

STUDENT HANDBOOK 2019-2020



**362 Carmody Street
PEMBROKE, Ontario K8A 4G2
TEL: (613) 735-5496
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Principal:	Brennan Trainor
Vice Principal:	Erik Lemke
Vice Principal:	Chris Mulvihill
Head Secretary:	Donna Lux

This agenda belongs to:

Name:

Address:

City/Town:

Province:

Postal Code:

Telephone Number:

Home Room:

BISHOP SMITH CATHOLIC HIGH SCHOOL

Appointed Bishop of Pembroke in 1945, His Excellency, Most Rev. William J. Smith (1897-1986) served as Bishop of Pembroke until he retired in 1971. The newly constructed Bishop Smith Senior Elementary School (1970) was named to honour his dedicated support of Catholic Education.

Our Lady's High School, a private girls' school established by the Grey Sisters of the Immaculate Conception, was paralleled by its counterpart St. Columba's Boys' High School, offering Catholic education to students in the Pembroke and area. With the closing of the Boys' School, Our Lady's High became co-educational and was, shortly thereafter, re-named Catholic High.

In 1982, through re-alignment of students, Bishop Smith Senior Elementary School and Catholic High School were amalgamated, resulting in a Grade 8 to Grade 13/OAC format. In 1992, Bishop Smith Catholic High transferred from its location on Bell Street to a high school facility on Carmody Street. This facility housed two schools: Bishop Smith Catholic High School and École secondaire catholique Jeanne-Lajoie. In September 2007 Ecole secondaire catholique Jeanne-Lajoie moved to its new location and we took over the entire facility. During the summer of 2012, a new entrance was created to better unify these two buildings.

Bishop Smith Catholic High, through the strengths of all, especially its students, continues to grow and prosper.

JAIMIE PERRY

Director of Education

DAVE HOWARD

Chairperson, RCCDSB

MARK SEARSON/ ELIZABETH BURCHAT/ MARY-LISE ROWAT

Superintendents of Educational Services
Principal

BRENNAN TRAINOR

ERIK LEMKE

Vice Principal

CHRIS MULVIHILL

Vice Principal

PROGRAM LEADERS:

English/French
Mathematics/Business
Student Services
Physical Education/Health/Athletics
Religious Education/Social Studies
Science
Special Education
Technology/Arts

Mike Britton
Doug Ferguson
Peter Gleason
Sue Cotnam
Angela Watson/Tara Crossman
Mark Plazek
Julie Schreenan
Jill Plazek

Dear Students and Parents,

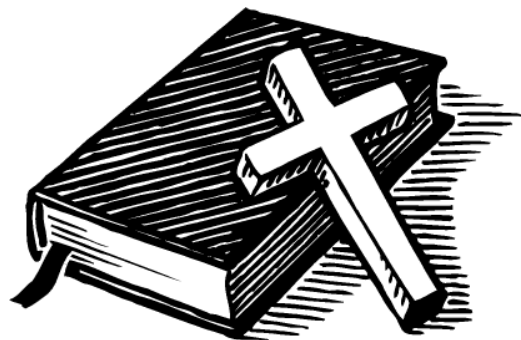
I hope you will join me in taking the time to become familiar with the pages that follow this letter. For all of our new students, this Agenda will provide you the opportunity to learn the specific policies and practices that are unique to Bishop Smith; and I hope you become even more familiar with the incredible people that make up the fabric of this school community. It is a great privilege to serve the Bishop Smith community as principal. BSCH is a beautiful space and has a rich history of academic excellence and together we share this journey.

Again this year, Bishop Smith Catholic High School offers students this agenda. The introductory pages contain information on many aspects of Bishop Smith, which students are expected to know and discuss with their parents. In particular, students are expected to know thoroughly their Code of Behaviour, which was reviewed by a sub-committee of School Council. This committee was composed of students, parents, teachers and community representatives. When this Code of Behaviour comes up for review again I'd invite you to take part in this process. Education is a co-operative venture. It requires the dedication of all members of the school community to be a successful experience. The School Council and the Student Council all offer opportunities for you to take an active role in the education process. We invite you to participate fully in the life of your school so that we can make this the best year ever for students, staff and parents involved with Bishop Smith High School.

Finally, to our returning students and parents, welcome back to school and for those of you who are new to the school, I trust that we you will be welcomed with "warmth, hospitality, good humour and joy." May God's grace and blessings be upon all of us as we embark on this exciting new school year together!

Together we will succeed!

Clint Young



Prayer for Our Vision

God our Father,
You inspire us through a heritage
that is rich in blessings,
You challenge us to grow, as we
remember the struggles of our past,
You call us as partners in the Catholic
educational community
to be inclusive of all who seek to learn
in the light of faith.

Grant that your Holy Spirit might
continue to guide us
So that by the power of Your grace,
Our share in the Church's mission
To spread the Good News of Jesus
May be relevant in the world today,
And point to a future that is filled with hope.

We ask you to bless our work,
That it may serve to protect,
Nurture and rightly guide
In the Catholic faith
Those children You have
Entrusted to our care,
To the glory of Your name.
We make this prayer
Through Christ our Lord.

Amen.



A MESSAGE FROM YOUR SCHOOL BOARD



MISSION STATEMENT

Inspired by our rich heritage and challenged by the struggles of our past, we are an inclusive Catholic educational community called to express our mission as church to pass on the Good News of Jesus Christ, to make it relevant in the world today, and to be the hope for the future.

**THE RENFREW COUNTY
CATHOLIC DISTRICT
SCHOOL BOARD**

A Message From Our DIRECTOR OF EDUCATION

Welcome to school year 2019-2020!

The Renfrew County Catholic District School Board's Vision includes this statement:

"Inspired by our rich heritage and challenged by the struggles of our past, we are an inclusive Catholic educational community called to express our mission as church to pass on the good news of Jesus Christ, to make it relevant in the world today, and to be the hope for the future."

As you journey through this school year, I encourage you to embrace struggle as a normal part of learning and growth, approach everyone with a spirit of inclusion and truly express the joyful hope of the Gospel.

Please accept my best wishes for a great 2019-2020 school year!

Sincerely,

Jaimie Perry
Director of Education

Renfrew County Community

Threat Assessment Protocol-Notice to Families

In our Renfrew County Catholic Schools, we work hard to promote positive and caring school climates where we demonstrate care for each other, our world and ourselves. We are committed to creating and maintaining respectful and safe schools. One tool that we have to help us in this endeavour is a Violent Threat Risk Assessment (VTRA).

The Violent Threat Risk Assessment is used to protect students, staff, parents and visitors of RCCDSB schools. It is a tool to assess the level of risk, understand the context of the threat or serious violence and to develop an intervention plan to support the student.

Across Renfrew County, we have a VTRA Protocol that outlines the process of the assessment and the partners that may participate. The VTRA teams may include administrators, school board psychologists, guidance counsellors, school support counsellors, social workers, community liaison police officers, other pertinent professionals, and/or community resources (such as staff at Family and Children's Services, the Phoenix Centre, and the Petawawa Military Family Resource Centre). When the VTRA process is initiated, the team collaborates to review student information and the details of the event, while respecting the student's rights to privacy and the safety of all school members.

A **threat** may include an expression of intent to do serious harm or act out violently against people or property. Threats may be verbal, written, drawn, posted on the Internet, or made by gesture. All threats must be taken seriously and investigated. A Threat/Risk Assessment may be initiated because of the context of an incident or worrisome behaviour. Staff, parents/guardians, students, and community members are responsible for reporting all threat-related behaviours.



**BISHOP SMITH CATHOLIC HIGH SCHOOL
COMMITTEES FOR THE SCHOOL YEAR 2019-2020**

SCHOOL COUNCIL:

CHAIRPERSON: J. Bouffard
STAFF: N. Jalette
CHAPLAINCY LEADER: A. Watson

STUDENT COUNCIL EXECUTIVE:

PRESIDENT: Arianna Dunlay
VICE PRESIDENTS: Myah Peplinskie, Grant Hurley
SECRETARY: Katie Kosowan
TREASURER/ PUBLIC RELATIONS: Joe McParland

STAFF ADVISORS: Ms. A. Laabs, Mrs. K. O'Connor

STUDENT TRUSTEE: Tarynn Kearney

STUDENT ATHLETIC COUNCIL EXECUTIVE:

CO- PRESIDENTS: Kaitlyn Bourgeois, Elizabeth Kelly
CO- VICE PRESIDENTS: Tara Bradley, Andrew Plazek
CO- SECRETARIES: Sarah Howell, Ashlyn Mulvihill
CO- PUBLIC RELATIONS: Ruby Pilatzke, Kyra Vincent

STAFF ADVISORS: Ms. Cotnam, Mr. David, Ms. Plazek, Mr. Ferguson

FACULTY LIST missing info can be found in complete on school website
<https://bsch.rccdsb.edu.on.ca>

TRAINOR, B., B.A. (Carleton), M. Ed. (Ottawa U.)
LEMKE, E., BKin (Brock), MSc.Ed (Canisius)
MULVIHILL, C., B. P. Ed. Hons (Brock), Master of Teaching (Griffith U., Australia)
ALLARD, C., B.A. (Laurentian), B. Ed. (Quebec)
BEAUPRE, D., Tech Studies – Construction (Queens)
BEGGAN, P., B.A. (Carleton), B. Ed. (D'Youville)
BENNETT, C., B.Fine Arts Hons. (Concordia)

BRITTON, M., B.A. Hons. (Queen's), B.Ed. (Queen's)
BRUNTON, C., B.A. Hons. (Lakehead), B.Ed. (Lakehead)
CHRISTIAN, K., B.Ed. (Alberta)
CONRAD, M.C., B.Sc. (Trent), B.Ed. (Alberta)
COTNAM, S., B.Sc. (Ottawa), B.Ed. (Ottawa)
CROSSMAN, T., B.A. (Nipissing), B.Ed. (Nipissing)
DAVID, M.G., B.Ed. (New Brunswick)
EADIE, M., B.A. Hons. (Laurentian), B.Ed. (Lakehead)
EGAN, L.M., B.Sc. (Queen's), B.Ed. (Lakehead)
FITZPATRICK, T., B.A. (Ottawa), B.Ed. (Laurentian)
FERGUSON, D., B. Sc. (Guelph), Post Grad Ed. (Strathclyde, Scotland)
GLEASON, P., B.Sc. (Guelph), B.Ed. (McGill)
GOULARD, J., B.Sc. Hons. (Guelph), B.Ed. (Nipissing)
HANNABERRY, M., B.A. (Guelph), B.Ed. (Trent)
HICKSON, H., B.Sc. (St. Francis Xavier), LLB (Ottawa), N.S. Teaching Cert.
JALETTE, N., B.Sc.Hons. (Nipissing), B.Ed. (Nipissing)
KENNY, B., B.Sc. (Guelph), B.Ed. (Lakehead), M. Ed. (Nipissing)
KENNY, C., B.A. (Trent), B. Ed. (D'Youville)
KEON-LEAHEY, L., B.A. (Ottawa), B.Ed. (Ottawa)
KRAFTCHICK, A., B.Sc. (Trent), B.Ed (Trent)
KRANZ, R., B.Sc. (McGill), B.Ed. (McGill)
LAABS, A., B.A. (Nipissing), B.Ed. (Nipissing)
LEMKE, J., B.A. (Ottawa), B.Ed. (Queen's)
MCQUADE, G., B.S. (Detroit), M.S. (Detroit), B.Ed. (Western)
MULVIHILL, K., B.A. (Ottawa), B.Ed. (Ottawa)
NOBLE, E., B.Sc. (Trent), B.Ed. (Queen's)
O'CONNOR, K., B.Sc. Hons. (Trent), B.Ed. (Queen's)
O'CONNOR, M., B.Sc.Hons. (Ottawa), B. Ed. (Queen's)
PEPLINSKIE, L., B.Ph.E. (Brock), B. Ed. (Medaille)
PEPLINSKIE, T., B.Ph.E. (Laurentian), B.Ed. (Windsor)
PLAZEK, J., B.Ph.E. (Queen's), B.Ed. (Queen's)
PLAZEK, M., B.Sc.Hons. (Queen's), B.Ed. (Queen's)
PLUE, C., B.A. Psych. (Carleton), B.Biology. Hons. (Carleton), B.Ed. (Ottawa)
RYAN, A., B.Sc. Hons. (Ottawa), B.Ed. (Ottawa)
SCHROEDER, R., Technological Studies: Transportation (Queen's)
SCHROEDER, T., B.A. Hons. (Laurentian), B.Ed. (Nipissing)
SCHROEDER, T. (Ms.), B.Ph.E. (Laurentian), B.Ed. (Nipissing)
SHREENAN, J., B.A. (Nipissing), B.Ed (Nipissing)
SOLAR, D., B. Ph.E. (Ottawa), B.Ed. (Ottawa)
SPENCER, L., B.A. (Nipissing), B.Ed. (Nipissing)
ST LOUIS, K., B.A. Math (Nipissing), B. Ed. (Nippissing)
ST. JEAN, M., B.A. (Trent), B.Ed (Queen's)
SUMMERS, J.E., B.A. (Ottawa), B.Ed. (Ottawa)
WARD, D., B.A. (Nipissing), B.Ed. (Nipissing)
WATSON, A., B.A. (Western), B.Ed. (Queen's)
WATSON, B., B.A. (Carleton), B.Ed. (Australia)

YUTRONKIE, J., B.A. (Waterloo), B. Ed (Ottawa)

ADMINISTRATIVE ASSISTANTS:

T. Leroux, D. Lux,
D. McEwen, S. Shaw

CAFETERIA STAFF:

K. Patrick

CAMPUS YOUTH WORKER:

S. Cybulski

ATTENDANCE COUNSELLOR:

T. Peplinskie

CHAPLAINCY LEADER:

A. Watson

CUSTODIANS:

M. Andrews, M. Ashick,
B.. McMullan, R. Nicolai, S. Mask,
M. Murphy, D. Prange

EDUCATIONAL ASSISTANTS:

K. Carroll,

J. Beaupre, C. Boudens,

S. Hayashi, T. Ryn, P. Marquardt,
J. Raymond, C. Summers,
J. Stalkie, W. White



WEBSITE LINK:

IN ORDER TO VIEW OUR SCHOOL PHILOSOPHY OF EDUCATION, ALONG WITH POLICIES AND PROCEDURES IN THEIR ENTIRETY, PLEASE VISIT OUR WEBSITE <https://bsch.rccdsb.edu.on.ca/specialist-high-skills-major/> CLICK ON STUDENT HANDBOOK

Renfrew County Catholic District School Board School Year Calendar 2019-2020



RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD
SCHOOL YEAR CALENDAR 2019-2020



SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	30	31					23	24	25	26	27	28	29	29	30	31					26	27	28	29	30		

MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	8	9	10	11	12	13	
10	11	12	13	14	15	16	17	18	19	20	21	22	
24	25	26	27	28	29	30	28	29	30				
31													

KEY
 The first day of school for students is **September 8, 2019**. The last day of school for students is **June 25, 2020**.
 1. Boxes in indicate regular school holidays.
 2. Boxes in indicate Professional Activity Days (for classes for pupils), as follows:
 Sept 13, 2019: 1 day Occupational Health and Safety Training, 1 day Kindergarten Educator Training, Grade 1-12 Teachers School Learning Planning
 Oct 13, 2019: 1 day Occupational Health and Safety Training, 1 day Kindergarten Educator Training, Grade 1-12 Teachers School Learning Planning
 Nov 15, 2019: Reporting to parents on student progress (Elementary), Student Achievement/Student Success (Secondary)
 Jan 31, 2020: Reporting Day (Elementary), Semester Turnover (Secondary)
 May 18, 2020: Christian Community Day
 May 20, 2020: Safe and Inclusive School (Secondary)
 June 26, 2020: Closing the gaps in Student Achievement and Literacy (Elementary and Secondary).
 3. Underlined dates are exam days for the High Schools.

BISHOP SMITH CATHOLIC HIGH SCHOOL CALENDAR 2019-2020

SEMESTER ONE
SEMESTER TWO

Term 1 – Sept.03 – Nov.08
Term 1 – Feb. 03 – Apr. 09

Term 2 – Nov. 11 – Jan.23
Term 2 – Apr. 14 – Jun. 18

SEPTEMBER	02 Monday 03 Tuesday 04 Wednesday 13 Friday 12 Thursday 25 Wednesday	Labour Day Semester One Begins School Pictures P.A. Day Bonnechere Day Terry Fox run
OCTOBER	08 Tuesday 10 Thursday 11 Friday 14 Monday	Picture Retakes Parent Teacher interviews 4:00 pm P.A. Day Thanksgiving Day
NOVEMBER	06 Wednesday 15 Friday 22 Thursday 14 Thursday 25-29	Take our kids to work day (Grade 9) P.A. Day Mid-term Report Cards (9-12) Gr.8 Progress Reports Graduation Pictures
DECEMBER	Dec. 23-Jan.03	Christmas Holidays
JANUARY	06 Monday 10 Friday Jan. 24-30 31 Friday	Return from Christmas Break Grad Pic Retakes First Semester Final Exams P.A. Day
FEBRUARY	03 Monday 14 Friday 17 Monday 21 Friday	Semester Two Begins Semester One Final Report Cards Family Day Grade 8 term 1 report cards
MARCH	12 Thursday 16-20 31 Wednesday	Parent-Teacher Interviews 4:00 p.m March Break OSS Literacy Test (Grade 10)
APRIL	10 Friday 13 Monday 17 Friday	Good Friday Easter Monday Mid-term Report Cards (9-12)
MAY	15 Friday 18 Monday	P.A. Day Victoria Day
JUNE	05 Friday 18-23 25 Thursday	P. A. Day Second Semester Final Exams Graduation Ceremonies

PHILOSOPHY OF EDUCATION AT BISHOP SMITH CATHOLIC HIGH SCHOOL

Bishop Smith Catholic High School seeks to provide excellence in education within the framework of a Catholic Christian environment which fosters the development of the whole child spiritually, morally, emotionally, physically and intellectually. We strive to encourage sharing and caring in an atmosphere of cooperation while setting high expectations for our students to take their place as leaders in the community.

ONTARIO CATHOLIC SCHOOL GRADUATION EXPECTATIONS

The graduate is expected to be:

1. **A discerning believer** formed in the Catholic Faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.
2. **An effective communicator**, who speaks, writes and listens honestly and sensitively, responds critically in light of gospel values.
3. **A reflective, creative and holistic thinker** who solves problems and makes responsible decisions with an informed moral conscience for the common good.
4. **A self-directed, responsible, lifelong learner** who develops and demonstrates their God-given potential.
5. **A collaborative contributor** who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
6. **A caring family member** who attends to family, school, parish, and the wider community.
7. **A responsible citizen** who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

FAITH DIMENSION

A. Religious Education

As a part of the Church's mission, Bishop Smith Catholic High School participates in the educational ministry of the Church. Our school recognizes that we have a three-fold purpose: to proclaim the Good News, to build a Christian Community, and to promote Christian service. Through all school actions, and specifically through the religious education courses, students are assisted in their journey to a mature and active faith. These courses are supplemented by:

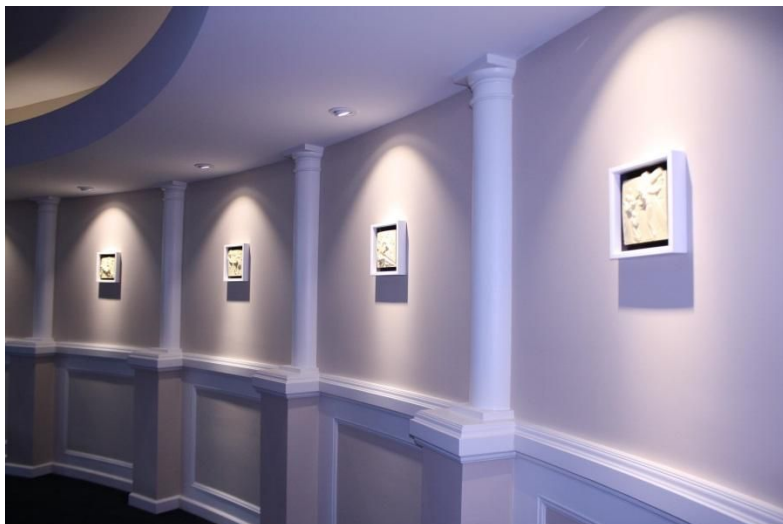
1. School Masses, which are planned by the students to celebrate liturgical feasts and other special occasions.

2. Class Liturgies, which are planned and celebrated by the class during regular class period.
3. Prayer Sessions, which may be private or shared in classes or other Para liturgies.
4. Retreat Days, which are a time provided to allow students to consider their call as baptized Christians.
5. Guest Speakers who are invited to help students become more aware of the meaning of being a Christian.
6. Social Justice Activities assist students in becoming more cognizant of the need for Christianity to be practiced throughout the world and are planned on a regular basis.
7. A Third World Experience allows selected students the opportunity to travel to the Dominican Republic to visit the Missions of the Grey Sisters of the Immaculate Conception and our twin High School in Yamasa.

B. Pastoral Ministry

A Chaplain is available full-time for the development and guidance of the faith dimension of our school community. The Chaplain's role is primarily one of a presence which calls the community to continually strive to live out the message of Jesus presented through the Gospels. Availability to the staff, students, and parents allows the Chaplain the opportunity to give guidance and support to the spiritual and emotional elements of the faith journey we are all called to enter. Prayer, celebrations, classroom participation, assistance in the Religion programs, individual and group guidance in spiritual and personal concerns, and other activities are all part of the pastoral call to minister to the needs of our School community.

Below: Bishop Smith Catholic High School Chapel



GENERAL INFORMATION AND SCHOOL POLICIES

Bishop Smith Catholic High School – Promoting a Culture of Responsibility

Bishop Smith Catholic High School exists for the purpose of creating a learning environment for intellectual, physical, moral and religious excellence as understood and inspired by the Catholic expression of Christianity. Within our walls, a culture of responsibility exists not only to assist the members of our Bishop community in becoming self-directed responsible learners who develop and demonstrate their God-given potential, but also to ensure that our graduates have the necessary knowledge, skills, and values to become responsible citizens of the 21st century.

Using the Ontario Catholic School Graduate Expectations as a guide, each student at Bishop Smith Catholic High School is expected to contribute to the culture of responsibility by complying with the following expectations:

A. STUDENT IN “GOOD STANDING”

A student in “good standing” is entitled to all the rights and privileges exclusive to students at Bishop Smith Catholic High School. Students who are enrolled at B.S.C.H.S. can participate fully in all student activities and be eligible to be elected to Student Council or as Student Trustee. Students may lose their “student in good standing” status by:

- Being suspended for a violation of the Code of Behaviour.
- Having academic and/or attendance concerns.
- Not paying student and athletic fees, etc...
- Not returning, replacing, or paying for textbooks and/or library books.
- Being truant from school including student activity days.
- Demonstrating discreditable conduct while participating in a school activity.

The loss of “Student in Good Standing” status can only be restored by the school Principal.

B. ATTENDANCE

1. Regular attendance is directly related to academic success and is a requirement in any work environment. Because the successful student is most often associated with good attendance and punctuality, the school recognizes the importance of working with parents to provide young

people the opportunity to develop a commitment towards punctuality and attendance.

2. While a student at Bishop Smith Catholic High School, students are expected to attend **all** classes. If any class is to be missed, a valid reason must be provided to the office before the absence date. (For further information on attendance and absenteeism, please refer to the Student Code of Behaviour).
3. The following policy outlines Bishop Smith Catholic High School's commitment to student attendance:
 - May assign a consequence as well as a conference with the student's parents/guardians.
 - After more than seven periods absent from a class, students will be referred to the office to discuss their attendance with a Vice-Principal/Principal.
 - Recognizing that senior level (grade eleven and twelve courses) classes require a large amount of material to be covered during the semester, students in grade eleven and twelve classes will be required to follow all of the above attendance procedures as well as be prepared **to provide medical/professional documentation to the Vice-Principal/Principal** explaining their absences of over **ten periods in a class**. Failure to provide adequate justification for absences may jeopardize the student's ability to remain in the class.
 - This attendance policy also applies to all student activities, assemblies, field trips, etc., and students are expected to treat them as such.

C. ASSESSMENT AND EVALUATION

1. Overall Mark Breakdown

The final percentage grade for all courses will be derived as follows:

- 70% of the grade will be based on evaluations undertaken throughout the course
- 30% of the grade will be based on a culminating course activity/examination

2. Learning Skills

- A student's academic ability is directly linked to how they approach their learning skills. These skills are valuable in any work environment and are reported separately on the report card so as to highlight their seriousness and to allow teachers to evaluate students strictly on their performance in attaining course expectations.

- The Learning Skills categories and a checklist of related behaviours which promotes the culture of responsibility follows:

Responsibility

- Fulfils responsibilities and commitments within the learning environment
- Completes and submits class work, homework, and assignments according to agreed-upon timelines
- Takes responsibility for and manages own behaviour

Independent Work:

- Independently monitors, assesses, and revises plans to complete tasks and meet goals
- Uses class time appropriately to complete tasks
- Follows instructions with minimal supervision

Initiative:

- Looks for and acts on new ideas and opportunities for learning
- Demonstrates the capacity for innovation and a willingness to take risks
- Demonstrates curiosity and interest in learning
- Approaches new tasks with positive attitude
- Recognizes and advocates appropriately for the rights of self and others

Organization:

- Devises and follows a plan and process for completing work and tasks
- Establishes priorities and manages time to complete tasks and achieve goals
- Identifies, gathers, evaluates, and uses information, technology, and resources to complete tasks

Collaboration:

- Accepts various roles and an equitable share of work in a group
- Responds positively to the ideas, opinions, values, and traditions of others
- Builds healthy peer-to-peer relationships through personal and media-assisted interactions
- Works with others to resolve conflicts and build consensus to achieve group goals
- Shares information, resources, and expertise, and promotes critical thinking to solve problems and make decisions

Self-Regulation:

- Sets own individual goals and monitors progress towards achieving them
- Seeks clarification or assistance when needed
- Assesses and reflects critically on own strengths, needs, and interests
- Identifies learning opportunities, choices, and strategies to meet personal needs and achieve goals

- Perseveres and makes an effort when responding to challenges



3. Course Work

- All work is expected to be submitted on time. If work is late, a legitimate reason must be provided to the teacher before the submission date.
- It is never acceptable to hand work in late unless you have a valid reason and the teacher has agreed to an alternate date.
- If you consistently miss deadlines, the following consequences may apply:
 - Parent contact and/or meeting
 - Late notation in teacher mark book for each assignment
 - Lunch time or after school follow-up
 - Make-up responsibility within a supervised setting
 - Referral to a Vice-Principal and/or Guidance Counsellor
 - Loss of "Student in Good Standing" status
 - Comments on the report card that lateness and the need for improvement
 - Deducting marks for late assignments, up to and including the full value of the assignment
- If a student misses an extended period of time (i.e. vacation, illness etc.) it is the students' responsibility to obtain and complete any school work missed during that time. It will be at the teachers discretion as to when that work will be assigned (i.e. it may involve spending time before school, during lunch or after school upon the students arrival)

To view the entire board Academic Integrity Policy, please refer to page 43.

4. Summative Assessments

- To earn a credit, you must demonstrate that you can meet the expectations for the course; and completing **all** assessments on time and with care is a key to achieving this goal.
- If you miss a summative assessment, you will still be expected to demonstrate the required knowledge upon your return to class, but the format may be different.
- Prior commitments (field trips, sports, doctor and dentist appointments, etc.) should be discussed with the teacher beforehand, and alternate arrangements may be made.

5. Culminating Course Activities/Examinations

- Culminating course activities/examinations will be administered towards the end of each course. They are a one-time activity available to all students and are a course requirement. All students are expected to complete them with care on the scheduled date.

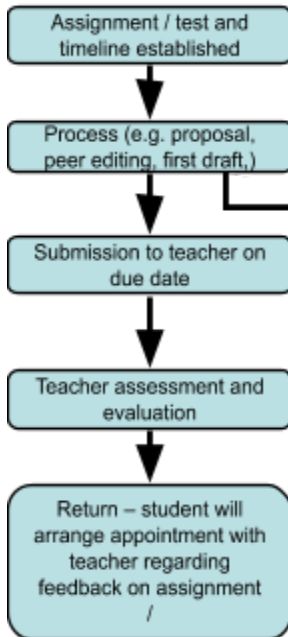


- A student who is absent from a final examination because of illness or accident requires a doctor's letter or certificate attesting to the fact that he/she was medically unable to write the examination. Normally, no exceptions to the rule are possible; therefore, if illness or accident will cause you to miss an examination, call the school and let us know and then **SEE YOUR DOCTOR**. Arrangements will be made for an alternate time to write the missed exam. Parents are encouraged **not** to book out of school vacation with their children during the examination period.
- Examination Review – It is the policy of Bishop Smith Catholic High School to provide students an opportunity to review their final

examinations on request. A student need only make a request to the subject teacher or to the main office.

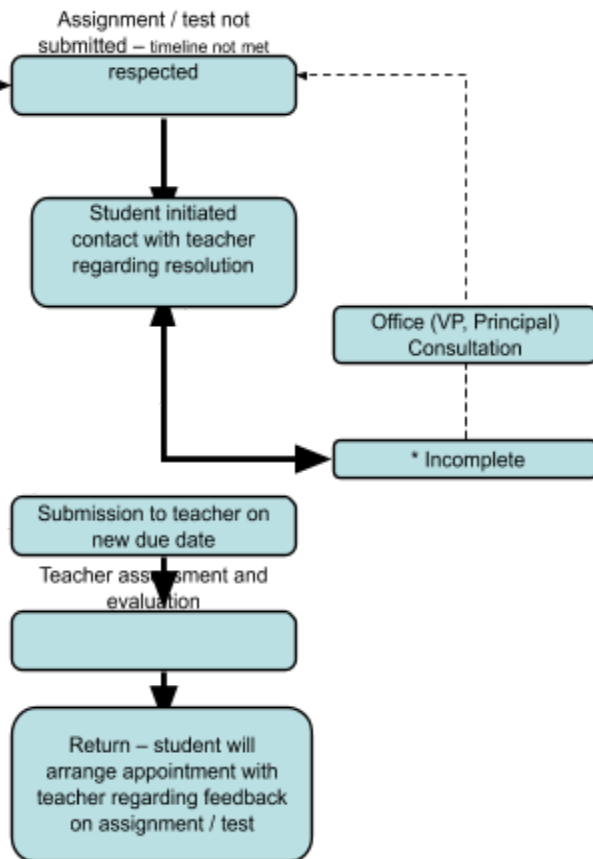
LATE ASSIGNMENT POLICY

TIMELY PATHWAY



SUMMATIVE ASSESSMENT

Late/Incomplete Pathway



*Incomplete:

At mid-term:

“Incomplete” assignments/tests will be reflected in student report card comments and learning skills, and may result in an “Incomplete” at the grade 9 or 10 level.

At final: "Incomplete" assignments/tests will be reflected in student report card comments and learning skills, and may affect a student's mark.

For more information, please refer to page 44 "Late and Missed Assignments".

D. STUDENT FEES

Student fees are \$55.00 per individual or \$45.00 per individual if there are two or more family members attending Bishop Smith Catholic High School. The fee aids the funding of the yearbook, and many special student-centered activities such as Nangor Day and Bishop Bonanza. Students who do not pay their fees on time will be designated "students not in good standing"; and they will, therefore, forfeit all student privileges: dances, school events, and course changes. In addition to this student fee, user fees will apply to specially-designated sports/activities. Please contact Mr. Young with any concerns.

E. STUDENT COUNCIL

Students who plan on running for Student Council must:

- be a student in good standing (fees paid and must be passing all courses);
- get signatures from all teachers (both semesters) and from one member of the Administration;
- be able to afford time out of class for Council business;
- attend classes regularly and be punctual; and
- be elected by their peers.

Student Council plays an integral role in the student life at Bishop Smith Catholic High School. Not only do they provide outstanding leadership but also work hard to initiate school spirit.

F. COURSE LOAD POLICY/TIMETABLE CHANGES

1. Course Load Policy

Students up to and including Grade 11 are expected to take a full course load (8 courses). Senior students who have a study period are required to use the period in a constructive manner. Students who remain in the school for their study period must work in the library or cafeteria. Unsupervised leisure activities (card playing, gym use) are not constructive uses of time; these activities will not be encouraged.

2. Timetable Changes

- Should a timetable change become necessary, a student should see a Guidance Counsellor as soon as possible. Students are required to follow the existing timetable until all steps have been followed and the timetable change has been approved.
- Dropping a course will be the last step in the remediation process and will not normally be approved after the deadline.
- Courses not dropped five days after the first reporting period will appear on a students' transcript.

G. SCHOOL BOOKS AND MATERIALS

Library books and textbooks are the property of the school and must be returned at the end of each semester in the same condition they were received. Failure to do so will result in the loss of "student in good standing" status and its requisite consequences. An official invoice will be forwarded to cover the cost of replacing lost or damaged items.

H. VISITORS

Students are not permitted to bring guests or visitors to school during regular school hours, including lunch hour, without prior permission from Administration. All visitors to the school must sign in at the office and may be required to wear a visitor's badge.

I. PARKING

Students who bring cars to school are to park in the designated "Student Parking Area". Please keep car doors locked. Students are required to apply for a parking pass at the office and display the pass in the vehicle. The school cannot be responsible for any damage which may be done to a student's car while parked on school property. Students are expected to drive their vehicle in a safe and responsible manner. **Any student who does not act accordingly will lose his/her parking privileges at school.**

J. MESSAGES FOR STUDENTS/OFFICE PHONE USE

School office staff is authorized to take telephone messages for students from parents/guardians only. The office phone may be used by students for emergency purposes. Personal calls are not permitted. Students are asked to keep calls brief and are reminded that they are **NOT TO BE MADE DURING CLASS TIME. Emergencies will always be dealt with promptly.**

K. ROBERT TATE LIBRARY

Our school library is a place for reading, research, relaxation, and study. According to the Ontario School Library Association, "Information literacy is defined as the ability to acquire, critically evaluate, use, create, and communicate information in ways which lead to knowledge and wisdom". Information literacy is the key to helping students become self-directed, responsible, lifelong learners.



Our virtual library is accessible via our website - <http://bsch.rccdsb.edu.on.ca>. Students can search for print materials and/or access eBooks and audiobooks in our digital library collection. They can also learn more about research paper writing and how to avoid plagiarism. Students are encouraged to join one of our two high school book clubs - Red Maple and White Pine.

Books, excluding reference, can be signed out for a three week period. Magazines and graphic novels can be signed out for a one week period. A fine of twenty-five cents per day is applied to each late item. All library items must be returned a week prior to the commencement of exams. Students will be required to cover the cost of damaged or lost items.

L. TECHNOLOGY

All technology should be for the academic benefit of the student. Cell phones and other electronic devices are disruptive if they are used in class for non-academic purposes. Even if used for silent messaging, incoming signals distract attention away from the teacher and can interfere with learning and teaching.

1. Personal Electronic Devices (PED) and or cell phones

To promote respect for the dignity of all members of our school community and to enhance student achievement and safety, the use of PEDs by students is 'strictly prohibited' within the school building unless used appropriately (see 'Use of PED's by Students below) in designated areas (i.e. cafeteria and library, Gr. 8 lounge area, main lobby and outside). PED's can be used before school, during lunch and after school (also during spare in these areas) in the designated areas or at the discretion of administration or teachers in a designated area. Due to

safety concerns, headphones are only permitted at the discretion of administration or a teacher. Otherwise they are not to be used.

Failure to comply with this policy may result in the confiscation of the PEDs and/or disciplinary action as outlined by the Education Act. BSCHS assumes no responsibility for the loss, recovery, repair, or replacement for any PEDs brought onto school property. The Principal or Vice-Principal's decision is final.

2. The Use of PED's by Students

Prohibited uses of PED's by students that may result in disciplinary actions up to and including confiscation, detention, suspension, expulsion and/or the involvement of police services includes but it not limited to the following;

Use in any way that compromises the academic integrity of student assessment and evaluation (i.e. use of a PED during an Exam, test, quiz, assignment, project etc.)

Use in any way that interferes with or disrupts the instructional day or the teaching/learning environment (i.e. use in the classroom, instructional spaces, hallways, stairwells etc.)

Use in any way that violates an individual's reasonable expectation of dignity and privacy (i.e. using PEDs in the classrooms, instructional spaces, change rooms, washrooms, hallways, stairwells, school grounds, or during a private meeting, etc.)

Use in any way that compromises personal and/or school safety (i.e. using PED's to bully or harass etc.)

Use in any way that facilitates the commission of a crime (i.e. using PED's to break federal, provincial or municipal laws)

Any other use of PEDs that compromises an individual's reputation or character or interferes with school security, personal safety, individual dignity and privacy or academic integrity is forbidden. In all cases the decision of the Principal or Principal designate is final.

Use of PED's in a manner that is inappropriate or disruptive in any location on school premises may, at the discretion of a staff member, result in the confiscation of the PED. Incidents will be dealt with under the Schools Code of Conduct and may include a suspension.

The classroom must remain a place that supports, promotes and embraces the teaching-learning process. With this in mind the use of PEDs must support the teaching-learning process. At BSCH the expectation is that all PEDs are off and out of sight (it is highly recommended that PEDs remain in a student's locker during instructional time and in instructional spaces. Instructional time is defined for each

student as being the times during the school day that an individual student is scheduled for a class or on a field trip. Instructional spaces include classrooms, gymnasiums, and The Robert Tate library, or any other space used for the instruction of students. The cafeteria, hallways, stairwells and outdoors are non-instructional spaces.

3. Computers and Laptops

The computers, laptop computers, chromebooks and ipads at Bishop Smith are for educational purposes only. Students may use these for school-related work in the instructional spaces. Any use of technology for purposes other than education may result in loss of computer privileges at Bishop Smith Catholic High School.



4. Computer and Network Use

At the beginning of the school year, each student will be given a username and password to access the Bishop Smith Catholic High School computer network. Students are responsible for their own files and are discouraged from sharing accounts with others. Students are limited to the software applications that are licensed on our network. Under no circumstances are students permitted to “explore” parts of the network operating system or others’ folders. Students cannot willfully or knowingly modify, destroy, or damage computer equipment or computer supplies. Computer vandalism of any kind will not be tolerated. This includes, but is not limited to, hardware manipulation, software manipulation, and the uploading or creation of computer viruses. Any violation of these conditions will be brought to the attention of the network administrator. An offence may result in the loss of computer use throughout the school.

5. Internet Use

Internet use is a privilege and only accessible under teacher supervision. Printing from the Internet is subject to teacher approval. Students are not permitted to access materials that are inappropriate and would be in violation of the Catholic school philosophy. Inappropriate sites include:

- a. *Sites that include obscene languages and graphics; and,*
- b. *Any site that a supervisory teacher views as inappropriate or offensive.*

A Network Discipline Report will be used for any student violating the aforementioned conditions. This could mean no access to Bishop Smith Catholic High School computers for a length of time appropriate for the

violation.

M. RESPONSIBILITY TO RESPECT THE LEARNING ENVIRONMENT

Every student has the right to a learning environment free from unnecessary distraction, interruption, or interference. Appropriate behaviour is expected by all.

1. Lockers

Due to health and safety concerns, failure to remain in the assigned locker may result in an out of school suspension. Lockers are school property and may be opened by the school Administration at any time. Materials displayed within lockers are subject to school approval. Students must keep the locker assigned to them. Students are not to share lockers. Combination locks must be used on the locker and the combination must be recorded in the office. Students should not share the locker combination with anyone. Locker visits should be limited so that classes are not interrupted by any student (unless given permission by a teacher) during scheduled class time.

2. Personal Responsibility

Students are responsible for all personal belongings. The school accepts no responsibility for stolen property. Students should never share their lock combinations with anyone.

N. CO-INSTRUCTIONAL RESPONSIBILITIES

Code of Expectations for Student-Athletes

Every athlete is a privileged and highly visible member of the school and, therefore, has extra responsibilities to the school as well as to his/her team and coach. It is expected that every student will act in a manner becoming a representative of Bishop Smith Catholic High School.

1. The athlete should strive to understand that winning is desirable, but to win at any cost defeats the purpose of the game.
2. The athlete should seriously accept the responsibility and privilege of representing his/her school and community.

3. The athlete should strive to be generous in winning and gracious in losing.
4. The athlete should exhibit qualities of good sportsmanship, dedication, pride, team spirit, and leadership.
5. The athlete should show respect for all participants: fellow competitors, officials, coaches, spectators, and self. Athletes should accept the decisions of officials graciously and without protest.
6. The athlete should strive to gain a good knowledge and understanding of the rules of the game.
7. When visiting another school, athletes should not leave the school premises without their coaches' permission. Athletes are ambassadors for their High School and as such their behaviour helps determine what others think of our school.
8. It is expected of each athlete that he or she dress appropriately; and adhere to the school dress code where the focus is on neatness, cleanliness and discretion.
9. The athlete should understand the values derived from playing the game fairly and cleanly. Fighting and the use of inappropriate verbal and non-verbal language are strictly prohibited.
10. Competitors staying in tournament accommodation are expected to respect the right of others to undisturbed rest. Those who create disturbance in rooms or corridors after a reasonable hour will be subject to disciplinary measures.
11. Under the Education Act of Ontario, all schools are required to issue mandatory suspensions or expulsions for students under the influence or possession of drugs or alcohol. It is further enforced by School Board Policy to maintain a zero tolerance level for students under the influence or possession of drugs and/or alcohol. Therefore, any or all Bishop Smith Catholic High School students will be issued strong consequences if found in possession or under the influence of such substances. Students are reminded that this policy is in effect for all school-related activities on and/or off school property.
12. The student is responsible for any work missed because of athletics and is to be prepared for all tests.
13. The student must commute to and from the activity using transportation authorized by the Board. Students are not permitted to drive themselves to any school activity, unless there is written notification from parents/guardians; and it is approved by the principal. When students have parent permission and Principal permission, students are prohibited from transporting other students.
14. Athletes are expected to attend all practices, games, and meetings

**Athletics at Bishop Smith Catholic
High School**





Sports are classified into two categories: **major** sports (basketball, volleyball, rugby, and soccer) and **minor** sports (cross-country running, hockey, Alpine skiing, Nordic skiing, badminton, co-ed volleyball, track and field, golf, tennis, co-ed softball and bantam sports).

- A student may be permitted to play one major sport and one minor sport provided the code of expectations for student-athletes are met (refer to Code of Expectations for Student-Athletes).
- Students must attend all meetings, practices, and games. Students failing to comply with one or more of these expectations may lose the privilege of participating on a BSCHS athletic team (refer to consequences for Student-Athletes).
- School sports activities are provided during the school day for the **team members only**. There is no provision for students to miss class time to attend a school-sanctioned activity as a spectator. Bishop Smith Catholic High School has a tradition for allowing student fan support for championship games at home. Fans are certainly encouraged to attend after school hours to offer their support.

Consequences

When student-athletes choose not to follow the expectations listed in the Code of Expectations for Student-Athletes, they must accept the responsibility for that choice and accept the consequences given to them by either the coaching staff, athletic board of review, or administration. The Athletic Board of Review will consist of the Program Leader of Athletics, 3 coaches and 1 administrator. The coaching staff, board of review, and administration will strive to make the consequences relate to the misbehaviour, respectful to the student-athlete and, in some cases, will do so in consultation with parents/guardians. The following are some of the possible consequences:

1. Restitution – The repairing or replacing of damaged or lost property.
2. School Community Service – The mutual agreement of the student-athlete and the coach/other staff member on repaying a misbehaviour or infraction through a good deed at school.

3. Consequence Assignments – The student-athlete will be assigned specific exercises that ask the student-athlete to reflect on their misbehaviour, their reasons why they acted in that manner, and how they can improve their behaviour.
4. Loss of Privilege – The student-athlete will no longer be able to participate in a school-related activity for the duration of the season, the academic school year, or possibly the student-athlete's career at Bishop Smith Catholic High School.

O. EMERGENCY MEASURES – FIRE ALARMS/ DRILLS/ LOCKDOWNS/ HOLD AND SECURE

Everyone is required to vacate the building immediately when a fire alarm sounds. Fire drills will be held regularly during the school year. Wilful false alarms are a criminal offence, punishable by a fine, a jail term or both. The Fire Department will prosecute offenders to the full extent of the law. Failure to respond to emergency alarms correctly, calmly, and with maturity will be treated with utmost seriousness.

In the case of a Lockdown or Hold and Secure situation, students must follow the directions of staff quickly and without hesitation. We will be focusing our greatest efforts on keeping the students safe. This means that there may be times when the office is not communicating via the phone/Facebook/Twitter/Remind to notify all parents of what is immediately happening because we are in the process of working with police, other first responders and RCCDSB senior administration. As well, we attempt in all situations to keep our lines of communication available to police, first responders and RCCDSB senior administration in order to provide and receive accurate information. We appreciate minimal calls into the school during this time. Parents or guardians may/will be contacted at the immediate safest time.

P. INJURY PROCESS

A student who is injured is required to report immediately to the main office. Parents are called immediately; and students are transported to the hospital for care either by ambulance or other transportation. Parents are strongly encouraged to provide the office with their child's OHIP number. The teacher/staff member in charge is to fill out an injury report form to be forwarded to the Board Office the same day.

Q. TRANSPORTATION TO AND FROM SCHOOL

Transportation is provided by the Renfrew County Catholic District School Board to those eligible students for the sole purpose of travel to and from school. Students who avail themselves of bus transportation to school are required to attend all scheduled classes and student activities; otherwise, their bus transportation home may be revoked.

The safety of all pupils on the school bus requires that prompt and appropriate action be taken when a pupil chooses to ignore the school bus safety rules. The school bus driver will maintain control on the school bus, using the principles of assertive discipline. A pupil who refuses to cooperate with the driver shall be reported by the driver to the principal/designate, using the Breach of Discipline Report. The next step will be the immediate and consistent application of the following consequences by the principal/designate, with the full support of the School Boards.

Examples of Misconduct:

SERIOUS

- Sitting in unauthorized seat;
- Littering on the bus;
- Carrying unauthorized items on the bus.



Consequences:

The principal/designate may conference with the pupil and/or the parents and may impose a school bus suspension up to a maximum of **10 school days**.

MORE SERIOUS

- Yelling, loud talk, and play fighting;
- Using obscene language or gestures;
- Opening bus windows without permission;
- Ignoring safe loading/unloading procedures.

Consequences:

The principal or designate will conference with the driver and pupil; will inform the parents; and, may impose a school bus suspension up to a maximum of **20 school days**.

VERY SERIOUS

- Not obeying the driver's instructions;
- Threatening or intimidating the driver and/or other pupils;
- Standing, leaving seat or running in aisle, while bus is in motion;
- Throwing or shooting objects on, off or at the bus;
- Fighting on the bus;
- Tampering with safety or emergency equipment on the bus;
- Projecting parts of the body outside of the bus;
- Smoking or lighting matches/lighters on the bus;
- Vandalizing the bus;
- Using alcohol or drugs on the bus.

Consequences:

The principal/designate will conference with the driver and pupil; will inform the parents; and may impose a school bus suspension up to a maximum of **10 months**.

School Board Policy forbids eating on school buses because of the dangers associated with students who have allergies.

R. ALLERGIES

Students suffering from severe allergies (e.g. anaphylaxis), must notify the school in writing regarding the severity of the allergy. Students (or their parents) are responsible for assuring that the proper medication (e.g. epi-pens) accompanies them for both in-school and out-of-school functions. Students must wear the epi-pens during school hours and at all school related activities.

S. INCLEMENT WEATHER DAYS

Students will be informed whether buses are cancelled via the radio station, Star 96 FM and/or MYFM 104.9 after 6:00 AM. You can also go online and visit the Renfrew County Joint Transportation Consortium at www.onthebus.ca to get the status of the bus delays or cancellations.

T. SCHOOL DANCES

Admission to school dances is open to all students in **good standing**. A limited number of guests from other secondary schools may be permitted to attend. The names of such guests will be recorded at the time the tickets are purchased. Bishop Smith Catholic High School students are responsible for the behaviour of their guests at the dance and must accompany them to the dance. **Any student, who exercises inappropriate behaviour or is under the influence of drugs or alcohol, before, during or after the school dance, and while on school property, will be removed from the dance.** Parents/Guardians and/or police will be notified and the student(s) will be subject to disciplinary action as outlined

in the Code of Student Behaviour. This may include exclusion from future school activities for the rest of the school year.

The School Dance Policy reads as follows:

1. Doors will open at 7:00 PM. Dances end at 11:30 PM.
2. Students will enter by the bus loading entrance and are expected to present their tickets.
3. All outside coats and jackets must be checked.
4. Students will not have access to their lockers.
5. Students coming late must have their tickets approved by Administration.
6. School board policy forbids smoking on school property.
7. Anyone who chooses to leave the dance will not be re-admitted.

STUDENT CODE OF BEHAVIOUR

As members of the Bishop Smith Catholic High School community, we believe that our Code of Behaviour actively promotes and celebrates our desire to be caring, responsible, faith-filled citizens of Ontario. Through our School Board Vision Statement, we assert our duty to create this Code of Behaviour in a fashion that, “reverences the dignity of the whole person”, while continuing to build community in our school. Students who choose to come to Bishop Smith Catholic High School will respect the following Code of Behaviour, developed and approved by School Council.

STUDENT RIGHTS

Every student has the right to:

1. A violence-free school environment embracing the teachings of Christ;
2. An environment free from sexual, physical, and/or verbal harassment;
3. A positive classroom learning environment;
4. Be provided with an opportunity to develop and practice skills for peaceful and cooperative problem solving;

STUDENT RESPONSIBILITIES

Every student has a responsibility to:

1. Respect the Catholic nature of our school;
2. Follow the direction of School Board Policy;
3. Follow the direction of the Code of Behaviour;
4. Respect all school staff members;
5. Be courteous to fellow pupils and obedient and courteous to all staff;
6. Respect school property and structures on school property;
7. Exercise self-discipline in and out of the classroom;

8. Attend classes regularly and punctually;
9. Take pride in yourself and your school.

A. BULLYING PREVENTION POLICY

Bullying activities will not be tolerated at Bishop Smith Catholic High School, at school-sponsored events, or while being bussed to or from school. It is an expectation that each student will feel welcome and safe at school and that they will experience a positive learning environment in which they can reach their full potential. Students who engage in any activity that adversely affects the learning potential of other students will be held accountable for their behaviour. It is



the goal of Administration and all school staff to effectively deal with incidences of bullying to ensure that these inappropriate behaviours are not repeated.

1. **“Bullying is defined as a dynamic of unhealthy interaction. It is a form of repeated aggression used from a position of power. It can be physical, verbal or social.” (Shaping Safer Schools, Nov/2005).** Bullying can be direct or indirect. Physical bullying includes hitting, shoving, stealing or damaging property. Verbal bullying involves name calling, mocking, making threats, sexual harassment, racist or homophobic comments. Social bullying can be carried out by excluding others from a group or by spreading gossip or rumours about them. These rumours are often spread quickly through Cyber Bullying – e-mail, cell phone, or text messages to threaten, harass or exclude.
2. Ultimately, bullying prevention is about, and for, the student. It starts with an acceptance of their responsibility for their own behaviour and then realizing their new responsibility to change.
 - As a **bully**, the student needs to be taught how to influence positively, to appreciate the behaviours expected, and the consequences of unacceptable behaviour.
 - As a **victim** of bullying, the student needs to know that what they are experiencing is unacceptable and that help is available.
 - **Bystanders** must see their choice to watch as contributing to the bullying problem – safe, positive intervention strategies need to be taught. Reporting an incident needs to be understood as the “right” thing to do.

- **Staff** must play a proactive role in ensuring that any bullying incidences are dealt with consistently and positively for all involved. As role models, they will set the standards regarding what behaviours and attitudes are acceptable and not acceptable. They will work collaboratively with Administration to effect positive change.

Reporting forms will be used by staff and students to indicate any incidences of bullying. These forms will be forwarded to the Main Office and students/parents will be informed of the inappropriate behaviour and actions being taken. It is our intent to educate those students who adversely affect other students so that a positive change is realized. It is important that we develop empathy in all of our students – the ability to see the effects through another person’s eyes.

Through consistency and appropriate interventions involving Administration, staff, parents, and students, we can develop a truly welcoming and inclusive school community.

The full text of the Anti-Bullying Policy and Program can be found on the school’s website.

B. SPECIFIC SCHOOL RULES

1. Absenteeism

While a student at Bishop Smith Catholic High School, it is expected that all students will attend classes. If any class is to be missed, a valid reason must be provided to the office before the absence date. Attendance at Homeroom periods and activities is compulsory. The following are valid reasons for being absent:

- Illness, family emergency, or accident, verified by parent or legal guardian, for an absence of two days or less;
- Illness or accident, verified by a doctor’s certificate or note, for an absence of three days or more;
- Participation in a school-sponsored, extra-curricular activity or field trip;
- Court appearance or legal counselling as verified by a note from a legal professional or court subpoena.

Upon returning from an absence, it is the student’s obligation to provide the office with the explanation and respective verification for the absence and to pick up their admit slip to class. Without an admit slip, students will not be permitted into class. **Forged notes, altering school attendance, and impersonation (identifying oneself as someone else etc., by note or by telephone) are strictly prohibited and may result in immediate suspension.** In the case of illness, parents/guardians are encouraged to call the school at 735-5496 and

leave a message on the answering machine before 7:30 a.m. indicating that the student will be absent. All absence calls are appreciated whether before 7:30 a.m. or after. Students with unscheduled periods or “spares” are to be in the library, cafeteria, or off school property.

2. Students of Legal Age

It is the policy of Bishop Smith Catholic High School to conduct the same communication with parents of students 18 years and older, as with parents of younger students. Though students who are 18 years and older are permitted to sign notes explaining absence from school, lates, and early leaves, the school reserves the right to inform parents when notes are used for “unacceptable” reasons (i.e. missing tests, presentations, assignments, etc.) or are in excess. Notes signed by students do not absolve them from the consequences of school procedures and policies.

The right of an 18-year-old student to sign himself/herself out of school is not a license to miss school for unacceptable reasons. These students are subject to the same Ministry of Education and Training regulation - Section 21(2) (6) as are their parents concerning attendance at school. “A child is excused from attendance at school only if the child is unable to attend school by reason or other unavoidable cause”.

3. Lates

Occasionally, lateness occurs for reasons beyond one’s control. Persistent lateness, however, shall result in consequences for the student. When a student is late for class, the classroom teacher will assign consequences. After five lates, the teacher will refer the student to the office for further consequences. If a student is late more than fifteen minutes, the student will be referred to the office automatically.

Students needing to leave early must present a note to the office staff at the beginning of the day to obtain permission to leave. Students without a note must call parents/guardians, in the presence of office staff, to obtain verbal permission to leave school grounds.

4. Grade 8

Grade 8 students from Bishop Smith Catholic High School are to remain on school property throughout the school day. Exceptions can be made with expressed parental permission addressed through the Principal or Vice-Principal.

5. Dress Code

It is the endeavour of BSCHS to outline reasonable standards of dress which mark our school as a special place. As a Catholic school offers a distinctive

atmosphere within the community, the way the students dress needs to portray this distinction. We are committed to providing a safe, friendly learning environment for our students. Appearance is not only a reflection of the individual student, but also of the general learning environment.

Students are encouraged to wear clothing and accessories that express their individual personalities. School clothing must be in keeping with the standards of good taste. Student, staff, and parent representatives have agreed that the following dress code:

- No articles of clothing, or accessories, decorated with Anti-Christian messages, obscene phrases, references to beer, alcohol, contraband, or tobacco or any language that may be interpreted as abusive or vulgar, may be worn in the school or at school-related activities.
- Clothing generally worn for activities outside the classroom (boots, hats, jackets, etc.) will be stored in the lockers and will not be allowed in the classroom without the consent of the Principal and/or his/her designate.
- Gym attire may be worn only for gym classes.
- Skirts, dresses and shorts will be worn at an appropriate length. **The appropriate length will be determined by having the student stand up straight and have his/her arms by his/her side, fully extended with all fingers pointing downward.** To be considered appropriate, the student's fingertips should not be longer than the skirt, dress or shorts.
- Any article of clothing that is torn or ripped must meet the same measuring standard as above for skirts and shorts. Clothing with rips showing visible skin above the fingertip length are not permitted.
- Clothing must cover the midriff and no undergarments should be visible. The following are inappropriate school wear: halter tops, tube tops, low cut or backless shirts and muscle shirts. A neckline must be no lower than the student's palm width from the base of the neck at the collarbone area. Shoulders must be covered by no less than two finger widths of fabric.
- Form-fitting pants, such as yoga and workout pants, should be opaque and should be worn in keeping with the standards of good taste.
- Hats, toques, caps, hoods and other head coverings deemed inappropriate by the Principal or Vice-Principal may not be worn in the school at any time. Staff may, following a protocol of consequences, keep a hat for a specified time period.

- Before a dramatic change in hair colour or style, students are encouraged to consult administration. Hairstyles or colours that are connected in any way to hazing, bullying, or exclusionary tactics will not be permitted.
- Footwear must be worn at all times in school buildings.
- Sunglasses are not to be worn in class unless required for medical reasons.

In the event of a dispute, a student may appeal to the principal or his/her designate for a decision. The principal or vice principal's decision will be final.

6. Tobacco Use

In accordance with provincial law, the use of **ANY** tobacco product is not permitted on school property. Students caught using tobacco products (including E-cigarettes and vaporizers) on school property are subject to consequences, including a suspension from school and a fine from the Health Unit. Students under the age of 16 caught using any tobacco product on school property will be given a summons to attend court. Any student who uses any tobacco product on school property, between classes and/or during class, will face a detention or a suspension from school.

7. Drug and Alcohol Policy

Under the Education Act of Ontario all schools are required to issue mandatory suspensions or expulsions for students under the influence, or possession of, drugs or alcohol. It is further enforced by School Board Policy to maintain a zero tolerance level for students under the influence, or possession of, drugs and/or alcohol. Therefore, any or all Bishop Smith Catholic High School students will be issued strong consequences if found in possession, or under the influence of, such substances. Students are reminded that this policy is in effect for all school-related activities on and/or off school property.

CONSEQUENCES

When students choose not to follow the expectations listed in the Code of Behaviour, they must accept the responsibility for that choice and accept the consequences given to them by staff members. The staff will strive to make the consequences related to the misbehaviour and respectful to the student, and in many cases, in consultation with parents/guardians. The following are some of the possible consequences.

- Restitution – The repairing or replacing of damaged or lost property.

- School Community Service – The mutual agreement of student and staff member on repaying a misbehaviour or infraction through a good deed at school. An example of this would be “cafeteria cleanup”.
- Contract – The mutual agreement of student and staff member, that usually involves a goal for the student, a reward if the goal is achieved, and a consequence if it is not. Often, the parent will be asked to support/take part in the agreed upon reward or consequence.
- Consequence Assignments – The student will be assigned specific exercises that ask the student to reflect on their misbehaviour, the reasons why they acted in that manner, and how they can improve their behaviour.
- Detentions – The student will be asked to remain in a room or designated area to reflect on their misbehaviour or to work on specific tasks. This takes place outside of classroom time.
- Loss of Privilege/Area – The student will no longer be able to participate in a school-related activity or be in a specific school area (computer lab, gymnasium, cafeteria, library, etc.)
- Counselling – The student will be asked to discuss their misbehaviour with a staff member.

More Serious Consequences Issued by Principal or Vice-Principal

- Office Detention – The student will be asked to spend the majority of their lunch hour in a designated area to reflect on their misbehaviour.
- Removal from Class – The student will be removed from a class for a specified time period to reflect on their misbehaviour. During this period, exercises are often assigned to the student.
- Warning of Suspension – The student will be given verbal notice that certain behaviour will not be tolerated further, or suspension will occur. The incident will be documented and parents may be informed.
- Suspension – Student will be asked to leave school grounds for highly inappropriate behaviour. Upon returning to school, a re-entry program is often initiated to prevent the student from repeating the behaviour.
- Police Contact – For very serious infractions, police may be called to help address student misbehaviour.
- Expulsion – The student must leave the school. This represents the maximum consequence a student can receive for misbehaviour. Most

expulsions require an inquiry and a hearing into the nature of the student misbehaviour.

C. GENERAL BEHAVIOUR RULES

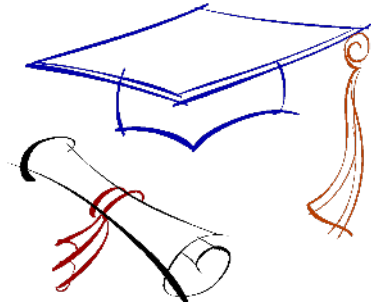
- Students are to refrain from inappropriate displays of affection on school property (affectionate hugging, kissing, etc.)
- All food shall be consumed in the cafeteria or grade 8 social area. There is to be no food in the hallways.
- Skateboards/roller-blades are not permitted in the school nor are they to be used on school property.
- Backpacks and personal carrying bags are to be stored in student lockers.
- Gambling is not permitted on school property.
- Lockers are school property and are not to be damaged or marked in any fashion.
- Gum chewing is not permitted in the classroom.
- Use of foul or inappropriate language is not acceptable.
- Students are to remain seated in their classrooms until dismissed by the teacher.
- Students are expected to treat each other with dignity and respect. Any form of harassment or bullying will not be tolerated.

COURSE REQUIREMENTS

A. CREDIT

A Credit is granted in recognition of the successful completion of a course for which a minimum of 110 hours has been scheduled. A half credit is granted for the successful completion of a course for which 55-60 hours has been scheduled.

B. ONTARIO SECONDARY SCHOOL DIPLOMA (OSSD)



A

student entering Grade 9 in the 1999–2000 school year or in subsequent years must complete the diploma requirements outlined by the Ontario Secondary School OSS document. Ministry Website: <http://www.edu.gov.on.ca>.

In order to earn an Ontario Secondary School Diploma, a student must:

1. Earn 30 credits (18 compulsory and 12 optional)
2. Complete 40 hours of community involvement activities
3. Successfully complete the provincial secondary school literacy test.

Compulsory Credits (Total of 18)

4	credits in	English (1 credit per grade)
1	credit in	French as a Second Language
3	credits in	Mathematics (at least 1 credit in Grade 11 or 12)
2	credits in	Science
1	credit in	Canadian Geography
1	credit in	Canadian History
1	credit in	the Arts
1	credit in	Health and Physical Education
.5	credit in	Civics
.5	credit in	Career Studies

Plus 3 additional credits, consisting of 1 credit from each of the following:

Group 1: English (including the Ontario Secondary School Literacy Course), French as a second language, classical languages, international languages, Native languages, Canadian and world studies, Native studies, social sciences and humanities, guidance and career education, cooperative education

Group 2: French as a second language, the arts, business studies, health and physical education, cooperative education

Group 3: French as a second language, science (Grade 11 or 12), computer studies, technological education, and cooperative education

Note: The following conditions apply to selections from the above three groups:

- A maximum of 2 credits in French as a second language may count as additional compulsory credits, 1 credit from Group 1, and 1 credit from either Group 2 or 3.
- A maximum of 2 credits in cooperative education may count as additional compulsory credits, selected from any of Groups 1, 2, or 3.

Optional Credits (Total of 12)

In addition to the 18 compulsory credits, students must earn 12 optional credits, 4 of which are **Religious Education credits**. Selection of optional courses will be determined by the student's planned career destination. Consultation with parents, homeroom teachers, and guidance teachers will help students determine the best optional courses for their educational program.

To ensure thorough academic preparation, students are encouraged to explore a wide variety of optional courses and may choose to stay in secondary school beyond four years.

40 Hours of Community Involvement

Students must complete a minimum of 40 hours of community involvement as a requirement of the Ontario Secondary School Diploma. The purpose of the community involvement requirement is to encourage students to develop awareness and understanding of civic responsibility, of the role they can play, and the contributions they can make in supporting and strengthening their communities. These hours cannot be started until the September entry into Secondary School.

Community involvement activities may take place in a variety of settings, including not-for-profit organizations, public sector institutions (including hospitals), and informal settings. Eligible activities are outlined in the R.C.C.D.S.B. Community Involvement pamphlet, available in your Student Services Office. In collaboration with their parents, the students will decide how they will complete this requirement, outside of normal instructional hours. The hours may not be part of a credit program and students may not be paid for their work. Once the student receives approval from the Principal or Guidance Counsellor, they are to obtain a Community Involvement form from the Student Services Office. Students will maintain a record of these hours on a Community Involvement form which must be returned to the Student Services Office upon completion.

C. COURSE DESCRIPTIONS AND GRADUATION REQUIREMENTS

Course descriptions and graduation requirements are found in the Bishop Smith Catholic High School Course Calendar.

BISHOP SMITH CATHOLIC HIGH SCHOOL **GUIDE FOR WRITING ESSAYS AND REPORTS**

Bishop Smith Catholic High School students are expected to follow either the APA or MLA guidelines when writing essays or research reports. If a credit is not given to an author or organization, plagiarism may be suspected. Our APA and MLA research paper writing resources are available in both print and electronic form. See out teacher-librarian or visit our school website: <http://bsch.rccdsb.edu.on.ca>

The American Psychological Association provides writers with a set of guidelines for formatting papers and referencing sources. The sixth edition of the Publication Manual of the American Psychological Association is available in our library. The APA system is most commonly used in business, geography, health, mathematics, psychology, and science.

The Modern Language Association also provides writers with a set of guidelines for formatting papers and referencing sources. The seventh edition of the MLA Handbook for Writers of Research Papers is available in our library. The MLA system is most commonly used in visual art, drama, music, English, and history.

In-Text Citation (MLA)

According to Busby, “The incidence of childhood leukemia is several times higher than average in areas surrounding nuclear facilities” (85).

Works Cited (MLA)

Busby, Chris. “Nuclear Power is Dangerous.” *Opposing Viewpoints: Energy Alternatives*.

Ed. Helen Cothran. New York: Greenhaven Press, 2002. Print.

ACADEMIC INTEGRITY

At the Renfrew County Catholic District School Board, our mission statement challenges students and staff to practice the teachings of Jesus Christ and to strive for academic excellence. Part of this excellence is maintaining the value of academic integrity. Ultimately, students are responsible for providing evidence of their learning, within established timelines, to ensure that all course expectations are fulfilled. Cheating, plagiarizing, not completing work and submitting work late are all contrary to this value and may affect student success. Behavioural consequences may also follow, as per the Board's Progressive discipline Policy.

A. CHEATING AND PLAGIARISM

Our school board views plagiarism as a very serious matter. Students must understand that the tests/exams they complete and the assignments they submit for evaluation must be their own work and that cheating and plagiarism will not be condoned.

Plagiarism is defined as taking another person's word (written or spoken), ideas, theories, facts (that are not considered general knowledge), statistics, and artwork, etc. and passing them off as your own. Simply changing the language of the information you are using also constitutes plagiarism if you do not acknowledge your source. (*University of Ottawa Faculty of Arts and Social Sciences*).

Students should take extra care to ensure that submitted work is their own and is properly referenced. Our goal is to prevent plagiarism by teaching students how to properly document the oral, written and electronic works of others, so students can expect teachers to communicate frequently on issues of referencing and plagiarism for test and assignment submissions. If students are still not sure what constitutes plagiarism, they should talk to their teachers or the teacher-librarian.

Procedures

A student who cheats and/or plagiarizes work will not earn a mark on that assessment. In an effort to truly assess student achievement, the student will be held accountable to demonstrate his/her knowledge/understanding of the particular expectation(s).

In addition to the academic implications, cheating and/or plagiarism may lead to behavioural consequences as well. In more serious cases, parents and administration will be notified. Possible consequences may include one, or more, of the following measures:

- conferring and/or counselling with the student

- alternate assignment or assessment task
- loss of “student in good standing” status
- detention and/or suspension
- a letter in the student’s Ontario Student Record (OSR)

Academic and behavioural consequences will take into account the following four factors: the grade level of the student, the maturity of the student, the number and frequency of incidents, and the individual circumstances of the incident.

B LATE AND MISSED ASSIGNMENTS

To be successful, students must demonstrate that they can meet the expectations for the course of study. Completing all assessments on time and with care is a key to achieving this goal. Students can expect that teachers will employ a variety of strategies to help prevent and/or address late and missed assignments, and ultimately, students will still be held accountable to demonstrate their knowledge/understanding of the particular curricular expectation(s). The professional judgement of the teacher, acting within the policies and guidelines established by the Ministry of Education and the board, is critical in determining the strategy that will most benefit student learning.

In addition to the academic implications, not completing assignments for evaluation, or submitting those assignments late, may lead to behavioural consequences as well. Possible consequences may include one or more of the following measures:

- notification of parents
- alternate assignment or assessment task
- detention and /or suspension
- referral to administration and/or the Student Success teacher
- loss of “student in good standing” status
- Deduction of marks, up to and including the full value of the assignment

Late and missed assignments will also be noted on the report card as part of the evaluations of a student’s development of the learning skills and work habits.



Bishop Mulhull visits Bishop Smith



*“Education is the most powerful weapon which
you can use to change the world.”*

Nelson Mandela

*“I have held many things in my hands, and I have lost them all;
but whatever I have placed in God's hands, that I still possess.”*

Martin Luther