial or ethnic bias in any form by its students, staff or trustees and that the accompanying guidelines for handling racial incidents within the Board be implemented.

School and Community

The Dufferin-Peel Catholic District School Board affirms the need for the continued development and implementation of procedures to enhance communication between the school and ethnic communities such that parents and other community members will have access to and feel themselves a part of the school.

Student Services

The Dufferin-Peel Catholic District School Board will seek to ensure that all of its student services provide equitable and racially and culturally sensitive supports that actively promote positive self-worth and pride as well as the maximization of learning potential.

What is a Racial Incident?

It is any expression of physical, psychological or verbal abuse that impinges on the human rights of another person.

This includes racial, religious or ethnic slurs, name calling, insults, ethnic jokes, teasing, physical abuse or violence.

Incidents of Discrimination, Bias or Racism

Name Calling:

- ◆ can be used in fun, in anger or with the intention to hurt. Even name calling in fun can serve as a bad example for listeners who may not realize that it is being done in fun and it may also offend others.

Teasing or Jokes:

- ◆ demeaning stories, jokes and comments. While humour may be intended, hurt may be the result. Even if no members of the target group are present when the comments are made or the joke is told, negative stereotypes are perpetuated.

Slurs or Insults:

- ◆ statements which are meant to demean or degrade with no attempt to conceal the intention through humour.

Graffiti:

- ◆ degrading or insulting words, messages, slogans, pictures, etc., written on or in school property.

Composition of Derogatory Material:

- ◆ the composing of written or printed material containing views which are biased and hateful.

Distribution of Derogatory Material:

- ◆ the distribution of any written or printed material containing views which are biased or hateful.

GUIDANCE AND STUDENT SERVICES **DEPARTMENT**

Guidance and Student Services supports students' needs throughout their secondary school years.

The following are some of the services that Guidance and Student Services provide:

- Academic planning through My BluePrint.
- Classroom instruction in career exploration and planning
- College and University information - application process, correspondence, mark transfer
- Career Information Sessions
- Scholarship information and procedures
- Night school, summer school and correspondence information
- Job Bulletin Board/Volunteer Board
- Support groups
- SAT application and preparation
- Transcript Requests

Students are encouraged to request an appointment with a counsellor whenever they feel it would be beneficial. Likewise, parents are encouraged and welcome to become involved in their son or daughter's concerns, planning, etc. by contacting his/her counsellor.

SPECIAL SERVICES

Other services provided within the school setting include those offered by the Child/Youth Workers, the Social Worker, Psychologist and other Board staff.

Course Load Policy: Grade 9 - 10 - 11 → **8** full courses
Grades 12 → minimum of **6** full courses

Note: Students in Year 4 who do not have 23 credits to date must carry a full course load of 8 courses.

Deadline for Timetable/Schedule Changes: Grades 9-12:
A request for a course change must be submitted within the **first week of each semester** to the appropriate counsellor.

Parental signatures required if under 18 years of age.
Requests for timetable changes will only be considered for the following reasons:

- to enable a student to meet diploma requirements
- level change
- summer school or night school results
- failure of a pre-requisite course
- change in career plans requiring a pre-requisite course
- 23 credits or above and qualifies to take an unscheduled study hall

No course may be dropped five days following publication of mid-term reports

Full Disclosure to Colleges and Universities

Please note that as of September, 1999 full disclosure to colleges and universities came into effect. This means that:

- 1) Course withdrawals and failures for courses beyond grade 10 must be reported.
- 2) Course repeats for courses beyond grade 10 must indicate a mark for each attempt.
- 3) The date on which the student successfully completes each course in grades 9 and 10 will be noted.

DIPLOMA REQUIREMENTS

O.S.S.D.

for grade 9-12 students

A student must acquire 30 credits distributed as follows:

4 credits in English (1 credit/grade)
1 credit in French as a second language
3 credits in Mathematics (at least 1 credit in Grade 11 or 12)
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
.5 credit in Civics
.5 credit in Career Studies

1 additional credit in English, *or* a third language, *or* social sciences and the humanities, *or* Canadian and world studies
1 additional credit in health and physical education, *or* the arts, *or* business studies
1 additional credit in science (Grade 11 or 12) or technological education (Grades 9 - 12)
4 Religion courses

While the school board and principal may recommend that students take certain courses *in addition* to the required subjects, they may not identify additional subjects or courses as compulsory requirements towards the earning of the secondary school diploma.

Skills

In order to earn the OSSD, a student must:

- earn 18 compulsory credits
- earn 12 elective credits, including 4 Religion credits
(one per year)
- complete 40 hours of community involvement
activities
- successfully complete the provincial secondary school
grade 10 Test of Reading and Writing
or
Ontario Secondary School Literacy Courses Gr 11 or 12

WOLVERINE ATHLETICS

All members of our sports teams are expected to demonstrate qualities of ambassadors which are consistent with those of a Catholic school system. These qualities would include:

- Demonstrating sportsmanship and fair play
- Awareness of what it takes to be a ‘class act’
- Willingness to lead a team in prayer before practices and games
- Promoting a positive school image
- Ability to be a ‘team builder’ and ‘community-minded contributor’

At St. Paul SS, we strongly believe that this component is essential in developing the whole person. All students involved in athletics at St. Paul SS must attend the athletics information meeting with their coaches and agree with our policies to be eligible to participate in their respective seasons.

The St. Paul SS Athletic Program offers a full range of activities for boys and girls.

In the upcoming school year the following teams may be available for athletes:

<u>Fall Sports:</u>	<u>Winter Sports:</u>	<u>Spring Sports:</u>
Cross Country	Boys’ Basketball	Boys’ Soccer
Girls’ Basketball	Girls’ Volleyball	Girls’ Soccer
Boys’ Volleyball	Boys’ Hockey	Boy’s Baseball
Girls’ Flag Football	Badminton	Girl’s Slo-Pitch
	Girls’ Hockey	Track & Field

Sports may be added or deleted, depending on demand.

ACADEMIC ELIGIBILITY

Academics and Athletics are an integral part of the learning environment at St. Paul Secondary School. The Athletic Eligibility policy is designed to give students the opportunity to participate in the school’s athletic program while at the same time maintaining academic integrity.

Any student athlete at St. Paul who is failing 50% or more of their course load at the mid-term or end of semester reporting time will be referred to an Athletic Eligibility Committee to have his/her eligibility to participate in athletics reviewed.

TRANSFER POLICY

No school shall include in its lineup any student who has been registered as a transfer from another high school within the previous twelve months. The student must complete an OFSAA transfer form to be declared eligible by the ROPSSAA transfer committee. Forms are available in the Physical Education office. ***All transferring students planning to play on a school team, must fill out transfer forms.***

AGE RESTRICTIONS FOR ELIGIBILITY

A **senior** boy or girl shall not have attained their **19th** birthday by January 1st prior to the start of the school year in which the competition is held.

A **junior** boy or girl shall not have attained their **15th** birthday by January 1st prior to the start of the school year in which the competition is held.

A **bantam/midget** boy or girl shall not have attained their **14th** birthday by January 1st prior to the start of the school year in which the competition is held. They shall be allowed to compete for only 1 year at this level.

QUITTING A TEAM

Any member of a team who quits after the first league game date will be expected to do the following:

- Notify the head coach personally of your intentions to leave the team.
- Hand in all equipment, uniforms, etc.
- Pay any fees or damage costs, which have been accumulated.

Note:

- An athlete quitting a team **will not be permitted to begin practice with another team for the rest of the current school year.** Exception to this rule is with permission of the athletic director, in consultation with the coach and administration.
- Athletes quitting teams forfeit all awards and any nominations for post season honors and awards.

ATHLETICS POLICY & CODE OF CONDUCT

Each athlete should read this policy carefully to ensure that they have a thorough understanding of the following responsibilities:

- ✓ Participating in the athletic program at St. Paul Secondary School is a privilege granted to students who fulfill their obligation as students and citizens to the best of their ability. This privilege may be removed by the school administration as a result of: *repeated lates; repeated absences; poor academic performance; conduct inconsistent with the Code of Student Behaviour.*
- ✓ Students for whom concerns about academic achievement have been expressed by teachers will be monitored to determine the advisability of their continued participation. These concerns would be expressed to both the student and his/her parents, as well as the coach, in order that the decision made is in the best interests of the student. Certain circumstances may result in immediate removal from participation.
- ✓ Demonstrating respect for coaches, teammates, opponents and referees. ***Profanity or unsportsmanlike conduct*** will not be tolerated.
- ✓ Attending all practices is important to your team's

success. If you cannot make a practice, you must personally let your coach know in advance. If you do not practice, you should not expect to play very much, if at all, in your next game.

- ✓ A student will be eligible to play on **two** school teams in the same season that have conflicting game/practice schedules, **only if the 2 coaches involved approve the arrangement. The student athlete must indicate which is their primary sport prior to the start of the season.** It is the athlete's responsibility to notify the coach in advance of any prior commitments.

- ✓ **Be on time for class and present at school.** (If you have an unaccounted absence from school on a day of a game or practice, you will not be allowed to play!)

- ✓ **Conducting yourself in a manner consistent with the ROPSSAA Code of Conduct.**

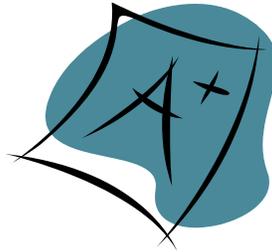
- ✓ Any senior student driving their own vehicles to or from a St. Paul game/tournament must complete the appropriate form which must be signed by their parents. This form will be made available by the coach.



ST. PAUL CSS
REPORT CARDS & INTERVIEWS

When are ‘official’ school report cards distributed?

- ✓ School report cards are generated twice per semester; once at mid-term and once at the conclusion of the semester.
- ✓ Parent-teacher interviews will occur 6-8 weeks into each semester
- ✓ Please see the calendar section of this agenda book for exact dates.
- ✓ Please contact the school to set up interviews with your son/daughter’s subject teachers.



THE PATRICK D. MEANY MEMORIAL LIBRARY

The school library provides a collection of reading materials, On-Line databases, and access to the Internet.

The library is open Monday – Friday from 7:30 a.m. to 3:30 p.m. Students may use the facility before school, during school, during lunch and after school. Please familiarize yourself with borrowing procedures and general policies.

Policies:

1. The library should be used for quiet research, independent study and reading purposes.
2. All students require a School Library Pass to be present in the library during school hours.
3. Priority for computer use will be given to students using library programs for research purposes.
4. Complete school uniform is required at all times.
5. No food allowed.
6. Personal laptop computers cannot be plugged into St. Paul server.
7. We do not accept responsibility for lost items.
8. Printing student work or research is free.

Borrowing Procedures:

1. Books are available for a two week loan.
2. Students will be held responsible for all materials borrowed. Overdue notices are sent to homerooms.
3. Students are accountable for losses. Replacement cost for all lost items will be charged.
4. All reference materials are to be used in the library.
5. Chromebooks and iPads are available for student sign-out. They must be used under teacher supervision.

Online E-resources

E-resources are available through the DPCDSB website both at school and at home. If you are at a board location, you will be logged into the online resource automatically. If you are at a remote location, like your home, you will have to login using one of the following logins.

Provider	Resource Name	Login	Password
EBSCO	CPOV (Canadian points of view), Novelist	dpcdsb	duffpeel
Gale	A variety of subject-specific databases	dpcdsb	trillium
Encyclopedia Britannica	Encyclopedia Britannica	duffpeel	duff78 78
Career Cruising	Career Cruising	dufferin	Careers
Learn360	Learn360	dufferin8 82	oxq41b
National Film Board (NFB)	National Film Board		
OurOntario.ca	Our Ontario Discovery Portal		
National Geographic	NG Map Machine		
WordReference. com	WordReference. com		
Ontario.ca	Ontario Government Documents (English and French)		

ST. PAUL COMPUTER POLICY

St. Paul offers two networks to students: a LAN (Local Area Network) through which students may access all available school software via any computer terminal in the school and a WAN (Wide Area Network) via which students may access the Internet and information available at other sites in the Board.

Rules and Guidelines for Student Computer System Use

1. Students should not attempt to access any files that are not their own unless instructed by a teacher.
2. Only students working on computer assignments will be allowed in the computer labs.
3. Duffel bags and coats should be placed in lockers.
4. The computer labs are a learning and work area for students.

These rules are to protect students from losing their work and from losing the use of the computers. It is an offence to copy programs that are protected by copyright. Failure to follow these rules will result in disciplinary measures which may include removal from the course. Students tampering with software and hardware may face legal prosecution.

Network/Computer Code of Conduct

In keeping with the Board's and St. Paul's Code of Behaviour and Discipline, students are expected to abide by the proper conduct as outlined in this computer policy. Infractions against the rights of others as well as against the respect of school property will result in consequences according to the parameters of the code of conduct. Certain activities, as outlined below, contravene the Criminal Code of Canada and will be reported to the police and consequenced through suspension and/or denial of access to computer facilities and/or other appropriate action. St. Paul's Code of Conduct applies to all users of the Network. Network account holders are prohibited from:

1. Engaging in illegal, unethical or malicious acts;
2. Possessing, using or transmitting unauthorized material (i.e. copyright material);
3. Demonstrating a security problem to other users (i.e. accessing DOS);
4. Degrading, disrupting or intercepting any network transmissions or damaging the computer network hardware (i.e. vandalism) or software (i.e. virus)
5. Corrupting system or application software or another user's data;
6. Wastefully using resources (i.e. paper, toner);
7. Sending messages which include profanity, sexual, racial, religious or ethnic slurs or other abuse, threatening or otherwise offensive language;
8. Using the network for financial or commercial gain;
9. Disclosing of personal information contrary to the Municipal Freedom of Information and Protection of Privacy Act;
10. Creating, processing or distributing unlawful information such as pornographic, obscene or other unacceptable material.

Network Use and Security Measures

1. Students may use a computer resource only under the direct supervision of a teacher;
2. Students register with the lab supervisor each time they use the network. A student is to bring any damage to the terminal to the attention of the lab supervisor. If a workstation has been damaged and the supervisor has not been notified, the current user will be held responsible.
3. Games are not permissible at any time in the school environment;
4. Students are to use only the software installed by the network administrator. The use of any other software will be deemed a security risk. This is a preventative measure to minimize viruses.

SUPPORT AGENCIES

Hospitals and Health Services

Peel Health: (905) 791-7800, ext. 7401
Credit Valley Hospital: (905) 813-2200
Trillium Health Centre – Miss Site: (905) 848-7100
Hospital for Sick Children: (416) 813-1500
Ministry of Health Information: 1-800-268-1154
H.I.P. For Youth - Port Credit: (905) 270-0587
William Osler Health Centre –
Brampton Memorial
Hospital.....(905) 451-1710

Counseling Agencies

Child and Family Clinic at
Mississauga Hospital: (905) 848-7484
Child and Adolescent Clinic at Peel Hospital: (905) 453-1160
Family Services of Peel
 Mississauga: (905) 270-2250
 Brampton: (905) 453-7890
Peel Children's Centre
Nexus Youth Services
Associated Youth Services
Centralized Intake & Access Point: (905) 451-4655

Food Bank

Food Path: (905) 270-5589

Drugs and Alcohol

Peel Partners for a Drug Free Community: (905) 629-2136

24 Hour Support Line: (416) 543-1092

YMCA Peel Youth Substance Abuse Program: (905) 276-9322
Peel Centre of Addiction Research Foundation: 1-888-811-8198
Addiction Counseling Services of Peel
 (Brampton): (905) 453-1615
AA (Alcoholics Anonymous): (416) 487-5591
Alateen and Alanon: (416) 410-3809
Breakaway: (416) 234-1942

Sexuality and Pregnancy

Healthy Sexuality Clinics: (905) 270-0587

Peel Health Department: (905) 799-7700
 Massey Centre for Women: (416) 425-6348
 Vita Centre: 905-502-7933
 Jessie's House: (416) 365-1888
 P-Flag (Parents and Friends of Lesbians and Gays):
 905-457-4570
 Lesbian-Gay Bisexual Youth Group:
 905-270-2250 x 256
 Peel HIV/AIDS Network: (905) 451-1161
Sexual Assault/Abuse
 Children's Aid Society: (905) 363-6131
 Peel Police Victim Services: (905) 453-2251
 Sexual Assault/Rape Crisis Centre of Peel: (905) 273-3337
Suicide/Depression
 Kids Help Phone (24 hrs.): 1-800-668-6868
 Credit Valley Hospital Crisis Line:(905) 813-2792
 Mississauga Hospital Crisis Services: (905) 848-7495
 After hours call: (905) 848-7100
 Distress Line Peel: (905) 278-7208
 Mobile Crisis of Peel – **24 hours:** (905) 278-9036
 Crisis Response Service (under 18) 24 hours:
 (416) 410-8615
Eating Disorders
 H.S.C. Adolescent Centre: (416) 813-5804
 National Eating Disorder Information Centre:(416) 340-4156
 Nutrition Counseling: Mississauga Hospital:
 \ (905) 848-7100
 Credit Valley Hospital: (905) 813-2398
Bereavement
 Bereavement Centre of Peel: (905) 848-7676
 Hospice of Peel: (905) 712-8119
 Bereaved Families of Ontario (Halton/Peel): (905) 848-4337
Shelters
 Salvation Army Family Life Centre – Brampton:
 (905) 451-4115
 Interim Place: (905) 271-1860

Women's Habitat (Toronto): (416) 252-5820
Covenant House (24 hours): (416) 593-4849
Our Place Peel I (16-21 yrs.) Crisis Intervention –
Residence (short term)Mississauga (905) 238-1383
Our Place Peel II Residence (long term)Brampton
(905) 454-1048
Region of Peel Family Shelter Salvation Army:
(905) 272-7061

Schools

Dufferin-Peel Catholic District School Board:
(905) 890-0708
Archbishop Romero: 905-412-1000
Peel District Board of Education: (905) 890-1099
Independent Learning Centre (I.L.C.): (416) 325-4388

Financial and Housing Assistance

Ontario Works, Mothers' Allowance & Social Assistance:
(905) 793-9200
Family Benefits (Mother's Allowance): (905) 897-3100
Region of Peel Social Services: (905) 793-9200
LegalAid: (416) 947-3330

Employment

Solutions for Youth: (905) 949-0049, ext. 2388

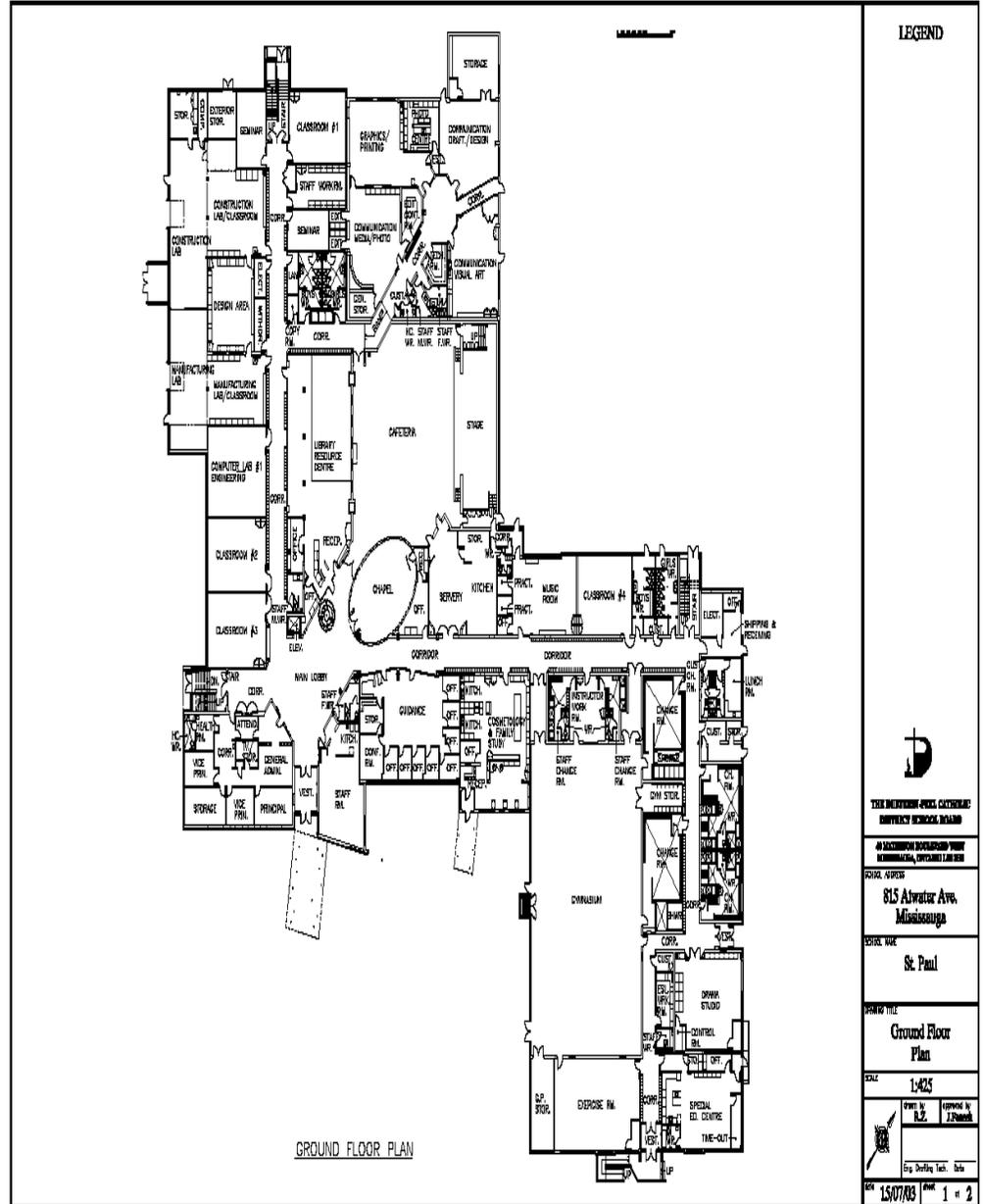
Youth Drop-In Centres

Nexus Youth Centre: 2nd Floor Mississauga Library): 905-
566-1883
The Dam: (905) 826-6558

Crisis

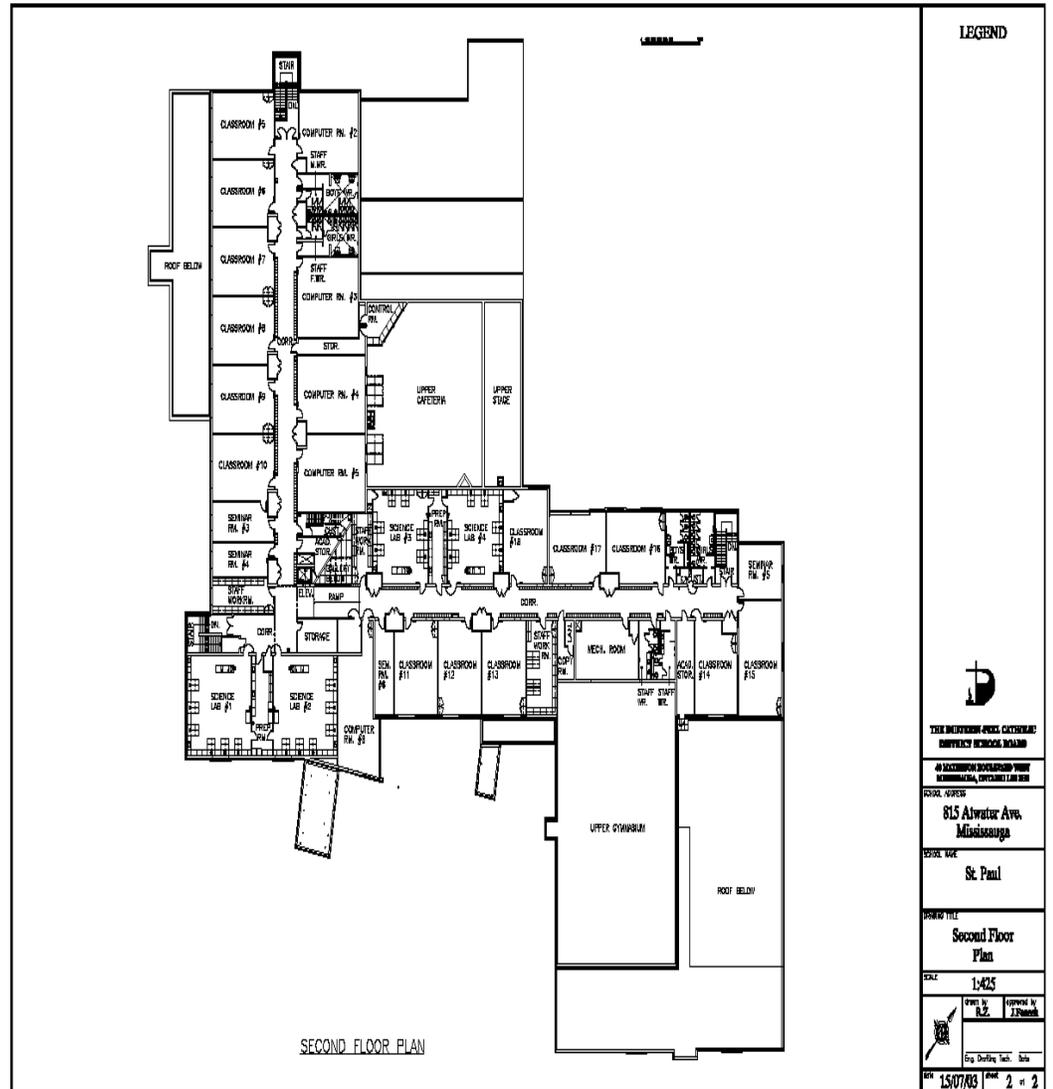
Peel Regional Police – Youth Bureau: (905) 453-3311

St. Paul Catholic Secondary School Floor Plan 1st Floor



St. Paul Catholic Secondary School Floor Plan

2nd Floor



LEGEND



THE DIOCESE OF ST. PAUL AND NORTH DAKOTA
BISHOPRY HERALD BOARD

40 SACRAMENT BROTHERHOOD SAINT
MICHAEL'S, 1000 1ST AVE. S.W.

SCHOOL OFFICE
815 Alwater Ave.
Missoula, MT

SCHOOL NAME
St. Paul

PROJECT TITLE
Second Floor
Plan

SCALE
1:425

Drawn by: J.P. Frank
Approved by: J.P. Frank

Eng. Drawing, Arch. Data

DATE 15/07/03 PAGE 2 of 2