

## **INTRODUCTION**

St. Joseph's Secondary School has a two-fold objective: to ensure that our students receive the best possible education through the various course offerings while ensuring that the moral, ethical and religious values endorsed by the Catholic Church are taught and practiced in all facets of school activities.

Catholic Secondary education is designed primarily to ensure that its students receive an education in an atmosphere of Christianity, common understanding and mutual respect. With Christ as our model and the help of the Holy Spirit, we can imbue the entire educational process in our Catholic High School with Catholic Christian ideals.

Catholic Secondary education works towards fostering a sense of community in which a student learns to respect himself or herself and to respect others. A student learns self-discipline and the importance that self-discipline plays in his or her life.

## **MISSION STATEMENT**

We of St. Joseph's Catholic Secondary School, recognizing that education is a lifelong journey in our search to know God as revealed through Jesus Christ, strive to foster respect for Gospel values, regard for academic excellence, and acceptance of Christian concern for all.

## **WE BELIEVE:**

- .... that the values and the mission of Jesus Christ are central to the life and existence of our schools.
- .... that the spirit and life of our schools are of warmth and sharing which fosters learning and religious growth.
- .... that our system recognizes and respects Canada's multicultural heritage and that each child is unique and wonderful.
- .... that we are in a partnership with the Home and the Church to educate our students for life.
- .... that the curriculum and teaching reflect academic excellence in every way.

## **MAIN OBJECTIVES OF ST. JOSEPH'S SECONDARY SCHOOL**

The Catholic Secondary School will provide:

1. A continuum for the acquisition of Catholic morals and values.
2. A school setting to allow for close relationships with teachers and other students.
3. An environment where there will be emphasis on discipline, especially on the acquisition of self-discipline with a genuine Christian concern for others.
4. An opportunity for academic excellence where students develop to their fullest potential.
5. An opportunity to receive personal guidance and direction.
6. The opportunity to acquire leadership skills
7. Equal opportunity for all students to select courses offered at the school.

## **THE HOUSE SYSTEM**

In order to create a warm and inviting atmosphere, the school population at St. Joseph's is organized into four houses. Each house consists of approximately 200 students and 15 teachers. In structuring our school this way, we hope to make a large school smaller and more personal.

In charge of each house is a Dean. The role of the Dean is to counsel students, to co-ordinate activities, to monitor attendance and discipline within the house. The Dean is an important contact person for both students and parents.

We believe the house system helps to make St. Joseph's a "school with a difference". The four houses are St. Monica, St. Anthony, St. Matthew and St. Ignatius.

## **RELIGIOUS INSTRUCTION**

As St. Joseph's is a Catholic Secondary School, students are required by the Board to take one course designated as being a Religious Education course in each year of attendance at the school. Attendance is mandatory for all students for all religious activities throughout the school year.

## **CHAPLAINCY SERVICE**

At the present time at St. Joseph's Secondary School, chaplaincy services are provided by the Chaplain, Sister Terry Ann Wilson, and a parish priest, Father Jacques Labelle, who work closely with the principal and the school staff.

St. Paul tells us that the "presbyter" or priest is to give himself to "prayer and the service of the Word". That being the case, the following are priorities for the chaplains at St. Joseph's:

- to pray for the students, staff and parents of St. Joe's.
- to celebrate the Eucharist and the Sacrament of reconciliation when appropriate.
- to be available to students and staff and to be a sign to them of the concern and love of Christ and the Church.
- to provide counseling in spiritual matter.
- to plan liturgies such as prayer services in class and chapel as requested.
- to visit classrooms to assist teachers in putting forth the Church's understanding of the sacraments, modern moral questions, etc.
- to get to know students on a personal level in order to better meet their faith needs.

## **PRAYER OF ST. JOSEPH**

St. Joseph, guide and protect us and help us to follow your example. Your life of faithfulness to God is our inspiration. Pray that we will do our best to grow in wisdom and knowledge so that we may be witnesses of God's love. We ask this through Christ, our Lord. Amen.

St. Anthony, pray for us.

St. Ignatius, pray for us.

St. Matthew, pray for us.

St. Monica, pray for us.

St. Joseph, pray for us.

## **CODE OF STUDENT BEHAVIOUR**

### **RATIONALE**

Discipline is a part of life. It is essential to the spiritual, social and educational development of the individual. By means of self-discipline, and individual works out healthy and productive relationships with others. In the school, discipline is required to provide an atmosphere of order and seriousness in which students can develop their intellectual and social skills. A code of student behaviour enables a school to outline its expectations regarding behaviour to its students. However, teachers and parents or guardians should be familiar with the code and support its implementation. Finally, the code of behaviour reflects the values of the Catholic community of the school including respect for persons and property. It is based on an understanding of the responsibilities of students under the Education Act.

### **GOALS**

1. To foster a sense of self-worth and self-discipline in students.
2. To establish and maintain a positive climate and setting in which learning can take place.
3. To develop an awareness of personal responsibility for self and for others both in the school community and in society at large.
4. To promote Catholic values within the school including respect for self and others.
5. To encourage co-operative approaches to problem-solving including acceptable methods for resolving conflict.
6. To protect the basic right of all students to a sound educational experience.
7. To promote respect for school property and the personal property of others.

## **ATTENDANCE**

You are expected to attend school regularly and to attend your classes when you are at school. Early leaves will be dealt with prior to the start of school, at the Attendance Office.

If you are absent from school, you will be required to bring a note, signed by a parent or guardian, or a phone call to the attendance secretary explaining your absence. An admit slip is required for all of your teachers. Students are expected to keep-up-to date on all class work due to absence.

Family holidays are not a good reason to be absent from school. If you are absent for a family vacation, you are expected to inform the teacher and the office in advance.

Holidays, doctor's appointments and trips are to be scheduled to avoid conflict with class or exam days.

A student who becomes ill during the school day must report to the main office. Parents will be contacted.

Students are responsible for completing all missed assignments and tests due to absence.

Students do not have the right to be absent from classes to complete assigned work.

Students must report to the office before leaving during the school day.

## **FOUR DAY CYCLE**

	DAY 1	DAY 2	DAY 3	DAY 4
PERIOD	1	2	3	4
PERIOD	2	1	4	3
PERIOD	3	4	1	2
PERIOD	4	3	2	1

## **DRESS CODE**

### STUDENT EXPECTATIONS

At St. Joseph's Catholic Secondary School, the uniform is a source

of pride and a builder of community. By choosing to attend St. Joseph's Catholic Secondary School, students and their parents have made a serious and long-term commitment to comply with the school uniform code. In addition, we are committed to maintaining standards of modesty, neatness, cleanliness and good taste, which reflect the Catholic ideals, represented in our school. The wearing of a school uniform also contributes to the creation of a safe school environment. Students are required to wear the prescribed school uniform throughout the school year, including examination days. Students failing to conform to the uniform expectations cannot be admitted to class, and these students will be sent home for uniform violation. Students are expected to arrive at school in uniform.

## **OVERVIEW**

1. In order to ensure uniformity, all items (with the exception of footwear and belts) must be purchased from McCarthy.
2. Students are to be in full uniform everyday at all times, with the exception of designated "casual days". There will be no changing into other attire during the school day other than for subject specific reasons.
3. Coats and jackets are not to be worn in the building during the day. The only exception would be when students are entering or leaving the building.
4. The only acceptable T-shirts to be worn under shirts and blouses are plain white and must be tucked in at all times. Undergarments must not be visible.
5. Baseball caps, hats, bandanas and other headwear are not permitted to be worn inside during school hours.
6. By wearing the school uniform, students are expected to display a neat and orderly appearance. Pants must be worn at the waist and clothing should be kept clean and in good condition.

7. The style of all uniform items must be consistent for all students and are not to be altered in any way.
9. Accessories must be in keeping with the spirit of the uniform. The following are unacceptable: wallet chains or studded jewelry. Dress shoes, dress sandals or athletic shoes are considered acceptable footwear.
10. Students are required to wear the prescribed school uniform throughout the school, including examination days. Uniform items may be chosen from:

Men's Casual or Dress Pant (navy or khaki)  
 Men's Walking Shorts (navy or khaki)  
 Women's Casual or Dress Pant (navy or khaki)  
 Women's Dress Gordon X-Kilt  
 Women's Walking Shorts (navy or khaki)  
 Women's White Long or Short Sleeved French Cut Blouse  
 Unisex White Long or Short Sleeved Oxford Shirt  
 Unisex Navy, Red or White Golf Shirt  
 Unisex Navy, Red or White Long Sleeved Shirt  
 Unisex Zip Polo  
 Unisex Yukon Fleece Zip Polo  
 Unisex Reversible Fleece Vest  
 Unisex Vest Navy Sweater  
 Unisex Navy V-Neck Pullover Sweater

*Previously purchased hooded sweatshirts will be acceptable.*

### **UNIFORMS ON SCHOOL TRIPS:**

All field trips are part of the regular curriculum at St. Joseph's Catholic Secondary School. Students must realize that, while on field trips, they are ambassadors of our school and must conduct themselves accordingly. Thus, school uniforms are mandatory for school trips, unless otherwise permitted by the Principal.

### **PURCHASING OF UNIFORMS:**

In order to ensure uniformity, all uniform items must be purchased through R.J. McCarthy Ltd., the school's sole supplier chosen

8. Students may not attend class without the proper dress code attire.

through a comprehensive tendering process. School uniform items, as outlined in the school uniform policy, must be purchased from the approved supplier. The school approved supplier is R.J. McCarthy Ltd., located at 3250 Ridgeway Drive, Unit #8, Mississauga, ON (904-820-4520 or 1-800-668-8261) or [www.rjmccarthy.com](http://www.rjmccarthy.com)

### **SPECIAL EDUCATION PROGRAMS**

Special Education offers a variety of models to meet the needs of exceptional student, these include;

#### 1) Developmentally Challenged Program

This is a specialized program designed to meet the needs of students with developmental delays. It is a non-credit program with the intent of providing a high school experience similar to other St Joseph students.

#### 2) Resource Program

The majority of exceptional students in the school will have their needs met within the regular program. The support for regular classroom teachers will be provided by the resource personnel. The Special Education Resource team will provide services for students identified through the Identification Placement and Review Committee (IPRC) process.

### **LIBRARY**

- 1) Books may be borrowed for 2 weeks. Books may be renewed if no one else wants them.
- 2) Overdue charges are 25 cents per book per week with a maximum of \$1.00 per book.
- 3) All photocopies are 10 cents except for free photo copies from vertical files. No photocopies will be made during class time.
- 4) All printouts of school work are free.
- 5) Library computers may only be used for school work.

6) Check the Library door each day for schedule.

Every effort will be made to relay important messages received from parents to students at appropriate times during the day. Other than for emergencies, students will not be called from classes. Pay phones are situated outside of the cafeteria and the main office and are available for student use. Students will not be permitted to use the phones in school offices except for emergencies.

### **CELLULAR PHONES, PAGERS, CD PLAYERS & OTHER VALUABLES**

To promote respect for self and others, students are not permitted to have personal listening devices, cellular phones, pagers or video games at school. Students should leave all valuables at home on school days and during field trips for their own security.

### **BEHAVIOUR AT SCHOOL DANCES**

- You are expected to behave in a mature manner by being courteous and considerate to fellow students and supervisors at school dances. Your behaviour must reflect standards that are acceptable to your parent/guardian and our Catholic school community.
- You are expected to attend school dances free from the influence of alcohol or other mind-influencing drugs.
- No alcohol or drugs are to be brought to school dances.
- Students are expected to take responsibility for the conduct of their guests at school dance.
- Smoking is not permitted at school dances.
- All school rules apply at dances.

### **CAFETERIA/LUNCH PERIODS**

- All food and drink must be consumed in the cafeteria. No food is to be consumed in the corridors or classrooms.
- Ensure that all garbage is disposed of in the proper containers immediately after eating. Waiting until the end of the period is not acceptable as it encourages forgetfulness. Students are expected to clear away any litter that is left on tables.
- Refrain from excessive movement or rough play as it disturbs others and increases the risk of accidents and spills.

### **TELEPHONES**

- Behave in a mature, courteous manner to everyone, including the cafeteria and custodial staff.
- The throwing of any item is expressly forbidden.

### **ACADEMIC INTEGRITY**

- Tests, essays and formal exams are to be taken without any assistance from peers or other sources.
- In written assignments, your own words and thoughts are to be used.
- All departments have policies which are in addition to these and must be adhered to.

### **DISOBEDIENCE/LACK OF COOPERATION**

- You are expected to cooperate in class by responding to questions, completing assigned work and being attentive to the process of learning.
- You are also expected to obey all requests made by a teacher supervising any area of the school, sponsored activities such as field trips, athletic events, etc.

### **RESPECT FOR PROPERTY**

- You are expected to treat the school grounds, the school building and everything in the school with the same respect that you would give to your personal property.
- In order to keep the building and the grounds clean and free of litter, students are expected to dispose of all litter in the appropriate bins. You are expected to maintain in good condition all textbooks loaned to you and school equipment used by you.

### **RESPECT FOR SELF/OTHERS**

- You are expected to arrive at school prepared to give your best effort in all respects.
- You are expected to be courteous and considerate in your interactions with students, teachers and other school personnel. It is especially important for students to show respect for
- The volume of speaking should be moderated whether in class or in the corridors of the school.
- Students are expected to avoid any inappropriate displays of affection.

### **SEX, RACE AND ETHNOCULTURAL HARASSMENT**

- Students are expected to treat every person with dignity, respect and empathy regardless of their sex, sexual orientation, race and/or ethnocultural background. Any sign of sexism and racism is unacceptable.

### **SAFETY AND SECURITY**

- Students are expected to respond to all fire alarms by leaving the school building promptly under the direction of teachers and administration.
- No student may re-enter the school, unless instructed to do so by teachers or administrators.
- Students are expected to contribute to and support the sense of safety and security of every person in the school.

### **CODE OF BEHAVIOUR FOR SENIOR STUDENTS**

Senior students (grade 12) are the oldest members of the school community. With this in mind, they do have extra privileges and also responsibilities.

### **RESPONSIBILITIES:**

1. All regular rules of the school apply.
2. To set a positive example for younger students.
3. To assist younger students where possible.
4. To assist teachers when requested.
5. To provide leadership in different school activities and

supply teachers, education assistants, secretaries and all visitors to the school.

- You are expected to enhance the school community by recognizing the talents, potential and individual differences of others.

community events.

6. Must attend all school assemblies even if they are held during the student's study period.

7. Students on spare are only permitted to be in:

- the cafeteria, the library, or outside of the school

### **PRIVILEGES:**

1. May include a study period in their timetables when so approved by student services.

2. May leave school during this study period.

3. May arrive at school at 10:30 when their study period is first in the morning.

4. Senior students, upon reaching 18 years of age, may write their own notes for absences and appointments. A valid reason must be submitted.

5. Senior students may pick up their own report cards at the designated time.

6. Students do not have the right to be absent from classes to complete assigned work.

Senior students who do not live up to their responsibilities may have their privileges withdrawn by the Vice-Principal or Principal.

### **TEACHER ADVISOR PROGRAM (T.A.P.)**

The Teacher Advisor Program (T.A.P.) will provide each student regular contact with a staff advisor. The Teacher Advisor will act as the student advocate, assist with career counseling as well as work with the student and parents at setting personal goals. All students are assigned to a Teacher Advisor who is committed to ensuring the success of each and every student. The T.A.P. groups will be scheduled to meet each week as part of all students' timetables.

### **THE ANNUAL EDUCATION PLAN**

As part of the Teacher Advisor Program, all students will complete an

annual education plan with assistance from parents, the teacher advisor, subject teachers and guidance counsellors. This will assist students set goals and review and assess their achievements and progress along the way. The plan will identify:

- Goals for academic achievement;
- Course selections for the following year;

### **MINOR INFRACTIONS**

Violation of the following minor infractions have consequences of 1 to 4 days suspension for all age groups:

- \* Bus Privilege Abuse
- \* Copyright Violations
- \* Defiance
- \* Bullying and/or Fighting
- \* Cheating/Plagiarism
- \* Inappropriate Use of Computers
- \* Improper Use of Electronic Devices
- \* Inappropriate Dress Messages
- \* Dress Code Violation
- \* Public Display of Affection
- \* Late/Skipping Class
- \* Tobacco Act Violation
- \* Vehicular Violations
- \* Theft
- \* Swearing
- \* Detention/Skipping
- \* Class Disruption
- \* Forgery/Gambling

### **MAJOR INFRACTIONS**

Violation of the following major infractions have possible expulsion for all age groups and suspension for days indicated:

5 to 20 days: Possession of a Weapon or Replica, Assault, Robbery, Extortion, Threats of Harm, Sexual Assault, Extensive Vandalism

5 to 20 days (first offense): Narcotics Act

1 to 4 days (first offense): Possession of Pornography, Liquor Act

- Community service involvement;
- Co-curricular activities and areas of interest for career exploration;and
- Possible post-secondary education or career goals.

Suspension or Expulsion: Hate Motivated Offence

### **THE ATHLETE'S CODE OF BEHAVIOUR**

To be selected for a school team is both a privilege and an honour. Such privilege and honour demands the highest respect for self and others. Students who do not live up to their responsibilities may have their privileges withdrawn by the Vice-Principal or Principal.

Therefore, an athlete is aiming at achieving and demonstrating the highest form of good conduct and behaviour.

The following are the rules and code of behaviour that the athlete accepts to follow:

1. To respect, obey, and adhere to the reasonable requests made by a coach, a teacher, a supervisor or any authority within our school or when visiting another school.
2. To refrain from foul or obscene language.
3. To always demonstrate good sportsmanship.
4. To respect and take good care of all loaned athletic equipment and show the same concern for any and all school property, including the property in other schools.
5. To dress, neatly and in good taste, in accordance with the school's dress code.
6. An athlete will not use the time spent practicing or participating in an athletic contest as an excuse for not completing homework or an assignment. The athlete should be making a sincere effort to keep up with his/her studies and maintain a passing average.
7. Alcohol and drugs are illegal substances to have, and are not to be in the possession of any athlete. Smoking is also banned within the school and on school functions.

The penalty for breaking the above rules can lead to:

1. a game suspension
2. suspension from the team or sport for the season
3. banned from sports and any out-of school activities for the year
4. possible school suspension

**PLAYERS MUST:**

1. Have a Student's Card.
2. Be involved in the fund raising of the Students' Council and Athletic Council. Students who do not participate in these will have to pay their part of entry fees and travelling costs.
3. Pay a deposit fee for uniforms. The fee is returned
4. Maintain subject marks within their ability level. Appropriate behaviour, attendance, and completion of homework assignments is a must.
5. Be good ambassadors of the school. Participation on a school team is a privilege and this privilege may be removed for just cause.

**EVALUATION**

The primary purpose of assessment and evaluation is to improve student learning. Thus assessment and evaluation are important tools for adapting curriculum and instructional approaches to student's needs and for determining the overall effectiveness of programs and classroom practises.

The Provincial Report Card focuses on two distinct, but related, aspects of student achievement: 1) the achievement of curriculum expectations, and 2) the development of learning skills. Students will be evaluated on the following levels of achievement as outlined by The Ministry of Education of Ontario.

The final grade in each course is determined as follows:

70% of the grade is based on evaluations conducted throughout the course.

30% of the grade is based on a final evaluation in the form of an examination, performance, essay, and/or other method of

The degree of punishment will be determined by the athletic director in consultation with the coach, Vice-Principal and Principal.

assessment suitable to the course content, and administered towards the end of the course.

***Achievement Levels***

Level	Percentage Mark/Code
4+	100
4	95
4-	90
3+	85
3	79
3-	75
2+	72
2	69
2-	65
1+	62
1	59
1-	55
Below Level 1	52
	40
	30

Level 3 (70 - 79 %) is the provincial standard. Teachers and parents can be confident that student who are achieving at level 3 are well prepared for work in the next grade or the next course.

***Summary of Learning Skills***

Works Independently– the ability of the student to remain committed to problem-solving in responsible, self-directed, timely, independent

fashion.

Teamwork—the ability of the student to participate actively, assuming various roles, in respectful conflict-free collaboration.

Initiative—the ability of the students to demonstrate curiosity and willingness to seek out opportunities for learning, using new approaches.

E=Excellent—the student almost always demonstrates the desired skill.

G=Good—the student usually demonstrates the desired skill.

S=Satisfactory—the student sometimes demonstrates the desired skill.

N=Needs Improvement—the student rarely demonstrates the desired skill.

The evaluation of student's progress is a continuous aspect of classroom work.

Teachers are encouraged to advise parents and students regularly on the student's progress through anecdotal reports and direct consultation with parents. Parents or guardians are encouraged to contact the teacher when they have concerns.

Progress Reports will be issued in mid-term. A Final Report will be issued at the end of the semester.

## **FINAL EXAMINATIONS**

Exemptions from final examinations may only be made with the approval of school administration. Exemptions may only be made in the case of illness or death in the family. Suitable documentation will be requested where required.

## **LOCKERS**

At the beginning of the school year, student are assigned a locker to store clothing and other items not needed in class.

The lockers remain the property of the school. They must be kept in a manner that will not endanger the health and well-being of others students. Leftover food and garbage must not be allowed to

Organization—the ability of the student to prioritize, prepare, design and implement plans using appropriate resource material.

Work Habits/ Homework—the ability of the student to take responsibility for completing quality work on time. accumulate in lockers.

Each student must have a combination lock for his/her locker. These can be purchased at school.

The serial number and combination of these locks will be kept in a special register so that access to the locker by the school administration may be gained in case of emergency.

Locker inspection and cleanup may be carried out, from time to time, to ensure they are free from items that could attract insects and other pests.

## **CO-INSTRUCTIONAL PROGRAM**

The Co-instructional Programs exist to enhance the student's life at school. They do not replace academic activities which must remain foremost in the mind of the student. A student must have a student card to participate. While it is recognized that the number of activities in which a student engages is a matter for the student and his/her parents to decide, the following guidelines will apply:

- if the academic achievement of a student suffers due to participation in activities, the situation will be reviewed by the Principal, and the student may be removed from such participation until the academic achievement is at an acceptable level.
- Students must accept and follow school regulations and policies while taking part in activities whether or not it takes place within the confines of the school.
- Students who are absent from class as a result of participation in activities are not exempt from completing the work covered or assigned during the period of their absence. It is their responsibility to obtain, from their teacher, ahead of time if at all possible, the information they require.

Students attending St. Joseph's will have the opportunity to participate in many activities outside the regular classroom programs. Because of the high cost involved in the co-instructional program, student will have to assist in meeting the expenses incurred through fees and/or fundraising activities.

2. Students who are under-achieving in the regular program and are in need of program modification.
3. Students requiring specialized approaches, methods or programs.
4. Students requiring support in the area of behaviour.
5. Students who need to be challenged.

Aims of the Program:

1. To benefit from specific resource support while remaining in the classroom.
2. To provide support to the students by co-planning with their teachers.
3. To provide students with enrichment opportunities for:
  - developing and using high level cognitive skills;
  - stimulating intellectual curiosity in order to develop new interest;
  - creative exploration;
  - developing a logical approach to problem-solving;
  - developing efficient research skills

**CO-OPERATIVE EDUCATION PROGRAM**

Co-operative Education is a method of earning credits with a combination of in-school studies and related out-of-school components.

A student can earn up to one credit for the in-school component and up to two credits for the related out-of-school component. Credits are granted after successful completion of both the in-school and out-of-school components.

The student must:

- have earned a credit which can be used as a link for the out of school component
- have accumulated at least 16 credits;

Students wishing to register for Co-Operative Education must apply through the Guidance Counsellor.

**SPECIAL EDUCATION PROGRAMS**

Resource Support Criteria:

1. Students who need extra assistance in the regular classroom.

**SMOKING**

- Students are not allowed to smoke on school property.

**SKATEBOARDING**

- Skateboarding is not permitted on school property.

**STUDENT PARKING**

- Limited student parking is provided on school property at the south end of St. Joseph's. A large parking area is available across from the General Vanier Secondary School section of the building.