



**ST. STEPHEN  
CATHOLIC SECONDARY SCHOOL**

**Student On-line Handbook**

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## *ST. STEPHEN*

# *CATHOLIC SECONDARY SCHOOL*

### MISSION STATEMENT

**While bringing to the table the ideals of St. Stephen: Spirit, Strength, Serenity and Service; our mission is to educate students and challenge them to reach their full potential by engaging all partners in a dynamic experience of faith and learning in an inclusive, Christ-centered community rooted in justice and love.**

### VISION STATEMENT

- We believe students are uniquely fashioned in God's image, have intrinsic worth, with the ability and need to learn;
- We believe students need to belong to a community that supports and nurtures them spiritually, emotionally, socially and academically;
- We believe that our educational community strives to provide the necessary support to achieve academic success in order for students to reach their potential while building a future for youth that offers hope and compassion for all;
- We believe as a Catholic community we are all connected to others through witnessing our faith, sharing our gifts, and serving the common good;
- We believe an education founded upon Catholic values and incorporating principles of goodness, dignity and truth builds tolerance, respect and responsibility.



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# STUDENT TEXTBOOK TRACKING SHEET

This sheet has been developed to assist you in maintaining a record of your textbooks.  
Write the titles and numbers of each textbook for each period.  
You can use this sheet throughout the year to check your assigned texts.

<b>SEMESTER 1</b>				
	<b>TERM 1</b>		<b>TERM 2</b>	
Period /Class	Textbook Title	Assigned #	Textbook Title	Assigned #
1				
2				
3 / 4				
5				
<b>SEMESTER 2</b>				
Period /Class	Textbook Title	Assigned #	Textbook Title	Assigned #
1				
2				
3 / 4				
5				

## **TEXTBOOKS**

Students are expected to maintain textbooks in good condition and return the books they have been assigned at the end of the course. Failure to do so will result in the student or parents being charged with the cost of replacement and may result in loss of school privileges.

**2018-2019  
SIGNIFICANT DATES**

**EVENTS**

August 30	Grade 9 Welcome Activities	September 12	Photo Day
September 4	First Day of Semester 1	October 23	Photo Day Retakes
	Grade 9 Assembly	January 8-16	Grad Photos
	Timetable & Locker Distribution	February 5	First Day of Semester 2
September 5	Grade 10 Assembly	February 26	Grad Photo Retakes
September 6	Grade 11 Assembly	May 6-10	Catholic Education Week
September 7	Grade 12 Assembly	June 27	Graduation

**GUIDANCE**

September 4-14	Timetable Changes
November 14	Grade 9 Take Your Kids to Work Day (Grade 8 visits)
November 7	Mid Term/last day of CHV/GLC (Term 1)
November 8	Term 2 begins GLC/CHV
January 16	Deadline to apply to University in Ontario
February 1	Deadline to apply to College in Ontario for Equal Consideration
February 4-8	Timetable Changes
April 15	Mid Term/last day of CHV/GLC (Term 1)
April 16	Term 2 begins GLC/CHV
April 18	Grade 12 Day
April 23	Grade 12 Day for Durham Centre
May 1	Applicants must confirm their acceptance through OCAS
May 29	Deadline by which all university applicants shall receive responses
June 3	Earliest date a student may be required to respond to an Ontario university offer of admission and give a financial commitment
Mid June	Earliest date that colleges can require payment of tuition fees
August 1-31	The OUAC collects summer school grades from Ontario Secondary schools and boards

**PROFESSIONAL DEVELOPMENT DAYS**

September 28	April 5
October 26	May 10
November 23	June 28
February 1	

**HOLIDAYS**

October 8	Thanksgiving	April 19	Good Friday
December 24 – January 4	Christmas	April 22	Easter Monday
February 18	Family Day	May 20	Victoria Day
March 11-15	March Break		

**EQAO-ONTARIO SECONDARY SCHOOL LITERACY TEST – GRADE 10 – March 27, 2019**

# Regular Day Timetable

8:20 First Bell	
<b>PERIOD 1</b> (8:25-9:40 75 minutes)	
<b>PERIOD 2</b> (9:45 – 11:00 = 75 mins)	
<b>PERIOD 3 LUNCH</b> (11:00 11:40 = 40 mins)	<b>PERIOD 3 CLASS</b> (11:05-12:20 = 75 mins)
<b>PERIOD 4 CLASS</b> (11:45-1:00 = 75 mins)	<b>PERIOD 4 LUNCH</b> (12:20-1:00 = 40 mins)
<b>PERIOD 5</b> (1:05-2:20 = 75 mins)	

# Assembly Day Timetable

8:20 First Bell	
<b>PERIOD 1</b> (8:25-9:22 = 57 mins)	
<b>ASSEMBLY</b> (9:22-10:42 = 80 mins)	
<b>PERIOD 2</b> (10:42 - 11:38 = 56 mins)	
<b>PERIOD 3 LUNCH</b> (11:38-12:18 = 40 mins)	<b>PERIOD 3 CLASS</b> (11:43-12:39 = 56 mins)
<b>PERIOD 4 CLASS</b> (12:18-1:14 = 56 mins)	<b>PERIOD 4 LUNCH</b> (12:39-1:19 = 40 mins)
<b>PERIOD 5</b> (1:19-2:20 = 61 mins)	

## **An Educational System with a Difference**

The ministry of the Catholic Church seeks to invite a personal relationship with God in three persons (Creator, Jesus, and Holy Spirit); to nurture a community which sees its mission as the fulfillment of God's reign on earth; and has a preferential option for the poor and disadvantaged. As a particular ministry of the Roman Catholic Church, Catholic Education applies these three foundational values to our work. We help each person to see themselves as created in the image of God by mirroring that sacredness through our interactions with them and our attentiveness to the processes which support their progress in Catholic schools. We foster Catholic school communities which are holy, respectful, fair, inter-connected, creative, energized, and hopeful about a future filled with possibility and blessing. We are a Church which names itself as inclusive and universal, seeking to honour each person and to ensure that no one is disadvantaged by systemic processes, bias, wealth, or personal attributes. In a Catholic School, "here comes everybody" and it is our ministry to ensure that we support religious faith development and excellence in learning for all members of the Catholic educational community.

### **Pastoral Care**

At St. Stephen, our Catholic faith is an essential element in our school life. Students and staff are encouraged to put their "faith into action" for the local and global community. We are guided by the Ontario Catholic Graduate Expectations, which are described not only in terms of knowledge and skills, but also of values, attitudes and actions. We work together - students, staff and parents - to live our faith. This includes prayer, liturgies, outreach activities as well as opportunities to hear speakers on local and global events. There are many students involved in different ministries at St. Stephen and we welcome everyone who is interested in participating. Our chaplain is available for short term counseling and/or to provide referrals to appropriate community agencies.

### **Religious Education at St. Stephen**

There is an expectation at St. Stephen Catholic Secondary School that every student undertake a religious education course during each year of study, and that they participate in religious celebrations within the school.

Religious education at St. Stephen allows students to develop the knowledge, attitude and skills necessary to meet the challenges of fundamental political, economic and cultural changes in contemporary Canadian life. Courses are designed to assist in the moral and ethical development of students, while challenging them to think critically about important issues in their lives and in the world around them.

The Religious Education Program at St. Stephen focuses on all aspects of the Catholic lifestyle. Students are encouraged to plan and participate in class and school liturgies, and to reach out to our school and community through a variety of social justice initiatives and service projects. It is understood that school masses and liturgies are a part of the curriculum at a Catholic School. These experiences reinforce the values of our Catholic faith while developing deeper awareness and compassion.

## **Section A: General Information**

### **Age of Majority Expectations**

The Education Act states that all students in a secondary school, regardless of age, must submit to the rules and regulations of the school. This includes the obligation to attend classes punctually and regularly (Reg. 298/23. (1) (d)). Attendance will be monitored and any abuse of this regulation will result in disciplinary measures.

***Students having attained the age of 18 take on the rights and responsibilities associated with guardianship, including communication with staff with regards to grades and attendance.***

### **Athletics**

A physical education uniform is required at St. Stephen. It consists of a grey St. Stephen T-shirt and royal blue shorts. This uniform can be purchased online through our school website, [www.sscss.ca](http://www.sscss.ca) – click School Cash On Line, you can then print off the receipt and bring it to Physical Education teacher to pick out sizes.

Participation will not be permitted if proper dress is ignored. This will be considered a uniform infraction. Team uniforms are required for interscholastic sports.

### **Safety Expectations**

- Please inform the physical education department of any medical conditions which could interfere with participation in class, interscholastic or intramural play.
- Jewelry is not to be worn during any athletic activities.
- Unsupervised activities are not permitted in either the gym or the fitness room.
- Indoor athletic footwear only is permitted in the gym or fitness room.
- Food and drink are not permitted in the gym, fitness room or change rooms.
- Students must use the equipment appropriately and carefully.

### **Student Responsibilities**

Change rooms and showers are provided for student use. **STUDENTS ARE ADVISED NOT TO LEAVE VALUABLES IN THE CHANGEROOMS.** The school and the Physical Education department are not responsible for lost or missing articles, or for the storage of student belongings. Found items are to be turned in to the gym office. Students may sign out items using their student cards. Uniforms and equipment must be looked after carefully. Lost or broken items must be replaced by the user.

### **Interscholastic Sports Teams and Clubs**

Athletes are expected to practice and play as required by their coaches. **To participate, students must be in good standing as deemed by school administration in reference to achievement, conduct, attendance/punctuality and serving assigned detentions.** If a student quits a team she/he will not be permitted to play for a period of one year from that date. All players, coaches and spectators are expected to follow the LOSSA code of conduct and violations will result in disciplinary action. Everyone is expected to be courteous and respectful to all competitors, officials, and spectators.

Participants in interscholastic sports will be required to pay a user fee for each team they play on. Fees will be set and shared with students at the beginning of the season.

Students may participate in a maximum of one team sport per season.

### **FAIR PLAY IS ... SHOWING RESPECT \* PLAYING SAFELY \* FOLLOWING RULES \* HAVING FUN**

#### **Code of Conduct for Players**

- Treat officials, players, and coaches with respect and dignity.
- Communicate with players, coaches, spectators, or officials respectfully.
- Strive for personal best, following the rules and displaying the highest level of fair play.
- Strive for success, following the rules and displaying the highest level of fair play.



- Be supportive of all players.
- Be gracious regardless of the results.
- Play for the love and enjoyment of the game.

ACTIVITIES FOR GIRLS	ACTIVITIES FOR BOYS	CO-ED ACTIVITIES
Badminton Basketball Golf Ice Hockey Soccer Volleyball Lacrosse Softball	Badminton Basketball Baseball Football Golf Ice Hockey Lacrosse Rugby Soccer Volleyball	Cross-country Fitness Track and Field Weight training Ultimate Frisbee

**These sports will run depending on availability of coaches and student participation.**

### **Attendance Procedures**

If your child is absent from school...

Phone 905-623-3990 x 228 before school begins OR send a note the next morning.

This number is available 24 hours/day through our voice mail system.

Without a note or call, the absence will be treated as a truancy.

The classroom teacher may require a note if the student is missing a test or a formal evaluation.

### **If your child is late...**

Send a note with a valid reason, signed and dated, to the Attendance Secretary. If they arrive within the first fifteen minutes, they will report directly to class and be marked late by their teacher. The student should report to the Attendance Office to sign in if they arrive later than fifteen minutes late to class. The student will be given an admit slip for his/her class. Students are expected to report directly to class after signing in at the attendance office.

### **If your child needs to leave school early...**

Send a note with a valid reason, signed and dated.

Students must report to the Attendance Office where they will receive an "excused from class" slip.

Without a note, students must report to the Attendance Office where the Secretary must contact the parent by phone. If no parent can be reached, the Vice Principal may grant permission.

Students returning to school on the same day must report to the Attendance Office where they will sign in and receive an admit slip to return to class.

**A student who fails to sign in or out will be assigned detentions. Continued non-compliance with this requirement may lead to parental contact and suspension.**

\*Note: Attendance for Cooperative Education placements is completed using weekly time sheets signed by the training supervisor. These sheets are to be submitted to the Coop Office every Tuesday.

### **Cafeteria**

The cafeteria is open: BEFORE classes until the warning bell, and DURING the lunch period.

Students must be in full uniform in the cafeteria. No bags are permitted in the cafeteria with the exception of lunch bags. Purses and backpacks should be left in student lockers.

Students are expected to leave the cafeteria neat, to dispose of all garbage, and to respect the authority of the supervisors in the cafeteria. Only personal sound devices with earphones are permitted in the cafeteria. If students are unable to act appropriately, their eating privileges in the cafeteria may be suspended. Out of respect for the learning environment, our custodial staff and student health and safety, all food and drink should be consumed in the area of the cafeteria.

## Community Involvement

As part of the diploma requirements, students must complete a minimum of 40 hours of community involvement activities. The 40 hours may be completed over the course of four years and students are able to start accumulating community involvement hours in the summer before they enter Grade 9. Students who complete 40 hours of community involvement before the end of grade 10 will receive a certificate of recognition. The community involvement requirement is designed to encourage students to develop an awareness and understanding of civic responsibility and the role they can play in supporting and strengthening their communities. The requirement will benefit communities.

Students and parents will be responsible for arranging the community involvement. A list of eligible and ineligible activities is available at the school. A general criteria when selecting your community involvement is that it be with a “Not for Profit” organization. For example, volunteering at a store would not qualify as community involvement. Students should first complete a *Notification of Planned Community Involvement Activities* form. Any activities not included in the list of eligible activities must be first approved by the Principal. Upon completion of activities, a student must submit a *Completion of Community Involvement Activities* form to the school.

## Enhanced Programming and Materials Fees

Enhanced Programming and Materials are items or activities beyond what is necessary to meet the learning expectations for a particular grade or course. Enhanced Programming and Materials are voluntary enrichments, or upgrades, to the curriculum or co-curricular. For example, in some performance and production courses (for example, music, woodworking), students may wish to use a superior product or consumable than what would be provided by the school. In this case, students may be asked to pay the additional cost for the upgrade. Where students choose not to access these enhanced programs or materials, alternatives will be available, at no additional cost, to meet the learning expectations of the course or grade.

## Detentions

- Students assigned a detention should bring school work to occupy their time.
- Detentions are assigned when students fail to meet their responsibilities. They provide an opportunity for students who have not lived up to their responsibilities to accept the consequences of their behaviour and to reflect on changes as needed.
- Teacher assigned detentions take precedence over office detentions.
- Detentions come before all co-instructional activities, unless another arrangement has been established with the office.
- Failure to serve detentions may result in supervised withdrawal, a student being removed from a co-instructional activity and/or suspension.

It is the student’s responsibility to know the time and place where the detention is to be served.

## Exams

The examination period is important as students take part in the culminating evaluations of their courses. There is an expectation that students be present for all portions of their culminating evaluations, including exams. **Family holidays should NOT be scheduled during this time.**

If a scheduled exam or mid-term is missed, a medical note is required. In the event of a non-medical emergency (i.e. a death in the family), the exam may be waived and the final grade based on the student’s aggregate standing. Dates for exams are published well in advance. Parents are asked to keep this in consideration when planning family activities. To ensure the integrity of examinations, students are expected to write exams within the designated time schedule. Requests for exceptions must be directed to the Vice-Principal and not the classroom teacher.

All students must be in full uniform on exam days.

### **Extended Vacations/Absences**

The expectation is that family holidays will NOT be scheduled during regular school time. Should the family choose to schedule a holiday during school time, the student's absences may have adverse effects on his/her marks. Students are responsible for any work missed during absences. Any extended absence must be requested in writing to the Vice-Principal well in advance.

In cases of family emergencies on compassionate grounds, every effort will be made to support the student during this time.

### **Guidance**

The Guidance Department at St. Stephen Catholic Secondary School has three main goals for students:

- Development of the Student as an Individual
- Interpersonal Development and Social Responsibility
- Career Research and Development of Future Plans

Guidance teachers are available to advise students about appropriate course choices. The progress of students in achieving the requirements for the Ontario Secondary School Diploma and in completing an education suitable for proceeding with future plans, is the responsibility of students and their parents, but is supported by Guidance staff.

Liaison representatives from Ontario's universities and colleges are invited annually to St. Stephen so that students may learn about these educational opportunities from the experts. Additionally, a library is maintained in the Guidance Office that contains information about post-secondary institutions across Canada. Guidance teachers provide instruction to guide students through the application processes for college and university programs, as well as for scholarships, bursaries, and the Ontario Student Assistance Program (OSAP).

Students may also get information about the Ontario Youth Apprenticeship Program (O.Y.A.P.), post-secondary apprenticeship opportunities, college certificate programs, opportunities in the trades, and preparation for entering the workplace after graduation.

Students are encouraged to consult with Guidance teachers when planning their secondary school program. They are invited to access all of the resources in the Guidance area.

Guidance maintains four computers with Internet access for students to use for academic and career planning.

Some interesting websites to explore include:

Information about Ontario's Universities: [www.electronicinfo.ca](http://www.electronicinfo.ca)

Ontario Universities' Application Service: [www.ouac.on.ca](http://www.ouac.on.ca)

Information about Ontario's Colleges: [www.ontariocolleges.ca](http://www.ontariocolleges.ca)

Ontario College Application Service: [www.ocas.on.ca](http://www.ocas.on.ca) + [www.ocas.ca/e-materials.html](http://www.ocas.ca/e-materials.html)

Transfer opportunities from College to University : [www.ontransfer.ca](http://www.ontransfer.ca)

Scholarships: [www.scholarshipscanada.com](http://www.scholarshipscanada.com)

[www.studentawards.com](http://www.studentawards.com)

Financial Aid: <http://osap.gov.on.ca>

The Association of Universities and Colleges in Canada: [www.aucc.ca](http://www.aucc.ca)

College and University in the US: [www.collegeboard.org](http://www.collegeboard.org)

Skilled Trades Information: [www.tradeability.ca](http://www.tradeability.ca) + [www.careersintrades.ca](http://www.careersintrades.ca)

Apprenticeships: [www.tcu.gov.on.ca/eng/apprentices/](http://www.tcu.gov.on.ca/eng/apprentices/)

Gap year: [www.swap.ca](http://www.swap.ca)

Education and Career Planning: [www.careercruising.com](http://www.careercruising.com)

**Login: st**

**Password: Stephen (\*for your personal login, please see guidance)**

### **Guidelines Concerning Personal Technology in the Classroom**

- Personal technology may include laptops, cell phones, iPods, etc., but does not include board issued technology which is required by a student's Individual Education Plan.
- Each teacher will determine when the use of personal technology for the purpose of learning is appropriate and permitted and will advise students.
- Personal technology use may vary from class to class and day to day depending on the needs and at the discretion of the teacher. It is suggested that students be informed in advance should they need access during the following day's class.
- The teacher will monitor the appropriate use of technology devices.
- For consistency within the school, personal technology use shall be prohibited when the class is supervised by a supply teacher.

### **Health Concerns**

Parents are advised to inform the school and their child's teachers of any serious health issue regarding allergies, chronic conditions, drug prescriptions, or any other medical treatments with which a student may be involved.

If students become ill during the day, they must report to the Health Room in the Attendance Office. Every effort will be made to contact parents. If parental contact cannot be made, students must remain in the Health Room. Students reporting only to the washroom will be considered truant from class.

### **Inclement Weather**

In the case of freezing rain or other inclement weather, parents and students are advised to go to our school website, [www.sscss.ca](http://www.sscss.ca), Alternatively, you may go directly to the Student Transportation Services of Central Ontario (STSCO) website at [www.stsco.ca](http://www.stsco.ca) and click on the "Delay and Cancellation Information" button.

In the event that buses are cancelled in the morning, they will also be cancelled for the afternoon.

Please be advised that even under these conditions, the school still remains open. This is an excellent opportunity for those students within walking distance to seek extra help, work on homework or complete assignments.

### **Internet Access and Computer Use**

The Board is committed to ensuring that the Internet is used to support learning in a manner that is consistent with the Board's Vision and Strategic Priorities. School computers are connected to the Internet by means of the Board's Wide Area Network. The Board recognizes that there may be concerns related to internet usage and has developed an *Internet Acceptable Use Agreement*. Once a student has signed the document, he/she will be granted access to the Internet within the scope of the *Internet Acceptable Use Agreement*. Students must sign a separate *Internet Acceptable Use Agreement* form at each division of their education: Primary (J.K.-3), Junior-Intermediate (Grades 4-8), Intermediate-Senior (Grades 9-12).

For further information, please contact the school Principal.

St. Stephen Computer and Technology labs offer students the opportunity to learn and develop a variety of practical skills. Proper treatment and maintenance of the lab equipment is important so that our students have access to reliable equipment. It is a privilege and a responsibility to use the equipment in the labs and this may be revoked if appropriate use is not maintained. Please refer to Section B: *Internet Acceptable Use Policy*. Students are provided with a login and password. Using someone else's login OR allowing someone else to use your login will lead to the loss of your login/password rights.

When using the school computers and Internet access, you **MAY**:

- Research for a particular assignment
- Explore legitimate career interests
- Enrich topics being studied in your courses
- E-mail

You **MAY NOT** use school computers for the following purposes:

- Commercial uses (buying/selling/advertising)
- Entertainment use (games, hobbies, etc.)
- Personal communication use (chat rooms, etc.)
- Accessing sites that provide essays, term papers etc. for the purpose of academic dishonesty
- Accessing sites that are inappropriate (that promote hate, racism, sexism, pornography etc.)

**If any inappropriate site is inadvertently opened, you should notify a staff member immediately.**

**No student is allowed to:**

- Enter into DOS or File Management Programs without specific instructions from a teacher
- Enter into any program without permission
- Use any Proxy server to bypass network security or internet filtering
- Use equipment (scanner, video, robotics, digital camera, etc.) without permission from a teacher
- Install software on any computer at the school
- Have open food/drink in computer labs
- Willfully or carelessly damage school equipment
- Produce inappropriate material
- Tamper with other students' files
- Print, for purposes other than those related to class projects

**Library Services:** The library website is located at <destiny.pvnccdsb.on.ca> and is also linked from the school website. The catalogue tab searches St. Stephen library materials, as well as the option to search all PVNC Secondary Schools library items.

**The library website provides 24 hour access to materials: [\*see library for passwords]**

In addition to the library catalogue, the **library home page** links to:

- \*Online encyclopedias, including *Britannica*, *Salem Health*, and *Marshall Cavendish Ebooks*.
- \**Gale eResources* for journals, magazines, newspapers, literature, health, science, Canada in Context and more.
- \**Canadian Points of View* provides essays that present multiple points of view.
- \*EBSCOhost for Canadian Reference Centre and Science Reference Centre
- \*Teen Health and Wellness database
- \*Noodle Tools for creating bibliographies.
- \*Overdrive for audiobooks, videos and Ebooks
- APA and MLA Documentation Guides
- Library Google Classroom for database passwords and library news.

**Other Services:**

- Students may print up to 5 pages a day free. Additional pages are 10¢ each. Photocopies are 15¢ each.
- Follow the library on Twitter at **RoyalsLibrary** and Instagram at **ssroyalslibrary**.
- Join the Library Google Classroom for links and resources
- The teacher-librarian helps individual students with documentation and selecting appropriate resources, and works with classroom teachers to support student learning.
- The library is open before and after school and during lunch periods.

### Expectations for Student Use:

- Respect library materials and resources.
- Follow the uniform policies.
- Backpacks are not permitted.
- Follow the Computer Access Policies.
- Food or drinks other than water are not permitted.
- Respect the learning atmosphere.

### Borrowing and Returning Materials:

- Materials are checked out at the circulation desk.
- All materials may be borrowed. Most books are loaned for 10 school days. Special materials (encyclopedias, periodicals, audio-visual materials) are loaned for shorter periods. Overnight materials must be returned before the beginning of the next school day. *Students are responsible for observing due dates.*
- Overdue and fine notices are distributed to students through their homeroom teacher.
- Materials are returned by placing them in the slot at the circulation desk. If the security alarm goes off while leaving, please return to the circulation desk so that the cause can be determined.

### Fines:

In order to develop a sense of responsibility and to ensure that materials are available to all who need them, fines are charged for overdue material.

Standard materials- 10¢ per school day

3 day materials- 25¢ per school day

Damaged materials- assessed by library staff

Lost materials – replacement cost

If there is a good reason (i.e. illness) why materials are late, please let library staff know when returning the materials and the fine will be waived. All materials must be returned before the end of each semester in order to receive textbooks for the following semester.

### Lockers

Students will be assigned lockers and will use combination locks provided by the school. **Lockers are school property; they are expected to be maintained in good condition and are subject to search by the school.** It is the student's responsibility to see that their locker is locked and that the combination is kept confidential. Students MUST not change or share lockers during the school year. Students are expected to maintain the locker in good repair. Although decorations are permitted, they must be in good taste. Degrading posters are not allowed, and offensive decorations that detract from the Christian atmosphere of the school will be removed. **Students are advised that bags (backpacks, purses, etc.) are not permitted in class. All bags are to be left in student lockers.** Visiting lockers is not an excuse for lateness to class.

### Parking

Students who are regular or occasional drivers to school are expected to follow the speed limit of 20 km/h when on school property. Students who drive recklessly will face suspension of their driving privilege on school grounds. **Student vehicles must only be parked in the student designated area.** In compliance with fire regulations, students are not to park in any other roadways.

Students are reminded that the parking lot is out of bounds for anything other than parking. It is not for smoking, loitering, or hanging out with friends. Car stereos must be turned off in parked cars.

### **Personal Property**

It is strongly recommended that students not bring valuable items to school, as they are vulnerable to loss and theft. If students choose to bring such items to school, they are assuming responsibility for any potential loss, damage or theft.

**The school takes no responsibility for loss of, or damage to, such items.**

### **Student Status**

In order to participate in co-instructional activities, a student must be in good standing and in possession of a valid student identification card. To maintain this status, students must attend classes regularly and work to their potential, comply with all school rules, co-operate with staff, and contribute to the positive moral tone of the school. The consequence for not maintaining a good standing status is to risk losing some or all of the privileges associated with the school for a period of time.

### **Student Cabinet**

The function of Student Cabinet is to support all co-instructional activities, create and maintain a high level of school spirit, maintain a liaison between the students and the administration and to provide leadership for all students in the school.

## **2018-19 Royals Student Cabinet**

### **Co-Prime Ministers**

Blake Power & Aryanna Valenzuela

### **Minister of Records**

Elizabeth Arbour

### **Minister of Finance**

Vacant - run elections in Sept.

### **Ministers of Social Affairs**

Vacant - run elections in Sept.

### **Minister of Communications**

Zoey Smith

### **Minister of Social Justice & Multiculturalism**

Vacant - run elections in Sept.

### **Minister of the Arts**

Rachel Aydalla

### **Ministers of Athletics**

Quaid Reynolds & Makayla Forrest

### **Minister of the Environment**

Jeff Graham

### **Minister of Graduate Affairs**

Ebony Morris

### **New Student Rep**

Vacant - run elections in Sept.

### **Ministers of Grade 10 Affairs**

Tolu Sami

Maria Atkins

### **Ministers of Grade 9 Affairs**

Will run elections in Sept.

### **Student Liaisons**

Blake Power - Grade 12

Bhawani Persaud - Grade 11

### **Senate Member**

Diago Anthony

The Student Cabinet will be involved in three major areas:

- Planning social events for students throughout the school year.
- Major fundraising for worthy causes.
- Arranging for students to become involved in our community and having the community involved in the school.

At St. Stephen, the Student Cabinet meets weekly after school. Students may participate in this group by choosing to run for office in the spring or by joining sub-committees formed to help organize events such as dances.

Please visit the Student Cabinet section on the school's webpage:

<http://www.sscss.ca/en/students/studentcouncil.asp> for more information and a link to our Constitution.

### Study Periods

Only students who have achieved 24 or more credits may request a study period. Students who have a study period must be working in Guidance, the library or in the cafeteria. Study periods are a privilege and may be removed if abused. Only one study period is permitted per academic year.

### Textbooks/Curricular Materials

Texts, equipment, team uniforms, library books and other materials will be loaned to students. These are the property of the school and must be cared for at all times. The value of lost, stolen or damaged materials will be assessed by the school and the student responsible will be required to compensate the school financially. Refunds will be made if the materials are recovered in good condition. It is important that students record their name and teacher's name in all borrowed texts.

### Uniform

Students are expected to wear the St. Stephen school uniform properly and with pride at all school functions, unless otherwise instructed. The uniform is to be worn throughout the entire school day including lunch periods. Students are expected to be in uniform upon arrival at school.

The following articles of clothing are available for purchase from our supplier, McCarthy (1-800-668-8261); [www.mccarthyuniforms.ca](http://www.mccarthyuniforms.ca):

Girls:	Grey flat front dress pant Navy walking shorts Navy $\frac{3}{4}$ length Capri pants Navy V-neck cardigan with school logo
Boys:	Grey flat front dress pants Navy walking shorts
Shirt selection (boys & girls)	Navy golf shirt with school logo (long and short sleeved) White golf shirt with school logo (long and short sleeved)
Sweater selection (boys & girls)	Navy V-necked long sleeved pullover with school crest Navy full zip hooded sweat top with school crest Navy $\frac{1}{4}$ zip sweat top with school crest

**The kilt ceased to be part of the school uniform effective September, 2014.**

- Navy, white or grey socks are to be worn with the uniform pants, shorts or Capri pants. Nylons and tights may not be worn with shorts.



- All shoes must accord with the tone of the uniform. They must be fully enclosed, appropriate, modest and clean. Boots, sandals, slippers and flip flops are not permitted.
- Only white, navy or grey T-shirts are permitted under McCarthy's uniform tops. Long sleeve shirts are not permitted under short sleeves.
- A St. Stephen golf shirt or dress shirt must be worn under the sleeveless V-necked vest, V-necked sweater, zip hoodie or the v-neck cardigan.
- Absolutely NO HEADWEAR (hats, headbands, hoods, bandannas, scarves etc.) is to be worn in the school at any time.
- Grey dress pants, capris and shorts may not be rolled up.

Upon arrival at school, outerwear such as coats, jackets, non-uniform sweaters must be removed and placed in lockers. **Students are expected to remain in uniform throughout the school day (including lunches and study periods). Students should arrive to school in proper uniform.**

### **Dress code for Non-Uniform Days**

Non-uniform days at St. Stephen are a privilege for our students. In keeping with the values of self-respect and respect for others, students must dress in an appropriate fashion.

On Non-Uniform Days, **DO NOT WEAR:**

- Clothes that display scenes or words of violence, sex, drugs, alcohol or with racist overtones
- Pants worn below the waist
- Bare midriffs
- Low cut blouses or shirts
- Extra thin spaghetti strapped blouses/dresses
- Muscle shirts
- Short shorts

School Administration reserves the right to determine appropriate dress.

### **Visitors/Trespassing**

School is a place for learning, and visitors frequently disrupt learning. Students are required to arrange social visits by friends outside of school hours and off school property. All visitors are required to report immediately to the Main Office - anyone who does not do so is a trespasser. Please assist in maintaining a safe environment by reporting trespassers to the office. Unauthorized visitors may be charged with trespassing.

### **Yearbook**

Throughout the school year, the Yearbook class is busy accumulating pictures and stories to capture memories for students. Students should be aware that formal and candid pictures may appear in this publication.

## Section B: St. Stephen Code of Conduct

### Rights and Responsibilities of Students at St. Stephen

St. Stephen Secondary School is a Catholic Learning Community. In keeping with the board code of conduct within the community of our school, every member shares certain rights and responsibilities.

<p><u>Rights of Students:</u>            To be treated with dignity and respect            To have an education in a Catholic school where the values of Christ are present in the life and curriculum of the school            To have the opportunity to learn in an educationally sound environment            To select a school program that reflects their academic needs and interests            To have access to feedback about progress in their studies            To have freedom from physical and verbal harassment</p>	<p><u>Responsibilities of Students:</u>            To identify themselves upon request            To take an active part in all classes            To work to the best of their abilities            To promote and develop self-discipline by following the Code of Behaviour            To attend classes regularly and punctually            To respect the rights of all other members of the community            To comply with the requests of staff</p>
<p><u>Rights of Teachers:</u>            To be treated with dignity and respect            To expect reasonable behavior from students while involved in all school activities, whether on or off school property            To have freedom from physical and verbal harassment            To refer students who are disruptive in class, or who are habitually unprepared for class, or who are persistently uncooperative in their studies, for remedial action</p>	<p><u>Responsibilities of Teachers:</u>            To plan and conduct an effective educational program and to assist students in learning            To provide student evaluation and report progress at regular intervals            To ensure a positive learning environment by promoting an adherence to the rules while recognizing the rights of individuals            To refer uncooperative students to the administration of the school</p>
<p><u>Rights of Parents:</u>            To be treated with dignity and respect            To expect that classes are conducted in an orderly manner            To expect that the students are provided with a worthwhile program and competent instruction at the appropriate level            To receive communication, information and reports from the school on a regular basis            To consult with staff and principals of the school            To expect that Christian values and Catholic practices are followed at the school</p>	<p><u>Responsibilities of Parents:</u>            To assist students in meeting the responsibilities expected of them            To participate in the mediation process when a student is disruptive, unprepared or uncooperative            To cooperate with the school to enhance the academic, social and spiritual growth of the student            To provide an environment conducive to the completion of homework and studying at home</p>

### **Disobedience/Lack of Cooperation**

Expected Behaviours:

- Cooperate with staff members
- Comply with requests from a teacher/supervisor
- Give your name when asked by any member of staff

#### Reasons for Expected Behaviours:

- Cooperation and respect is necessary for learning.
- Maintaining order within the school
- Maintaining a clean and safe environment
- Teachers are entitled to full cooperation during all school events

#### Consequences of Misbehaviours:

- Resolve problem with teacher
- If the problem persists, you will be referred to the office
- For outright defiance, detention or suspension will result

### **Drug/Alcohol Major Infractions**

#### Expected Behaviour:

- Be free from alcohol and drugs

#### Reasons for Expected Behaviour:

- Drug and alcohol use detract from the dignity of the person
- Use is against the law
- Use damages your health

#### Consequences of Misbehaviour:

- If you are under the influence of illicit drugs or alcohol, your parents will be notified and you will be suspended from school.
- Possession of illicit drugs is a crime. If you are in possession of drugs or drug paraphernalia, your parents and the police will be contacted. You will be suspended from school. Charges may be laid.
- Students attending a dance, field trip, or other co-instructional activity under the influence or in possession of alcohol or illicit drugs may be restricted from future participation in similar activities.
- You may be referred to professional counseling.
- Any student found guilty of trafficking in drugs or alcohol will be recommended to the Board for expulsion.

### **Explosives/Harmful Devices**

#### Expected Behaviour:

- Students may not be in possession of caps, firecrackers, and any other product/substance that may cause harm to an individual.

#### Reasons for Expected Behaviour:

- These items may injure you or another student.
- The school is responsible for maintaining a safe environment for the whole community.

#### Consequences for Misbehaviour:

- Suspension.
- Your parents will be contacted.

### **Fighting**

#### Expected Behaviours:

- Violence in all its forms will not be tolerated. These include (but are not limited to) possession of weapons, threats of serious physical injury, physical assaults, sexual assault, extortion, any hate motivated violence (involving homophobia or racism).
- Students should not strike out in retaliation.

#### Reasons for Expected Behaviours:

- Violence destroys the learning environment.
- Violence disrupts other students' right to a safe environment.
- Violence is not acceptable behaviour in ANY community.

#### Consequences of Misbehaviours:

- Students behaving in a violent manner will be interviewed by administration as soon as possible and appropriate disciplinary action will be taken.
- All combatants in a fight will be disciplined.
- Any students arranging and/or inciting a fight will face discipline.
- May lead to a suspension and/or a recommendation to the Board for expulsion.
- Police may be called. Students may be charged with assault under the law.

#### **Gambling and Extortion**

##### Expected Behaviour:

- Students are not to engage in gambling or extortion.

##### Reasons for Expected Behaviour:

- Both of these activities are illegal.
- Extortion interferes with the rights of students to a safe learning environment.

##### Consequences of Misbehaviour:

- Parent notification
- Possible suspension
- Possible police notification, resulting in charges

#### **Harassment and Bullying**

##### Expected Behaviours:

- Harassment and intimidation of others will not be tolerated.
- Harassment can be verbal, sexual, physical, psychological, bullying and discrimination on the basis of race, culture, religion, gender, language, ability or sexual orientation. This includes the use of cell phones, instant message, email and websites.
- Students are expected to interact with staff and peers in a sensitive and positive manner.
- Victims have the right to make a formal or informal complaint to the school administration and receive support.
- You are expected to be courteous in your use of language and to avoid profanity.

##### Reasons for Expected Behaviours:

- Every individual has a right to be treated with dignity and respect.
- Every individual has the right to be free from intimidation and harassment.
- Any form of harassment is unacceptable in our community. It causes hurt, humiliation, anger, and loss of self-esteem.

##### Consequences for Misbehaviours:

- Incidents and allegations will be reported to the Principal and Vice-Principal.
- Following an investigation, parental contact will be made.
- Counseling may be recommended.
- Possible suspension
- Possible police involvement
- Possible recommendation to the Board for expulsion (in cases of repeat offences).
- Swearing at a staff member will result in an automatic suspension.

#### **Homework**

##### Expected Behaviours:

- You are expected to complete all homework by its assigned date. Students benefit from home study.
- If you have completed your daily assignments, you should review, practise, improve your notes, memorize, or complete further reading.

Reasons for Expected Behaviours:

- Homework is an essential part of the learning process at school.
- Concepts at school must be reinforced through study. Homework is your 'practice time'.
- Inform your teacher of homework problems before class.

Consequences of Misbehaviours:

- Incomplete homework may result in detentions, alternate assignments, or home contact by your teacher.
- Persistent neglect of homework may seriously jeopardize your grade, and even your credit standing.

### **Internet Acceptable Use Policy**

Expected Behaviours:

- These are outlined in Section A of this book under the title "*Internet Access and Computer Use*". These apply to all computers in the school.

Reasons for Expected Behaviours:

- Using computers and the Internet for inappropriate reasons undermines the moral tone of the school.
- Non-educational computer use conflicts with the needs of students who require access in the completion of their assignments.

Consequences for Misbehaviours:

- Possible removal of computer use privileges.
- Offenders may also be required to withdraw from Computer/Technology courses.
- If laws are broken through the use of the computer/Internet at school, the appropriate authorities will be notified.
- In the case of damaged equipment, you will be responsible for repair costs. Unreported damage that results in repair cost may be borne equally among the students assigned to that workstation.

### **Late Assignments**

Expected Behaviours:

- Students are to submit assignments on the date designated by the teacher.
- Students are to notify teachers BEFORE the due date when extra time is needed. They will then negotiate a new due date with their teacher.

Reasons for Expected Behaviours:

- Development of self-discipline and responsibility for one's own learning.
- Providing an opportunity for negotiation when a student needs more time reflects discretion and rewards students who self-advocate.

Consequences for Misbehaviours:

- Work that is not submitted may be assigned a mark of zero.

### **Missed Tests**

Expected Behaviours:

- Students are given notice when tests will be scheduled.
- Students are expected to be present to write on the test date.
- Students who are absent for a test may be asked to provide a note from a parent or from a doctor.
- Students who know they will miss the test ahead of time must negotiate a time to write with the teacher before their absence.

Reasons for Expected Behaviours:

- To preserve the integrity of tests
- To ensure equity for all students
- To prevent academic dishonesty

Consequences for Misbehaviours:

- Students who are truant on a test date will receive a mark of zero.
- Students who miss a test may be required to write the test or complete an alternate test or assignment on a date designated by the teacher.
- Students who have a note will write a test on a date designated by the teacher.
- A student who demonstrates a pattern of missing tests will be referred to school administration.

### **Personal Accessory Items**

Expected Behaviours:

- Wearing items which embrace drugs or alcohol, or offensive symbols will not be tolerated.
- Chains are not allowed at any time.
- "Group" identifying accessories are not permitted at any time.
- The use of and possession of laser pointers is prohibited.
- Cell phones and other personal technology devices are to be turned off and put away in a classroom.

Reasons for Expected Behaviours:

- The school uniform provides a comfortable common identity for students. Group identifying accessories undermine this shared identity.
- Chains and offensive items are degrading to the person.
- Laser pointers can cause eye damage. They pose a health and safety hazard.
- Phones distract the student from learning in the classroom. They interfere with your learning and that of the other students.
- Unauthorized photos/videos are an invasion of privacy.

Consequences for Misbehaviours:

- Offenders will be referred to the office and detentions or suspensions may result.
- All chains will be confiscated and returned to parents/guardians. Continued wear will result in office intervention.
- Laser pointers will be confiscated. Students who bring or use laser pointers will face disciplinary actions which may include suspension.
- Teachers may confiscate cell phones being used in the classroom or make a referral to a Vice-Principal.
- Students who post unauthorized photos/videos on the internet will face disciplinary action.

### **Plagiarism (Academic Dishonesty)**

*\*Plagiarism is the act of presenting the ideas, words or other intellectual property of another as one's own work. This applies to words or ideas taken without proper acknowledgement from any published source, including newspapers, books, journals, magazines, Internet sites.*

Expected Behaviours:

- Students are expected to demonstrate academic honesty by relying on their own efforts and by doing their own work to the best of their ability.
- In written assignments, your own words and thoughts are to be used. If you quote or paraphrase, you must acknowledge this by means of parenthetical citation, footnotes, and/or bibliography.
- Students may not submit work that is not their own, including copying word for word from any outside source, using sections, paragraphs, or even a few words or phrases. Students must not copy and paste from the Internet, steal the work of another student, pay for the creation of work from a commercial service or an acquaintance, use an essay that was already submitted to another course, use language translation program, or cheat on tests and quizzes.
- Students must not help others cheat by giving work to a student for copying.
- Teachers may use Turnitin.com for the submission of written assignments as it validates academic integrity.

#### Reasons for Expected Behaviours:

- Testing is done to evaluate your knowledge and performance. Cheating is not tolerated at school or at work.
- When you plagiarize, you are stealing someone's words and ideas. You are not showing your teacher what you know and think.
- Our community values high standards and academic integrity.
- Helping someone else by cheating is dishonest and goes against the moral tone of the school. You also lose ownership of the hard work you have done.
- By committing an act of cheating or plagiarism, you make it impossible for your teacher to fairly evaluate you. It is impossible to tell how much you know and understand.
- By committing an act of cheating or plagiarism, you damage the relationship between you and your teacher which is based on trust.
- Because all Grade 9 students attend a library workshop in avoiding plagiarism and correctly citing sources, it is expected they will apply these skills in class.

#### Consequences of Misbehaviours:

##### *For the Junior Grades (9 and 10)*

- Those caught cheating on a test or an exam will be given "zero" for that test. There will be no makeup and the incident will be reported to the office for other possible consequences.
- The first time a student submits plagiarized work; the student will be given the benefit of the doubt, and will be presumed ignorant of proper sourcing techniques. The student will be expected to resubmit the assignment without the use of aids. A record of this offence will be kept.
- The second time a student submits plagiarized work *over his/her time at St. Stephen*, the student will be given a mark of "zero" on that assignment.
- Borrowers and lenders of student work are equally responsible for plagiarism.
- In all situations, parents will be contacted by the classroom teacher.

##### *For the Senior Grades (11 and 12)*

- At this point, it will be presumed that any use of outside sources without proper acknowledgement is done with the intent to deceive. It will be presumed that students who allow their work to be plagiarized do so with the intent to deceive, and will receive the same penalties as the student who copied their work.
- Essays, assignments or tests that show ANY evidence of engaging in plagiarism, academic dishonesty, or cheating in any form will receive a grade of zero. Subsequent infractions will result in a zero on the assignment and may result in suspension from school.
- Although plagiarism in and of itself will not result in the loss of credit, the "zero" may bring the grade below 50% when factored into the mark, and therefore result in the student failing the course.
- Parents will be contacted by the classroom teacher.
- Any student with a record of plagiarism may be ineligible for graduation awards and letters of recommendation from the school.

#### **Public Display of Affection**

##### Expected Behaviour:

- Public displays of affection, such as intimate embracing, are considered inappropriate behaviour on school property and during school sponsored activities.

##### Reasons for Expected Behaviour:

- Students are expected to act in an appropriate manner that reflects behaviour consistent with Christian values.
- Public displays may be offensive and embarrassing to others.

##### Consequences for Misbehaviour:

- Students will be reminded that this sort of behaviour is inappropriate and unacceptable through verbal or written reprimand.
- Detentions may be assigned.
- Serious incidents may result in suspension.

## **Punctuality**

Expected Behaviour:

- You are expected to be on time for homeroom and for each subject class.

Reasons for Expected Behaviour:

- Punctuality shows consideration and honour for other people's feelings. If you are late for class, you inconvenience your teacher and your classmates.

Consequences for Misbehaviour:

- Initially, this will be dealt with by the classroom teacher, who will contact parents.
- Chronic lateness is considered a deliberate choice and will result in referral to the Vice-Principal.
- Action may include detentions or suspension.

## **Respect for Property/Vandalism**

Expected Behaviours:

- You are expected to treat the school grounds, property, building, and everything in the school with respect.
- You are expected to eat in the cafeteria and dispose of garbage/recycling appropriately.
- You should report damage or graffiti to a teacher or administrator immediately.
- You are expected to respect all fire alarm systems and safety regulations.
- Books and equipment are the property of the school and must be returned in good condition.

Reasons for Expected Behaviours:

- Lack of respect for the facilities will lead to an unsafe and unpleasant school environment.
- Textbooks are expensive and must last a number of years.
- Alarms exist for the protection of the entire school community. If they are disabled or damaged, this is a safety hazard.
- The custodians are to be respected, and students should not add to their already busy workload through carelessness.

Consequences for Misbehaviours:

- The student who litters or deliberately makes a mess is choosing community service as a consequence.
- Students who break or lose school equipment or texts will compensate the school financially.
- Theft or vandalism will result in the following: Parental contact, police involvement, restitution, and progressive discipline.
- A student caught damaging a fire extinguisher, setting a fire, or pulling a fire alarm can face prosecution in the courts and suspension from school.

## **School Dances/Functions**

Expected Behaviours:

- You are expected to behave in a mature manner by being courteous and considerate to fellow students and to supervisors
- Your behaviour must reflect the entire code of student behaviour.
- You will not be permitted to leave the building during the dance and return at a later time.
- You are expected to attend school functions free from the influence of alcohol or other illicit drugs.
- Students may sign in a guest by arranging this in advance. Guests must prove they are a student in good standing by presenting a valid student card at the door.
- If a student is absent from school on the day of the function without a valid reason, they will not be admitted.
- All peripheral items (bags, jackets) must be checked. These items may be searched at the request of the supervising staff.
- Lockers will not be accessible.
- No smoking is permitted on school property.



Reasons for Expected Behaviours:

- A dance is a social function for all to enjoy. At least one pay duty officer of the Durham Regional Police will be present to supervise the dance and ensure the safety of students.
- For reasons of safety, students and their guests must be identified at the door.

Consequences for Misbehaviours:

- If there is inappropriate behaviour by you or your guest, you may be asked to leave the dance, and may be banned from attending other school functions.
- Other consequences may be applied by the Vice-Principal.
- If you are under suspicion for the use of alcohol or other drugs, you will be referred to the police and will be subject to suspension from school, and possibly, criminal charges.

**Skateboards/Roller Blades**

Expected Behaviours:

- Students may not use skateboards or roller blades in the school or on school property during the school day.
- They must be left in lockers or in the main office for the entire school day.

Reasons for Expected Behaviours:

- Safety issues are a concern. Staff cannot accept liability and responsibility in the case of an accident.
- Cars in the parking lot may be damaged.

Consequences for Misbehaviours:

- Equipment may be confiscated.
- You may be referred to the office for disciplinary action.
- Parental contact.

**Smoking/Tobacco Use - on school board property**

Expected Behaviours:

- Smoking and tobacco use in any form (i.e. chewing tobacco, e-cigarettes) are not permitted on Board property or at Board-sponsored events. This applies to all members of the community, including staff, parents, students and guests, 24 hours/day, 365 days of the year.
- Students may not provide tobacco to anyone under the age of 19.
- No student should visibly be in possession of tobacco products or lighters on school property.

Reasons for Expected Behaviours:

- It is a violation under the Smoke-Free Ontario Act to smoke or use tobacco products on school property.
- Providing tobacco to anyone under the age of 19 is against the law.
- Holding lighted tobacco on school property is against the law.
- The Smoke-Free Ontario Act prohibits smoking in enclosed workplaces and enclosed public places in Ontario in order to protect workers and the public from the hazards of second-hand smoke.

Consequences for Misbehaviours:

- Any staff member may confiscate tobacco products on school property.
- The Tobacco Enforcement Officer of the Durham Regional Health Department will be informed when students are observed on the property of the school board to be: smoking, holding lighted tobacco, selling or supplying tobacco to a person who is less than 19 years old.
- Students are subject to progressive discipline through the Vice-Principal's office.

## Smoking/Tobacco/Electronic Cigarette Use - on school board property

### Expected Behaviours:

- Tobacco and electronic cigarette (e-cigarette, vaping devices) use in any form are not permitted on Board property or at Board-sponsored events. This applies to all members of the community, including staff, parents, students and guests, 24 hours/day, 365 days of the year.
- Students may not provide tobacco products or e-cigarette products to anyone under the age of 19.
- No student should visibly be in possession of tobacco products, e-cigarette products or lighters on school property.

### Reasons for Expected Behaviours:

- It is a violation under the Smoke-Free Ontario Act, 2017 to use tobacco products or e-cigarette products on school property.
- Providing tobacco products or e-cigarette products to anyone under the age of 19 is against the law.
- Holding lighted tobacco, vaping or chewing tobacco on school property is against the law.
- The Smoke-Free Ontario Act, 2017 prohibits smoking or vaping in enclosed workplaces and enclosed public places in Ontario in order to protect workers and the public from the hazards of second-hand smoke and vapour.

### Consequences for Misbehaviours:

- Any staff member may confiscate tobacco products and e-cigarette products on school property.
- The Tobacco Enforcement Officer of the Durham Regional Health Department will be informed when students are observed on the property of the school board to be: smoking or vaping, holding lighted tobacco, chewing tobacco, selling or supplying tobacco or e-cigarette products to a person who is less than 19 years old.
- Students are subject to progressive discipline through the Vice-Principal's office.

### Expected Behaviours:

- Grade 11 and 12 students who use tobacco products or e-cigarette products may do so in the designated area off property only before and after school and during their lunch period. **GRADE 9 AND 10 STUDENTS ARE PROHIBITED FROM BEING IN THIS DESIGNATED AREA AT ALL TIMES.**
- Students must refrain from smoking, vaping and chewing tobacco during class time and between classes.

### Reasons for Expected Behaviours:

- Tobacco causes death and serious health impairments.
- The school actively discourages the use of tobacco products and e-cigarette products.

### Consequences for Misbehaviours:

- Students found using tobacco products outside the designated time and /or area will be subject to progressive discipline through the vice-principals' office.
- Students found supplying tobacco products to any individual under the age of 19 will be reported to the Regional Tobacco Enforcement Officer.

### For information about quitting smoking or vaping:

- Contact Durham Region Health Department at 905-668-7711 or 1-800-841-2729 or visit [www.durham.ca](http://www.durham.ca)
- Contact Smokers' Helpline at 1-877-513-5333 or visit [www.SmokersHelpline.ca](http://www.SmokersHelpline.ca)
- Speak with your family doctor or health professional
- Visit [www.HealthyOntario.com](http://www.HealthyOntario.com)

## **Sound Producing Equipment**

### Expected Behaviours:

- Personal music devices (i.e. cell phones, MP3 Players, iPods, etc.) with earphones may be played in the cafeteria. It is at the teacher's discretion whether they may be used during work periods during class time. This is NOT to become an area of dispute. If the supervising teacher does not want students to use these devices during all, or any part of the class, then they are not to be used, and are to be removed and put away.
- The volume must be low enough that it does not interfere with any other student's learning.

### Reasons for Expected Behaviours:

- It is the teacher's responsibility to cultivate an environment for learning in their classroom.
- This equipment detracts from a student's ability to concentrate on his/her learning.

### Consequences for Misbehaviours:

- Violators may have their equipment confiscated and may be referred to the office.
- Parents may be contacted, and the equipment may be returned to the parent.

## **Transportation/Buses**

### Expected Behaviour:

- When traveling on buses for any school related reason, students are expected to cooperate with the bus driver and follow behaviour code.

### Reasons for Expected Behaviour:

- This service is a privilege, not a right.
- For the safety of everyone, responsible behaviour is required at all times when riding the bus.
- Respect for the bus driver must be shown.

### Consequences for Misbehaviour:

- Office intervention, contact with parents.
- Continuous misbehaviour may result in busing privileges being suspended or removed.

## **Truancy**

Expected Behaviour:

- Students are required to attend classes unless they have a legitimate reason to be absent.

Reasons for Expected Behaviour:

- Truancy is a serious concern as absence from class can negatively impact academic achievement.
- Skipping is disruptive to the learning environment.

Consequences for Misbehaviour:

- Detentions are assigned and parents are notified.
- Persistent truancy will be dealt with through progressive discipline.

## **Uniforms**

Expected Behaviours:

- Students are expected to be in compliance with the uniform as outlined in this handbook.
- Students who report to school out of uniform will be supported by being offered a loan of the missing uniform item(s).
- Parents may be contacted to bring in the missing uniform piece(s).
- Students may be required to work in the office with assignments sent down from the classroom teachers.

Reasons for Expected Behaviours:

- STUDENTS WHO ENROLL AT ST. STEPHEN DO SO WITH A FULL AWARENESS OF THE UNIFORM REQUIREMENTS. THEREFORE, BY CHOOSING THIS SCHOOL, YOU IMPLICITLY AGREE TO ABIDE BY YOUR INITIAL COMMITMENT.
- Staff and parents regard the uniform as a means of creating a distinct school identity. By not respecting the dress code, you undermine that goal.
- The uniform is intended to support a safe school environment.
- Staff members are expected to enforce the uniform so each student is responsible to all staff members to be in uniform.

Consequences of Misbehaviours:

- Students who arrive out of uniform will not be admitted to class.
- Repeated infractions will be dealt with through progressive discipline, including reminders, parent contact, detentions, etc.
- Students who are dressed inappropriately for non-uniform days will be asked to go home and change.

## **Weapons**

Expected Behaviour:

- Weapons of any kind (including pocket knives, replicas of weapons, lasers, chains) are not allowed on school property for any reason.

Reasons for Expected Behaviour:

- Refer to the "Safe Schools Act".
- The protection and safety of all members of our school community is our first concern.

Consequences for Misbehaviour:

- Weapons will be confiscated.
- Police may be contacted.
- Students may be suspended and recommended to the Board for expulsion.

## Resources: Clarington and Durham Region

### EMERGENCY

	911
Lakeridge Health Care Centre	
Oshawa Hospital	905-576-8711
Bowmanville Hospital	905-623-3331
Crisis Intervention Team- Oshawa General	905-433-4384
Durham Region Police	905-579-1520
Crimestoppers	1-800-222-8477 1-800-222-TIPS

### HELP LINES

Aids & Sexual Health Info	1-800-668-2437
24 Hour Information Line	211
Connex Mental Health Helpline	1-866-531-2600
Distress Centre Durham 24 hr	905-430-2522
Durham Health Connection	1-800-841-2729
EatRight Ontario	1-877-510-5102
Durham Rape Crisis Centre 24hr	905-668-9200
Information Durham	1-866-463-6910
Kids Help Phone	1-800-668-6868
Ont Problem Gambling Helpline	1-888-230-3505
Smokers' Helpline	1-877-513-5333
Telehealth Ontario	1-866-797-0000

### WALK-IN CLINICS/HOSPITALS/COMMUNITY HEALTH CENTRES

Bowmanville Urgent Care Clinic	905-623-6458
Clarington Urgent Care Clinic	905-697-1466
Courtice Health Centre	905-723-8551
Lakeridge Health	905-623-3331 1-866-338-1778

### COUNSELLING/MENTAL HEALTH/YOUTH JUSTICE

Canadian Mental Health Association Durham	905-436-8760
Catholic Family Services Of Durham	1-877-282-8932
CHIMO Youth & Family Service	1-888-454-6275
Community Care Mental Health Program	905-623-4123
Community Justice Alternatives Of Durham Region	905-683-8615
Durham Family Court Clinic	905-436-6754
Durham Mental Health Service	1-855-888-3647 Ext 3312
Durham Region, Family Service	1-866-840-6697
Frontenac Youth Services	1-877-455-5527
John Howard Soc. of Durham	905-579-8482

### HOPE Helping Other Parents

Everywhere	1-866-492-1299
Kinark Child & Family Service	1-866-929-0061
Ontario Shores Centre for Mental Health Sciences	905-430-4055
Ontario, Youth Justice Services	1-866-591-5301
Victim Services of Durham	905-579-1520 Ext 1846

### DEVELOPMENTAL SERVICES

Community Living Oshawa/ Clarington	905-576-3011
Durham Association for Family Respite Services	1-800-500-2850
Grandview Children's Centre	1-800-304-6180
Kerry's Place Autism Services	905-579-2720
Learning Disabilities Assoc., Clarington	905-623-1852
Ontario, Assistance for Children With Severe Disab.	1-800-722-1196
Participation House Project Durham Region	905-579-5267
Resources for Exceptional Children & Youth	1-800-968-0066
Sunrise Youth Group	905-438-9910

### HOUSING/INCOME SUPPORT/EMPLOYMENT

Anishnaabe Kwewag Gamig Women's Shelter	1-800-388-5171
Bethesda House Shelter 24hr	905-623-6050
Cornerstone Comm. Assoc. Ext 228	905-433-0254
Durham College Bow Site	905-697-4472
Durham Region Non-Profit Housing Corp	1-800-669-2956
Durham Region Unemployed Help Centre	905-579-1821
Durham Region, Housing Services Div.	1-800-669-2956
Employment Ontario Durham Apprenticeship Office	1-800-461-4608
Farm Line Support Service	1-888-451-2903
Housing Help Durham	1-866-746-3696
Joanne's House Youth Housing & Support	905-239-9477
Meta Vocational Services	1-866-794-4677
Muslim Welfare Home	905-665-0424
Northern Lights, Ontario Employment Service	1-800-361-4642

Ontario Disability Support  
Program (ODSP) 1-800-722-1196  
YWCA Durham 1-888-576-2997

**ABUSE-PHYSICAL/EMOTIONAL/SEXUAL**

DRIVEN 1-877-723-3905  
Durham Children's Aid Society 1-800-461-8140  
Durham Sexual Assault  
Care Centre 905-721-6128  
Ext 2787

**ALCOHOL/TOBACCO/DRUGS**

Alcoholics Anonymous, Al-Anon &  
Alateen Family Groups 905-728-1020  
First Step Medical Clinic 905-720-0506  
Lakeridge Health Pinewood  
Centre (Crisis Line) 1-888-881-8878  
Narcotics Anonymous 1-888-811-3887  
Ontario Addiction Treatment 905-443-0223

**FOOD BANKS/CLOTHING**

Adventist Comm. Service Ctr. 905-433-8800  
Bibles for Mission Thrift Store 905-623-9600  
Clarington East Food Bank 905-987-1418  
Saint Vincent Pallotti's Kitchen 905-433-4006  
Salvation Army Family Service 905-623-2185  
Salvation Army Thrift Store 905-623-3217  
St. Vincent De Paul Store King St (Bow)  
St. Vincent De Paul (Bow) 905-623-6371  
St. Vincent De Paul (New) 905-786-2249

**SEXUALITY/PREGNANCY**

Durham Region Sexual  
Health Clinics 1-800-314-8533  
Pregnancy Help Centre of  
Durham 1-800-395-4357  
Rose of Durham Young Parents  
Support Service 1-800-241-3534

**GENERAL SUPPORT**

Big Brothers Big Sisters of  
Clarington 905-623-6646  
Boys and Girls Club of  
Durham 905-728-5121  
Durham College Dental  
Hygiene Clinic 905-721-3074  
Durham Community Legal  
Clinic 1-888-297-2202  
Durham Region Health  
Parent Support Groups 1-800-841-2729  
Durham Region Oral Health 1-866-853-1326  
Durham Region Transit 1-866-247-0055  
Firehouse Youth Centre 905-623-6814

**HELPFUL WEBSITES**

[www.clarington.net](http://www.clarington.net)  
[www.kidshelpphone.ca](http://www.kidshelpphone.ca)  
[www.volunteerdurham.net](http://www.volunteerdurham.net)  
[www.teenmentalhealth.org](http://www.teenmentalhealth.org)  
[www.informdurham.com](http://www.informdurham.com)