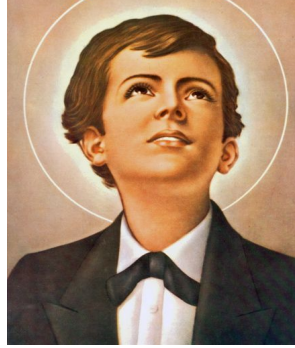


## School Motto

“Together in Truth and Love”



## STORY OF DOMINIC SAVIO

Dominic was the second child in a family of ten. His parents, Charles and Brigid Savio, were hard-working peasants. Dominic's politeness and studious manners had positive influence on the other boys. He was known among his classmates as one who was cheerful, friendly, obedient and gave sound advice.

Dominic died of tuberculosis just prior to his 15th birthday. His last words were, "What a beautiful thing I see!" Dominic is a true model for youth, since he lived a simple life of virtue - one that can be imitated by youth of all ages. St. Dominic once wrote to a friend, "Here we make sanctity consist in being joyful at all times and in faithfully performing our duties".

## WELCOME



Congratulations to the graduates of 2018. To those students who are new to our school community, welcome to the DOM family. St. Dominic Catholic Secondary School welcomes **all** students and their families regardless of their faith journey, we welcome diversity and inclusivity. We continue to offer all students a personalized education, small class sizes and highly qualified teachers who are ready to help you grow academically, spiritually, socially and emotionally. If we could offer a suggestion to each student is that you get involved, what you put into your school life is what you will get out of it. Meet new people, join clubs/teams, bring your interests and strengths to the DOM Family and we become a better school for it, because you are contributing to make

OUR SCHOOL A GREAT SCHOOL. We firmly believe that the partnership between families and school is essential and we encourage you to contact us in order to strengthen this partnership. We are very eager to continue BYOD and Chromebooks into the hands of our students as we prepare you for your pathway of choice.

This September, as our class of 2022 enters and our 2019 graduates depart in June, know our team is privileged to be part of your journey this year, take PRIDE in what you do and in everything that this campus has to offer.

Wishing you success,

Mr. K. Strong  
Principal

Mr. J. Conway  
Vice-Principal

## **PART I: CODE OF CONDUCT**

The Code of Conduct at St. Dominic is founded on the Simcoe Muskoka Catholic District School Board Mission Statement. Our community of students, parents and staff has developed four standards of Student Behaviour. Our school's overall success depends on our commitment to each other.

A school should be a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of our school community feel safe, comfortable, and accepted. All students, parents, teachers and staff members at St. Dominic Catholic Secondary School have the right to be safe, and to feel safe, in this school community. With this right comes the responsibility to contribute to a positive school climate.

The promotion of strategies and initiatives such as Student Success and the promotion of our Gospel Values, along with the employment of prevention and intervention strategies to address inappropriate behaviour, and fosters a positive school climate that supports academic achievement for all students.

The provincial Code of Conduct sets clear provincial standards of behaviour. These standards of behaviour apply not only to students, but also to all individuals involved in the school system – parents or guardians, volunteers, teachers, and other staff members – whether they are on school property, on school transportation, at school-related events or activities, or in other circumstances that could have an impact on the school climate.

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

### **GUIDING PRINCIPLES**

- Our belief in our school as a holistic learning organization and the Simcoe Muskoka Catholic District School Board's key strategic directions speak to the importance we place on supporting and guiding students' faith formation and approaching discipline as a learning opportunity.
- All members of the school community acknowledge that the Spirit of Christ must permeate the Code of Conduct in each school.
- All members of the school community are recognized as unique creations of God and must be treated with respect and dignity, especially persons in positions of authority. As a school system we promote learning that allows each student to learn in an environment which respects each individual.

### **PURPOSES OF THE CODE**

- To promote responsible citizenship by encouraging appropriate participation in the civic and spiritual life of the school community
- To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility. Our goal is to champion continuous improvement in all students and the fostering of positive relationships.
- To encourage the use of non-violent means to resolve conflict.
- To promote the safety of people in the schools.
- To discourage the use of alcohol and illegal drugs.

### **ROLES AND RESPONSIBILITIES**

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

- shows respect for themselves, for others and for those in authority;
- comes to school prepared, on time and ready to learn;
- is courteous to fellow pupils and obedient and courteous to teachers;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own action.

**Parents** play an important role in the education of their children and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill their role when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;

- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- show that they are familiar with the provincial Code of Conduct, the board's Code of Conduct, and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child.

## **PART 2: STANDARDS OF BEHAVIOUR**

### **Respect, Civility and Responsible Citizenship**

The spirit of Christ must permeate all directives pertaining to conduct in each school. As such, all members of the school community must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions as each member is a unique creation of God;
- treat one another with dignity and respect at all times, and especially when there is a disagreement;
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- dress in a manner that complies with the school dress/uniform code and is appropriate to school activities with respect to exposure, cleanliness and/or message;
- take appropriate measures to help those in need;
- respect all members of the school community, especially persons in a position of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- seek assistance from a member of school staff, if necessary to resolve conflict peacefully;
- not swear at a teacher or at another person in a position of authority;
- take responsibility for any reading materials brought on school property. Material deemed exploitative, will be confiscated and progressive discipline may be in effect.
- PEDs (PERSONAL ELECTRONIC DEVICES) – under the direction of the Principal, the use of personal electronic devices, such as cell phones, video recorders or other technologies is restricted while on school property. Any PEDs brought to school have the potential for loss, damage or theft. The school will not be responsible for loss, damage or theft of these devices. PEDs may be used at appropriate times at the discretion of the classroom teacher. No PED is to be present during assessment/evaluation activities. **Failure to comply may result in confiscation of the PED, to be returned to student/parent at the discretion of school administration.**

### **Safety**

All members of the school community must not:

- Be in the possession of any weapon, including firearms ;
- Use any object that threatens or intimidates another person ;
- Cause injury to any person with an object ;
- Be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs ;
- Inflict or encourage others to inflict bodily harm on another person ;
- Engage in bullying behaviours ;
- Commit sexual assault ;
- Traffic weapons or illegal drugs ;
- Give alcohol to a minor ;
- Commit robbery ;
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias ;
- Commit an act of vandalism that causes damage to school property or to property located on the premises of the school.

Student behaviour that is contrary to this Code of Conduct shall be subject to investigation and response as outlined in the Student Discipline Procedures.

Staff behaviour that is contrary to this Code of Conduct shall be subject to investigation and appropriate response under the Simcoe Muskoka Catholic District School Board Human Resources procedures.

Parent and other community members' behaviour that is contrary to this Code of Conduct shall be subject to investigation and appropriate response by the Principal.

## **PART 3: POLICIES AND PROCEDURES.**

### **Please note:**

- Once a student reaches the age of 18, the student assumes full adult rights. Eighteen-year-old students may write their own notes and must provide written authorization for parental/guardian access to their student record.
- Parents/guardians have a right to be informed and involved in their son's or daughter's education. Parents of 18-year-old and older students who wish those students to be held fully responsible for their own school affairs without parent/guardian contact from the school should submit a written request to the school indicating this intent.

### **SUSPENSION INFRACTIONS**

During administration's investigation of an incident, he/she should include consultation with the adult pupil or the pupil's parent/guardian and pupil determine that a pupil has committed one or more infractions, as outlined below. Incidents may include but are not limited to: be during school time, be on school property, during a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate. A principal will consider whether the pupil should be suspended, taking into account any mitigating and other factors that might be applicable in the circumstances.

The principal will also contact the police consistent with the Police School Protocol if the infraction the pupil is suspected of committing requires such contact.

### **The infractions for which a suspension may be imposed by the principal include:**

- uttering a threat to inflict serious bodily harm on another person;
- possessing alcohol, illegal and/or restricted drugs;
- being under the influence of drugs or alcohol;
- swearing at a teacher or at another person in a position of authority;
- committing an act of vandalism that causes extensive damage to school or board property at the pupil's school or to property located on the premises of the pupil's school;
- bullying;
- any act considered by the principal to be injurious to the moral tone of the school;
- any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community;
- any act that is considered by the principal to be contrary to the Board or school Code of Conduct;

### **ATTENDANCE**

Regular attendance is imperative for academic success. Parents are required to phone the attendance line (ext. 301). The school's voice mail system is on 24 hours/day for your convenience. In the absence of a phone call, a note of verification with an explanation must accompany the student before an absence is verified. Student absences that are not verified will be reflected accordingly. It is the student's responsibility to make contact with teachers and/or friends to get missed assignments and curriculum that was delivered while absent. Should your family decide to travel, please contact Guidance for a Temporary Letter of Excusal and an Extended Absence form for the pending absence. These forms are to be completed for any absence greater than 2 school days outside of regular holidays. We ask that you do not travel during the exam schedule as per the school calendar.

## **ABSENCE POLICY**

Parents/guardians will be notified by phone of a student's absence. **NEW:** Parents now have the option to verify student absences from the Shoretel automated callout system. If a student's absences accumulate without proper parental/guardian consent, teaching staff and/or administration will intervene directly with the student.

Teachers will communicate attendance issues to parents/guardians as it relates to achievement. A plan to improve attendance will be developed and documented. Prolonged absences will be investigated by administration and/or SMCDSB's attendance counsellor. Falsifying attendance (forged notes, fraudulent phone calls and unpermitted automated attendance verification by phone) will result in school consequences including possible suspension.

## **RETURNING FROM AN ABSENCE**

It is requested that parents use the automated Shoretel verification phone system to verify an absence or call the attendance line (x301) and leave a message. Students may also present a note from their parents to the Guidance office administrative assistant upon return (prior to 8:50 am). The note must have a DATE, REASON for absence, and it must be SIGNED by a parent/guardian. Notes acknowledge an absence, but do not necessarily condone it.

## **TRUANCY POLICY**

Truancy is any unauthorized absence, without prior permission of parents/guardians and/or school officials. Students will be considered truant if he/she:

- Does not have the absence verified by a parent or guardian
- Does not sign out at the main office
- Returns to school without signing in
- Is absent from school without prior permission of a parent/guardian
- Becomes ill and stays in any room of the school instead of reporting to the main office
- Does not attend a scheduled class, mass, school function, and/or assembly
- Does not report to a specific location as directed by staff.
- Parents/Guardians may not excuse students from regularly scheduled classes to work on other assignments or projects while in the school building. Truancy is a serious breach of school policy and parent/guardian will be contacted if truancy issues should occur. Truancy will be dealt with using a progressive discipline approach that may involve:

Parental Contact

Detentions

Parental Meetings/Counselling

In School Discipline

Suspensions

Attendance Counsellor

## **Living Our Faith**

Our faith education is reflected in tangible ways through liturgies and social justice activities and in less obvious ways, through our daily interactions with one another in our school and the manner with which we treat our neighbours and guests. An important part of the celebration of our faith at St. Dominic occurs when we meet to pray as a community. These opportunities occur in our morning prayer and in the liturgical celebrations that are held throughout the school year. Participation, reverence and respectful behaviour during these celebrations of our faith are an essential responsibility of the students of St. Dominic.

## **Gathering as a school community**

Courteous and respectful behaviour is a requirement of our student audiences at all assemblies. Attendance during religious celebrations and gathering as a school community in any capacity is a mandatory requirement of all St. Dominic students in all grades regardless of whether or not students are enrolled in a class during the scheduled period or on a spare (in case of senior students). Students who have study periods will be notified as to who they are to check in for attendance on Mass and Liturgy days at the beginning of each semester. **Students who elect not to attend will be considered truant and progressive discipline measures will apply.** If there are mitigating circumstances, these will be determined through the discretion of the school administration. We respectfully request that you do not sign your child out for appointments on mass days.

### **LEAVING SCHOOL FOR APPOINTMENTS, ETC.**

All students are required to SIGN OUT at the main office if they are leaving school for an appointment or being picked up by a parent. Students are to bring their parental note to the main office prior to the first class to receive a RELEASE AUTHORIZATION slip for their teacher. Failure to follow the Sign Out procedure results in calls to parents from the attendance office.

### **SIGN OUT POLICY (18 yrs of age or older)**

Students 18 years of age or older may sign themselves out of school. Students abusing the "Sign Out" process will lose the privilege. Once a student "Signs Out" of school they must leave the property. If they return to school before the end of the day they must sign back in and report to class.

Signing Out is not permitted as a mechanism to be out of class and still in the school. In such cases, the student is considered truant and progressive discipline measures will be followed.

### **CHANGE OF ADDRESS / UPDATE CONTACT INFORMATION**

If a student's residence or contact information changes within the school year the Guidance office (EXT. 306) must be notified at least one week in advance to arrange transportation and to update school records. It is the responsibility of the parent to relay this information. At the beginning of the school year, when paying their student fee, students are required to submit an update of information form that includes, address, health information, guardianship, all phone numbers and email contacts.

### **LATES**

Students must be in class when the bell rings (8:55, 10:20, 12:25, 1:45) or they will be marked as late. Parents of students that are habitually late will be notified by teachers and a plan of action may be developed with administration. Should the student be in the hallway during 'O Canada' and prayer/morning reflection, students are expected to remain quiet and still, as we come together as a whole community in silence, prayer and thought.

### **20/20**

All students are to remain in their classroom for the first 20 minutes and the last 20 minutes of class. Students are not permitted to go to their locker, washroom or drinking fountain during these times. If a student needs to make an office visit, the teacher will notify the office.

### **STUDY PERIOD**

Senior students who are on a study period must report to either the cafeteria or library. They are not to be in the hallways.

# St. Dominic Catholic Secondary School UNIFORM POLICY 2018-2019

As developed by students, parents and staff and reviewed annually

ITEM	DESCRIPTION	VIOLATION
<p><b>TOPS:</b>                      DGN Kilter's McCarthy's / White Oxford-Style Dress Shirt - long sleeve</p> <p>St. Dominic plaid neck tie</p> <p>DGN Kilter's Navy Cardigan</p> <p>DGN Kilter's/McCarthy's / French Cut Ladies Blouse</p> <p>DGN Kilter's/ McCarthy's Golf Shirt - Short/Long Sleeve</p> <p>DGN Kilter's McCarthy's / Rugby Shirt</p> <p>DGN Kilter's McCarthy's / Knit Vest</p> <p>DGN Kilter's McCarthy's / Top-Zippered Sweatshirt</p>	<p>St. Dominic school uniform logo only (DGN Kilter's/ McCarthy's / tucked or untucked</p> <p>ONLY <b>white crew neck</b> tee shirts permitted to be worn under the long and short sleeve golf shirts, rugby shirts, vests and cardigan.</p> <p>Vests must be worn with a uniform garment or a plain white top under it</p> <p>St. Dominic C.S.S. crest must be visible with uniform tops</p>	<p>Shirts tied</p> <p>Blouses and oxford shirts must be buttoned at all times</p> <p>Having any "under" garments visible</p> <p>Any undershirt that is not exclusively white</p> <p>Hoodies are NOT permitted</p>
<p><b>BOTTOMS:</b>                      Tan Casual Pant</p> <p>Bermuda/Walking Shorts (April 1 - October 30 May be worn without socks for all students)</p> <p>Navy Dress Pant (girls only)</p> <p>Kilts (girls only)</p> <p>Socks/Tights</p>	<p>all school pants/walking shorts must be DGN Kilter's/ McCarthy's. <u>No other pants are permitted</u></p> <p>pants must be hemmed</p> <p>shorts 4 inches above the knee</p> <p>DGN Kilter's/McCarthy's WITH shorts</p> <p>Socks: solid dark green or navy blue knee-high (Not carried in DGN clothing line)</p> <p>Tights: <b>solid</b> dark green, navy, black or neutral - no stripes</p>	<p>pant legs rolled up - must remain at shoe length</p> <p>ladies' pants and men's trousers worn below the waist</p> <p>undergarments visible</p> <p>pants that are defaced with any writing / drawings etc</p> <p>length which is greater than 4 inches above knee, as per DGN Kilter's /McCarthy's /length specifications</p> <p>hemming kilts</p> <p>rolling of kilt waist</p> <p>pants/jogging pants worn under a kilt.</p> <p>Black bicycle shorts must be worn under kilts but not showing</p> <p>NO footless tights NO ankle sport socks with kilts</p>
<p><b>SHOES</b></p>	<p>Running shoes (any colour), dress shoes, sandals and boots must be predominantly black or brown</p> <p>Black or brown boots may be worn with or without socks</p> <p>Appropriate sandals are permitted up to Thanksgiving and after Victoria Day – date may be modified at the discretion of the Principal.</p>	<p>Flip flops/sliders, beach shoes, flimsy sandals, slippers, flatsole, no shoes or sock feet</p>

<p><b>GENERAL INFORMATION</b></p>	<p>Students are to be in school uniform during the school day</p> <p>outerwear must be removed upon arrival at school and left in locker (hats, mittens ,gloves, scarves, coats)</p> <p>the school crest must be visible at all times no hoodies, sweaters, sweatshirts, or jackets are to be worn in the school or classroom over OR under the uniform piece</p> <p>hats, bandanas, or scarves may not be worn by girls or boys inside the school- <b><u>hats to be removed upon entry to the building</u></b></p> <p>students are to be in full uniform during excursions/field trips/ retreats</p> <p>Backpacks are to be stored in lockers and are not to travel with the student unless permission is granted by Principal.</p>	<p>All accessories and jewelry must be worn in the spirit of the uniform – this means the uniform is seen first, not the accessory</p> <p><b>The final decision with respect to the appropriateness of dress is left up to the sole discretion of school administration.</b></p>
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**We are called to celebrate our uniqueness as a school community, our uniform is part of who we are.**

### Students Out of Uniform

Teachers will address uniform infractions on an individual basis by informing the student of the uniform policy and requesting compliance to the uniform policy. Students with habitual infractions and/or those who refuse to comply will be referred to the office.

Students arriving at school without a uniform will not be admitted to class until they have met with Administration to resolve the issue. In the case when students do not have uniform pieces at school, students are expected to:

1. borrow the missing piece(s) from a friend
2. call parent/guardian at home to have missing piece(s) brought to school

In the case of an emergency which include rips and stains, the office may loan a uniform piece to the student at the discretion of Administration. Collateral must be left in the office and the piece(s) must be returned by the end of the day. Uniform pieces will not be loaned to students who have “forgotten” their uniform.

If the uniform issue cannot be solved by any of the above actions, the student will remain in the office for the day.

### Only the following uniform exceptions will be permitted:

#### Coop

- 2-credit coop students are permitted to change into clothing appropriate to their work location but must be in uniform before or upon return from their 2 credit coop

#### Hospitality

- All students in hospitality classes are to wear their regular uniform with an apron or chef coat while cooking.

#### Construction

- All construction students are to wear their regular uniform with a shop coat. Hats are permitted to keep sawdust from student’s hair.

#### Drama

- All drama students are to wear their regular uniform. Girls wearing kilts may wear an alternate type of pant for modesty.



## **CIVVIES DAYS**

'Civvies Days' are considered to be the only day students are allowed to be out of uniform. A 'Civvies Day' or a 'Uniform Buy-Out Day' will be announced periodically. Proceeds from Buy-Outs fund school committees, social justice issues and community projects. \*\*\*\* On such days, students must follow the Dress Code:

- no inappropriate slogans are allowed on any clothing
- no ripped, torn or frayed clothing
- no shorts or skirts shorter than 4" above the knee
- modest tops must have a small sleeve covering the shoulders, no tank tops, no midriff showing, no sheer/see-through clothing, and no off-the-shoulder, low cut/revealing necklines
- if Civvies Day attire becomes problematic future Civvies Days may be in jeopardy
- The final decision with respect to clothing appropriateness will be made by Administration.

## **PART 4: POLICIES AND PROCEDURES**

### **ACADEMIC RESPONSIBILITIES OF THE STUDENT**

**Students will:**

- Complete tasks to the best of their ability
- Be knowledgeable of assessment and evaluation procedures
- Honour assessment activities and time lines by completing tasks with care and submitting work as instructed
- Engage in a variety of assessment tasks which may require independent work, collaboration and teamwork, organization, productive work habits and initiative
- Inform teachers of possible difficulties in completing work or meeting deadlines
- Be an active participant in the learning and assessment process, including self-assessment
- Take advantage of opportunities to improve work and receiving feedback
- Assist peers in their learning through collaboration and by providing focused feedback
- Be a self-advocate and an active participant in effectively implementing the accommodations as outlined in his/her Individual Education Plan, if applicable
- Communicate with parents/guardians as well as teachers about their learning progress

### **ACADEMIC HONESTY**

Plagiarism, a form of cheating, is the presentation of someone else's work, ideas, research, etc. as your own. Academic honesty is expected of all students in all facets of their work, including but not limited to research papers, seminar presentations, independent studies, and lab reports.

In cases of plagiarism, parents will be notified and assessment piece will not be evaluated. Another assignment may be assigned to the student, at the discretion of the teacher, keeping in consideration the individual and grade level.

Internet resources are an excellent research tool, but beware of using others' work as your own.

### **TESTS**

Attendance on assessment days is mandatory. If a student is late arriving for an assessment, without previously informing the teacher of this possibility, the student will enter the class and begin the assessment exercise. Extra time to complete the assessment will only be given at the teacher's and/or Administration's discretion.

If a student is absent during a class assessment, the student may be given the opportunity to complete the assessment on the day of their return to school, at the discretion of the teacher and/or Administration.

### **LATE WORK POLICY**

When a teacher sets a due date for assignments, students are expected to meet that deadline. If a student requires extra time to complete the assignment, due to extenuating circumstances, then an extension must be discussed with the teacher prior to the due date. A reasonable extension may then be granted. In accordance with the S.M.C.D.S.B.'s AER (Assessment, Evaluation and Review) document, a 10 % deduction may occur and a possible Non-Submission may be granted as per the teacher. Excessive non-submission may jeopardize the credit as there may be not enough evidence to support the requirements of the course.

## EXAMS

The last two weeks of each semester are reserved as final summative assessment days. **This is not a holiday period and students will not be released from writing exams during the exam schedule for this reason.** Exam schedules are posted prior to exams in each classroom. It is the student's responsibility to note the exact day and time of the course exam. In order to achieve a course credit, a student must be present and complete the summative assessment. These assessments will be scheduled during regular class time at the midpoint of each semester.

Exam dates: **Semester I:** January 24 - January 30, 2019 **Semester II:** June 20 - June 26, 2019

## REPORTING STUDENT PROGRESS

Interim Reports will be issued about five weeks into each semester to provide information on student progress in each course and interviews are scheduled soon after. Midterm reports are sent home halfway through each semester; final reports are issued at the end of each semester. Parents are encouraged to contact the teacher to discuss student progress throughout the year.

## TEXTBOOKS

Textbooks are provided by the school and assigned to each student for all subject areas. Every textbook is barcoded and scanned as part of our school inventory. Barcoded textbooks are assigned to students at the beginning of each semester. Students are responsible for the issued books until their return at the end of the semester. Upon completion of any subject or departure from school/final exam days, texts are to be returned directly to their classroom teacher. Lost or damaged texts and/or resources are the financial responsibility of the student. A fee will be charged for any missing or damaged textbook. School resources will not be available to students who owe the school monies for lost or damaged textbooks.

Please help us keep these valuable resources in the school.

## DISTRACTIONS

A student's full attention in a learning environment is a key to success. When the individual is engaged in the learning process, they have a right to be free from outside distractions such as, cell phones, iPods, radios, locker visits, vehicle noise, etc. We encourage students to leave their PED locked in their locker.

Use of CELLPHONES and any other electronic device during class time requires the permission of the teacher. Should the cell phone be out in class without permission, the student will be sent to the office with the cell phone where it may remain for the day.

Cell phones can be used prior to class, after class, during lunch and prior to travel time. Phone calls must be made / received outside of the building. Students who are repeatedly using a cell phone for calls inside the school will result in parental involvement and progressive discipline may result.

We ask that parents **not** text their child while in class. In emergency situations, please call the school.

## STUDENT SAFETY

- **Knapsacks must be kept in lockers. They may not be taken into classrooms or left in the halls.**
- In the case of an emergency situation students and staff are directed to follow the appropriate procedures as outlined in our school Safety Protocols.

**STUDENT PARKING** The school is not responsible for any damage that may occur to vehicles while on school property. Students are not to loiter in parked cars during lunches or study periods. Reckless driving, speeding, or undue disturbance will not be tolerated and the police will be contacted. Student parking is available in the parking lot located at the south end of the school only (closest to Muskoka Ambulance). If you are driving a car to school, you must display a parking permit. Permits are issued at the Main Office. Staff and visitor parking are in the lot at the front of the school in the north lot by the Tim Horton path. Students are not permitted to smoke in parked cars on school property. Drivers must observe the ONE WAY signs posted in front of the school. Vehicles enter via the North entrance by the school notice board and exit via the South entrance. School buses deliver and pick up students at the rear of the school.

## BIKES, SKATEBOARDS, SNOWMOBILES

As a protective measure, students riding bikes to school must have bike locks.

Snowmobiles are to be parked in front of the school during school hours and not to be used at lunch. Helmets are dropped off to administration in the morning and will be returned at the end of the day.

Skateboards, scooters, roller blades etc. that are brought to school are not permitted to be used on school property. If used on the property, this equipment will be confiscated by the staff and brought to the office. Property will be kept in the school office and parents may pick it up at their convenience. Students who do not comply with the request to leave items in the office will be in defiance of authority and subject to progressive discipline measures that include in-school and out of school suspension.

## **LOCKERS**

Every student is assigned ONE individual locker, which is the property of the school and is lent to the student. Each locker MUST have a lock on it. Administration may carry out inspections from time to time for health and safety and reasons. Inappropriate materials will not be tolerated in lockers. The student is responsible for keeping the locker clear and orderly. Only removable tape may be used to affix objects. Stickers permanently damage the paint on lockers. Nothing is to be adhered to the outside of any locker. Students damaging or defacing lockers will be charged a minimum fee of \$20 for facilitating repairs to the locker.

**Locks are provided by the school and are the property of the school. Students are asked not to remove locks, and/or relocate to another locker. Students are required to ensure that their locker is secured throughout the day and prior to leaving each day. Should a student misplace, or lose their lock, a replacement cost of \$15.00 will be required. Students are not to share their combination with others.**

**NEW for 2018/2019 - Lockers for life program - Students that are new to St. Dominic, including grade 9's, will be assigned a locker with a lock already with it. All returning St. Dominic students will be reassigned to the locker with lock combination they had for the previous school year.**

Should a student's lock break, he/she should notify the office and will be permitted to keep his/her belongings in the office until a new lock is purchased. Students should not leave any items in a locker without a lock. The school is not held responsible for objects missing from any locker. Lockers will be assigned during the first week of school or upon registration. Students are not permitted to change lockers without office approval.

## **STUDENT ACTIVITY FEE**

**NEW for 2018/2019 - \$35.00**

The Student Activity Fee is due at the time of registration or by the end of September. This fee covers the cost of school spirit events, subsidizes the Athletic Association, the Student Council and various other student events throughout the year. The fee also covers the student ID card which is necessary for using the library, signing out textbooks and provides a discount for some dance tickets. **Collection:** We are asking the fees be paid at the beginning of the school year. **Chromebooks will be assigned after the Student Activity Fee has been paid.**

## **LUNCH HOUR - FOOD AND DRINK**

All lunches must be eaten in the cafeteria, for health reasons as well as to respect school property. **Students may not gather, eat or sit in the NORTH or SOUTH stairwells.** There is limited access permitted to the second floor during the lunch hour. Students are expected to clean up their own space at the end of lunch. No food or drink is allowed in the hallways, washrooms or classrooms other than water throughout the day. For safety reasons, physical activities are not permitted in the cafeteria.

## **LIBRARY**

Our library is open each period for those students who have been granted Study Periods. Other students are not allowed to be in the library without direct teacher supervision. No food or drink is allowed in the library. Computers are available for research or guidance purposes only. Student Services may assign students in on-line courses to library computers.

## **RESPECTING SCHOOL PROPERTY AND OUR NEIGHBOURS**

We ask our students to take pride in St. Dominic. Students are expected not to litter as there are receptacles for garbage provided both within and outside the school. It is the responsibility of the school, as good citizens of the community, to respect the private property of our neighbours.

Vandalism of school property will not be tolerated. In all cases, students will be required to pay for damage to school property (e.g., equipment, texts, resource material, etc.). When necessary, the police will be involved and a suspension

and/or criminal charges may result. St. Dominic has an anonymous “tip line” that can be reached by calling the school and dialing ext: 500.

The property between St. Dominic and Depot Drive is used as a throughway for students to traverse to other businesses in our community. It is owned by the township and they have requested that our students kindly refrain from loitering in this green space.

## **MEDICATION**

The health and safety of the student are the prime consideration for the following procedures. According to the Board’s Medication Policy, students are asked to advise School Administration in writing that they are on medication and the anticipated length of treatment. At this point it will be determined how best to administer the medication.

Forms are available from the main office for a parent/guardian that outline the type of medication and when such medication is to be administered. Parents are to keep the office informed of any medical updates. The medication is to be left at the Main Office in clearly-labeled containers. The medication will be made available to the student as per instructions of the parent/guardian. The above process must be followed before the student brings the medication to school. The staff may not administer Tylenol/Aspirin without parental permission. Written consent must be on hand in the main office before these tablets can be given to any student under 18 years of age.

Some students with identified Life-Threatening medical conditions may need to have developed for them an Individual Plan of Care. The student and/or parent/guardian should alert school administration if such a condition exists.

## **SCENT ALERT**

Please observe that there are a number of ‘scent-sensitive’ individuals in our school that experience reactions to scented products. Reactions include: headaches, migraines and breathing difficulty. We ask students to refrain from spraying scents in the washrooms, change rooms and hallways to support the health and safety of others. Consequences may result if individuals do not comply. Physical Education classes will have guidelines for acceptable scent use.

## **SMOKING**

This is a “smoke-free” school by law, according to ‘Ontario’s Smoke Free Act’. Therefore, smoking, (including vapor cigarettes) is not permitted in the school or on school property, which includes parked cars. School property is interpreted to include all areas in and around the main building and parking lots. The only smoking area available in close proximity to the school is in the far south corner of the school property, between Cedar Lane and the sidewalk area (off school property). Violation of this School Board Policy could result in a suspension and/or a fine that is currently set by the Province of Ontario at \$305.00. Intermittent checks by the local Health Unit could result in monetary fines for underage students smoking, and/or students smoking on school property. Smoking is permitted in the designated smoking area before school, at lunch and after school only. Smoking at other times of the school day is strictly prohibited and will result in consequences set out by school administration.

## **VISITORS**

Students are not permitted to have visitors in our school, unless pre-approved by administration. Pre-approved visitors are required to sign in at the main office upon entering our school and obtain an identification tag. Should any students see anyone in the school who is not easily identified by the neon green name tag or school board name tag, they should immediately notify any staff member (teacher, E.A., custodian, etc.). Administration will intercept and will, if needed, escort the visitor to the main office.

# **PART 5: SCHOOL SUPPORT SERVICES**

## **STUDENT SERVICES**

The Guidance department at St.Dominic Catholic Secondary School is committed to providing a comprehensive counselling program for all students. The student support team works with students, staff, parents, and community partners to ensure that the academic, career, personal, social and spiritual needs of students are addressed. Through individual, small and large group sessions, the student support team works to tap into the issues affecting students and provide the necessary guidance and support in order to maximize students' potential and equip them to deal with the many decisions they will make and challenges they will face.

Students are encouraged to drop by the Guidance Department in room 106 for assistance with timetable changes, to discuss career options, or if they have questions related to courses or post-secondary options. A counsellor is also available for one on one support and will help facilitate the support of community agencies when necessary.

Appointments can be made through the Guidance Secretary in room 106. Before school, at lunch, between classes and after school, walk in appointments may be available.

The Guidance Department works together with the student to empower them with information, opportunities and support to help them make informed decisions as they grow and develop into responsible young adults.

### **COURSE CHANGE PROCEDURES**

Students who wish to make a change in their timetable should:

- consult the subject teacher
- make an appointment with the Guidance secretary to speak to the Guidance Counsellor to receive permission.
- complete the appropriate form (Add/Drop), have it signed by a parent, and return the form to Guidance Counsellor
- return all course materials to appropriate teacher.
- Students must attend their assigned classes until timetable changes have been formally processed.

### **COMMUNITY AGENCIES COUNSELING**

Appointments are made through the Guidance Secretary in 106.

#### **Parish and Community Partners and the Police**

Clergy and parish members provide support and resources in the development of the faith life, providing the foundation for the moral tone of our school communities. Other community members need to support and respect the rules of their local schools.

The Ontario Provincial Police are community partners and play an essential role in making our schools and communities safer. Police investigate incidents in accordance with the Simcoe Muskoka Catholic District School Board Police Protocol. This protocol is based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education

### **CHAPLAINCY SERVICES**

Chaplaincy services are in place to assist with the spiritual education of students. Recognizing the uniqueness of being a Catholic community, the Chaplain's role is to facilitate morning reflections, grade level retreats, and school liturgies. Regardless of religious denomination, all students are invited to participate in school masses and retreats, as they help to build school community and identify us as a faith family. The Social Justice Club is an extension of the Chaplain's office, whereby students are able to acknowledge God's blessings in their lives and in turn fulfill the commandment of "loving their neighbour" at a both a local and global level, through their acts of charity. Chaplaincy services also provide a means for supporting students, through the availability of confidential counseling, as the need arises.

### **RESOURCE / STUDENT SUCCESS SERVICES**

The goal of the resource team at St. Dominic is to assist students in achieving academic and social success. This staff works with the student and their parents to utilize the student's strengths and support any areas of need. Students may access this assistance at any time for assistance with course work or test/exam support.

## **STUDENTS WITH EXCEPTIONALITIES**

The St. Dominic Community is committed to promoting respect and dignity for self and others. Students with exceptionalities are an integral part of our school community and are integrated into regular programs.

## **CO-OPERATIVE EDUCATION**

This academic/work experience can be obtained through two and/or four credit packages (whole or half day). Students are encouraged to explore career choices through an employment model.

A wide array of placements are available that encompass hospitality and tourism, child care and education, technology and the world of work. These courses allow students to spend a portion of their day in a community work setting as an extension of the classroom program

## **STUDENT COUNCIL**

Being a member of the Student Council gives students a voice in student matters at St. Dominic and opportunities for students to organize school events that benefit the entire school population. Get involved!

## **CO-CURRICULAR**

Co-curricular involvement is an important element in student development. St. Dominic offers a wide range of co-curricular activities. There is something for everyone

## **STUDENT ACTIVITIES**

All students are encouraged to participate in school activities offered at St. Dominic including clubs, athletics, and student council activities. All students involved with co-curricular activities must continue to focus on their academics. Students participating in all school-sponsored events will be held accountable to the expectations as outlined in St. Dominic School Code of Conduct.

## **GRADUATION**

A fee for graduation expenses (gown, program, refreshments, etc.) is charged for each graduating student. This fee is non-refundable once the gowns have been ordered even if a student decides not to participate or is not successful in achieving all the credits necessary to graduate. Seats for the graduation ceremony are limited due to space restrictions.

## **COMPUTER NETWORK AND CHROMEBOOK - USAGE**

**Please refer to the St. Dominic Homepage under the section listed: FOR STUDENTS to find all of the Chromebook specific policies and procedures. Chromebooks will be assigned to students after they have paid their Student Activity Fee.**

All students have accounts on the St. Dominic computer network, and agree to abide with the Acceptable Use Policy posted on each computer. Students must respect other network users. Using another student's account, altering or deleting files, etc., is strictly forbidden.

Students are permitted to use school software only. High-speed Internet access is available throughout the school; however, playing games, downloading software, streaming audio and video, chatting and instant messaging are not permitted as they slow down the entire network unnecessarily. Abuse of computer privileges may result in removal from the network. **Printing:** As we move toward a paperless school environment, limited student print allotments will be issued to each student. Additional sheets where necessary are available at \$0.10 per sheet. Students enrolled in computer-based courses will receive a higher paper allotment. **TRANSPORTATION**

Buses at St. Dominic will load and unload at the rear of the school. If a student misses the bus, alternate arrangements to secure transportation home must be arranged by the student.

Students must be in uniform at the beginning and at the end of the day bus time.

St. Dominic students are provided with bus service to and from school. Each student is assigned one seat on one bus route and may not transfer to other buses. Late buses (after school) are provided for extra-curricular activities (Mondays and Wednesdays). More information will follow regarding direction, drop points and time.

Students are bound by the school code of conduct for their conduct at bus stops and while traveling on all school transportation to and from school or on any school related activity. Students may not change bus routes unless deemed as an emergency and will require a written request from parent(s) to Student Services prior to noon. Transportation

consortiums occasionally block written temporary transfer requests which may require students to make alternate transportation arrangements. Students are not to transport large objects on the bus (snowboards, large projects, skis, hockey/lacrosse sticks, etc.). Students must make alternate arrangements to transport such articles.

All students are to abide by the safety regulations established by the local bus companies. Any damage to the bus caused by a student will become that student's financial responsibility.

**Inclement weather:** When buses are not running, the school will remain open. Notification of bus cancellations will be reported to the local radio station FM 99.5 in Bracebridge or FM 105.5 in Huntsville. Students will be responsible for their own transportation to and from the school on these days.

### DAILY SCHEDULE

Warning Bell	8:50am
Period 1	8:55am - 10:10am
Nutrition Break	10:10am - 10:20am
Period 2	10:20am - 11:35am
Lunch	11:35am - 12:20pm
Period 3	12:25pm - 1:40pm
Period 4	1:45pm - 3:00pm

### WEEKLY PERIOD ROTATION

	Week 1	Week 2	Week 3	Week 4
8:55 am	1	2	3	4
10:20 am	2	1	4	3
11:35 am	Lunch	Lunch	Lunch	Lunch
12:25 pm	3	4	1	2
1:45 pm	4	3	2	1