

St. Joseph–Scollard Hall CSS



**Student Handbook
2020 - 2021**

**St. Joseph-Scollard Hall
Catholic Secondary School
2020 - 2021**

Nipissing-Parry Sound Catholic District School Board

www.npsc.ca

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NOTIFICATION OF THE COLLECTION AND USE OF STUDENT PERSONAL INFORMATION

Over the course of the school year as part of its mandate to educate its students, the Nipissing-Parry Sound Catholic District School Board under the authority of the Education Act, (R.S.O. 1990 c. E. 2) ss. 58.5, 265 and 266 as amended, will collect personal information about each student. The information collected may be written, oral or visual.

This personal information will be used to register and place the student in a school or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. **In addition, the information may be used to deal with matters of health and safety or discipline and that may be required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act.** The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records.

For questions about this collection, please contact:

Mr. D. Belanger
Principal
St. Joseph-Scollard Hall Catholic Secondary School

MISSION STATEMENT

*St. Joseph-Scollard Hall Catholic Secondary School is a Christ-centered learning community: a community of love for, and service to, God and others. Consistent with our motto, **Spiritu Virtute Scientia**, our goal is to create an environment that will support the intellectual and spiritual growth of the student, developing leaders who are rooted in Gospel Values and committed to meeting the challenges of building a just society*

VISION OF THE LEARNER

THE CATHOLIC 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.

PRAYER OF ST. FRANCIS

*Lord, make us instruments of YOUR peace.
Where there is hatred let us sow love;
Where there is injury, pardon;
Where there is doubt, faith;
Where there is despair, hope;
Where there is darkness, light;
Where there is sadness, joy.*

*O Divine Master, grant that we may not so much seek to be consoled as to console;
To be understood as to understand;
To be loved as to love;
For it is in giving that we receive;
It is in pardoning that we are pardoned;
It is in dying that we are born to eternal life.*

HISTORY OF ST. JOSEPH-SCOLLARD HALL CATHOLIC SECONDARY SCHOOL

St. Joseph-Scollard Hall opened its doors in 1985, when two schools - North Bay College (Scollard Hall) and St. Joseph's College merged. These two schools were well respected and had deep roots in the community and although it was sad to see their doors close to its students, it was exciting to venture into a new school setting and the changes that were brought about because of it.

Today, St. Joseph-Scollard Hall Catholic Secondary School continues to offer a quality Catholic education within the Nipissing-Parry Sound Catholic District School Board. The work of its teachers and students is recognized both locally and at the provincial level.

CATHOLIC COMMUNITY

Respect for and participation in the practices of the Catholic faith is required by all community members of St. Joseph-Scollard Hall Catholic Secondary School. Religion is at the center of Catholic Secondary School Curriculum. All students must take part in religious instruction and celebrations and will not be excused from participation. We also encourage our students to attend Sunday Mass regularly, as the mass is the center of our worship. As such, a **Religious study course is a requirement for each year of a student's high school career at St. Joseph-Scollard Hall Catholic Secondary School.** Occasional school-wide liturgies, grade level retreats and emphasis on the Church's liturgical calendar (Lent, Advent, etc.) have a place in the life of any Catholic Faith Community. Reverence for God and His people is the overriding hope and expectation. At SJSH, the Chapel offers to the faculty and the students, a quiet place to reflect and meditate. **The Chapel is open from 8:30am to 3:00pm each school day.** Our Faith Animator is at your service daily for spiritual directions, guidance, counselling and support.

PASTORAL CARE

At St. Joseph-Scollard Hall Catholic Secondary School, our Catholic faith is an essential element to our school life. Students and staff are encouraged to put their faith into action for the local and global community. Together we work with our Faith Animator who guides us in the areas of:

- Grief counselling support (loss due to death, divorce or separation)
- Outreach Team - charitable works, projects, social justice and inclusivity
- Organization of Liturgical Events - masses, para-liturgies, confessions, meditations
- Place of Peace - where students can find a quiet, contemplative location

ACADEMIC HONESTY AND PLAGIARISM POLICY

All students at St. Joseph-Scollard Hall are expected to submit work which is entirely their own in all subject areas. Work, which is not their own, must be acknowledged as such by using proper citation. If it is not cited, this constitutes plagiarism [the act of taking and using as one's own the thoughts, writings, inventions, etc. of another (Dictionary of Canadian English)]. Other forms of academic dishonesty include unauthorized cheat sheets, copying someone else's work or allowing someone to copy your work in order for them to submit it as their own. Administration will be advised and parents will be informed of what has occurred.

When a student plagiarizes/cheats on an assignment that is evaluated summatively:

Depending on the severity of the incident, consequences could include: repeat of the assignment, mark reduction, mark of zero and/or suspension.

Responsibilities of the Teacher:

- Provide students with information about what constitutes plagiarism and cheating.
- Send home a copy of the plagiarism/cheating policy as part of the course outline.
- Monitor the steps in the assignment process to ensure work is being done.

Responsibilities of the Student:

- Ensure the plagiarism/cheat policy is reviewed by parent/guardian
- Complete all assignments on time, with care, and without copying the work of another.
- Complete the steps of the assignment process and submit with rough work.
- Students will not distribute their own work to others for the purpose of academic dishonesty.
- The onus of proof will be on the student to verify that his or her assignment is the result of his or her efforts alone.

EXAMINATIONS

Formal examinations are held at specified times and dates at the end of each semester or, in our current situation, each octomester. Once the examination schedule specifying these dates and times has been finalized and published ALL students are expected to write their examinations in the time specified. Please note that even in days of inclement weather when various buses might be cancelled by the individual bus operators the examinations will still be written on that date UNLESS THE SCHOOL IS OFFICIALLY CLOSED BY THE BOARD. If an examination is missed as a result of a medical reason, parental confirmation and a medical (doctor's note) indicating that the student is unable to write final examinations is required or a mark of zero will be assigned.

GUIDANCE COUNSELLORS AT SJSH

The role of the guidance counsellor is to assist students in course selection, course changes and to advise them on courses to take in the student's chosen area of study. The counsellors meet students upon request or by scheduled appointment.

Guidance counsellors can be of assistance in the areas of orientation to high school life, study skills, selecting and planning for a career, and understanding individual interests and abilities.

1. Timetable Changes: Please see the Appeal Process found on the SJSH website under student services.

Timetable management is extremely important and time sensitive as the school must disclose all failures and or withdrawals. No changes can be made without the knowledge of the guidance counsellor. For serious reasons, a student may need to have his/her program revised within the first two weeks.

- a) Student must fill out an Appeal Form (link found in Student Services section of website. Follow instructions.)
- b) Students are to attend their scheduled classes until they are notified of change and new timetable is issued.

Due to small enrolment, some classes may be cancelled. Students will be informed of this and will be asked to pick alternate courses. Students with timetable conflicts or incomplete timetables will receive first priority in scheduling Guidance sessions when the timetable is known.

Students in Grades 9, 10 and 11 must register for 8 credits for every academic year. Under exceptional circumstance and after consultation with parents, teacher, guidance, student success and administration, a student may be placed on a partial timetable. Grade 12 students must maintain a minimum of 3 courses per semester and must have completed a minimum of 24 credits before a study period is allowed.

Any student wishing to drop a course must continue attending the course until they have met with and been given the approval of a Guidance counsellor. **Students do not have the right to withdraw themselves from classes. No timetable changes will be made after the first two weeks in the semester.**

2. Maintaining accurate records

Students who take night school, summer school, correspondence or on-line course should notify Guidance of the results of these courses as soon as possible after completion. Students who are unsuccessful in a course at St. Joseph-Scollard Hall in Semester 2 should see Guidance immediately to make the arrangements to complete the credit.

3. Criteria for Honour Role

- a) A good attendance record in all scheduled classes.
- b) Minimum average of 75% in all courses over both semesters.
- c) Student must be registered in a full course load.

4. Criteria for Scholarships, Bursaries and Awards

- a) A good attendance record in all scheduled classes.
- b) Student must be registered in a full course load.
- c) No failing courses.
- d) Volunteer hours. All students must complete 40 hours of volunteer service outside of school hours in order to graduate with an Ontario Secondary School Diploma. Forms for logging and recording these hours, (Golden Touch Forms) are located in the Student Service Office.

STUDENT MENTAL HEALTH SUPPORT

THE SCHOOL SOCIAL WORKERS

Students, families and staff of the Nipissing-Parry Sound Catholic District School Board have available to them the services of professional social workers to assist in dealing with issues related to parental separation/divorce, loss and bereavement, relationship difficulties, family matters, abuse, neglect and family violence, student pregnancy, mood disorders, truancy and personal matters.

Students seeking an initial, private meeting should confer with the Vice Principal, Guidance Department, Faith Animator or the social worker for a referral form to begin the process.

THE SCHOOL MENTAL HEALTH AND ADDICTION NURSE

The Nipissing-Parry Sound Catholic District School Board has available to students, the services of a Mental Health and Addiction Nurse. This nurse is under the direction of the North Bay Community Care Access Centre. Through referrals and consultation, students at St. Joseph-Scollard Hall are assisted in the areas of identification, intervention, as well as crisis management. Parents or students requiring this service can speak directly to the nurse or to their Vice Principal. All concerns are treated confidentially.

COMPUTER ETHICS POLICY

Preamble

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

Conduct Expectations

In keeping with the Board's and St. Joseph-Scollard Hall Catholic Secondary School's *Code of Conduct*, students are expected to abide by the proper conduct as outlined in this computer policy. Infractions against the rights of others, as well as against the respect for school property will be consequence according to the parameters of the code. Certain activities, as outlined below, contravene the Criminal Code of Canada and will be reported to the police and consequence.

The St. Joseph-Scollard Hall Catholic Secondary School Code of Conduct applies to all users of the Network. Network account holders are prohibited from:

- Engaging in illegal, unethical or malicious acts; i.e. creating, processing or distributing unlawful information such as pornographic, obscene or other unacceptable material;
- Possessing, using or transmitting unauthorized materials (i.e. copyright material);
- Assisting others in by-passing security protocols;
- Degrading, disrupting or intercepting any network transmissions or damaging the computer network hardware (i.e. vandalism) or software;
- Corrupting system or application software or another user's data;
- Using an account owned by another student;
- Sharing accounts and passwords;
- Sending messages, which include profanity, sexual, racial, religious or ethnic slurs or other abuse, threatening or otherwise offensive language;
- Using the network for financial or commercial gain; and
- Disclosing of personal information contrary to the Provincial Freedom of Information and Protection of Privacy Act.

Conditions of Use

Access to St. Joseph-Scollard Hall Catholic Secondary School LAN, WAN and Internet facilities is at the user's own risk. St. Joseph-Scollard Hall makes no warranties, whether expressed or implied with respect to network services and it specifically assumes no responsibilities for:

1. The accuracy or quality of any device or information obtained from any source accessed via the network;
2. Any cost, liability or damage caused by the use of the network (e.g. loss/corruption/virus infection of one's data);
3. Any consequences of service interruptions or changes in services, including loss of data, resulting from delays, non-deliveries or mis-deliveries, even if these disruptions arise from the user's errors or omissions.

Network Use and Security Measures

1. Students may use a lab computer resource only under the supervision of a teacher.
2. Students register with the lab supervisor each time they use the network. A student is to bring any damage to the terminal to the attention of the lab supervisor. If a workstation has been damaged and the supervisor has not been notified, the current user will be held responsible.
3. Games are not permissible at any time in the school environment unless approved by staff or in designated locations (cafeteria).
4. Students are to use only the software installed by the network administrator. The use of any other software will be deemed a security risk. This is a preventive measure to minimize viruses.
5. To sign on to the computer network a user id and password are required.

CELL PHONES, PERSONAL ELECTRONIC DEVICES AND ON-LINE SOCIAL NETWORKING

PEDs are portable electronic handheld equipment that can be used for the purposes of communication, entertainment, data management, word processing, wireless internet access, image capture/recording, sound recording and information transmitting and/or receiving.

They include, but are not limited to, existing and emerging mobile communication systems and smart technologies (cell phones, smart phones, i-phones, walkie-talkies), digital or film cameras, digital or analogue audio recorders or video recorders (tape recorders, camcorders, etc.), spy gadgets (spy cameras, covert listening devices, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions.

- Failure to comply with this policy will result in the confiscation of the PED and/or disciplinary action in the Education Act. The school and the Nipissing-Parry Sound Catholic District School Board assume no responsibility for the theft, loss, recovery, repair or replacement of any PED brought onto school property, whether the item is lost, stolen or confiscated.
- Any staff member who sees a student in non-compliance with this policy will notify the Vice-Principal. Consequences described in the safe schools policy will be followed. The phone may be confiscated and could include parents needing to pick it up.

Hallway Use:

- Students are allowed to listen to music in the hallways and cafeteria provided only one ear bud/headphone is used and the volume is not disruptive to others.
- **NO OTHER ELECTRONICS ARE TO BE ON OR VISIBLE IN THE HALLWAY.**
- Exception – students can use phones anywhere in the school after 3pm.

Cafeteria Use/2nd Floor Lounge:

Within the cafeteria and 2nd floor lounge only, students may use electronic music, laptops, game devices and cell phones. Cell phones must be set to vibrate only and must be turned off and put away prior to leaving the cafeteria; otherwise they will be subject to confiscation.

Online social networking includes but is not limited to, existing and emerging networking sites, including Facebook, YouTube, Snapchat, Instagram, etc.

- Online social networking and the increasing use of internet sites which contain personal information also increases the opportunity for unwelcome and unsolicited written material, pictures or videos. Harassment in any form, including comments posted electronically, is unacceptable.
- All inappropriate references to Board or school personnel, students and/or any member of the school community in computer-related mediums such as web pages, or e-mail which is deemed to be conduct injurious to the moral tone of the school are violations of this policy.

Classroom Use:

Cell phones are to be out of site in the halls and classrooms at all times. Texting will not be permitted at any time in any class.

Using computer technology to communicate inappropriate, demeaning, harassing or threatening messages shall be subject to disciplinary action. The Safe Schools Policy extends the right to discipline to include actions taken off school property and outside school activities where the activity has an impact on the school climate. Police may be contacted, along with other community agencies, and the actions could result in suspension, expulsion, and/or criminal charges.

Using any technology to circumvent the security, safety and legislative protocols of the Board and the Ministry of Education is a violation of this policy

ST. JOSEPH-SCOLLARD HALL DRESS CODE

All students are required to wear a uniform to school each day. Uniform pieces can be mixed and matched throughout the year as outlined below. **UNIFORMS ARE TO BE WORN COMING TO AND FROM SCHOOL DURING THE DAY** and while representing St. Joseph-Scollard Hall Catholic Secondary School in an official capacity. It is expected that the school uniform be worn proudly and neatly. A student will not be allowed in class at any time in improper attire. Uniform violations will be disciplined. Hats worn inside the school building shall be confiscated and may be reclaimed by the owner at the end of the day. Hats are to be in the STUDENT'S school bag or locker. Students are not to carry them throughout the day.

ITEM	DESCRIPTION	HOW TO WEAR IT
UNIFORM BOTTOMS		
Dress Pants	R.J. McCarthy Brand or <u>indistinguishable</u> <ul style="list-style-type: none"> NO COTTON KHAKIS NO TAPERED PANTS NO ELASTIC HEMS 	<ul style="list-style-type: none"> socks must be worn must be hemmed and in good repair must be worn at the waist belts, if worn, must be black
Kilt	grey & navy plaid / navy	<ul style="list-style-type: none"> no shorter than 7cm above the knee (3") and not rolled up at waist. Must wear <u>opaque</u> tights when regular uniform policy is in place (late fall to early spring)
Navy Shorts	R.J. McCarthy brand with SJSH logo fully visible <ul style="list-style-type: none"> not hemmed or rolled up 	<ul style="list-style-type: none"> worn at the waist and walking short length (just above the knee)
UNIFORM TOPS: MAY BE WORN SOLELY WITH ANY UNIFORM BOTTOM		
McCarthy Straight-cut Shirt	white dress shirt	<ul style="list-style-type: none"> white only only top 2 buttons may be undone can be worn with shorts, kilt or pants
Rugby Shirt	R.J. McCarthy Brand, crested	<ul style="list-style-type: none"> can be worn with shorts, kilt or pants
1/4 Zip Sweat Shirt	R.J. McCarthy Brand, crested	<ul style="list-style-type: none"> may be worn with shorts, kilt or pants must be worn over white T-shirt
Golf Shirt (white or blue)	R.J. McCarthy Brand crested male /female	<ul style="list-style-type: none"> long or short-sleeved
UNIFORM SWEATERS: MAY ONLY BE WORN OVER ANY UNIFORM TOP LISTED ABOVE		
Full Zip Navy Sweat Top	R.J. McCarthy Brand, crested	<ul style="list-style-type: none"> can be worn over any uniform top
SHOES worn regular uniform (pants/kilt)	<u>predominantly black</u> NO BOOTS (Blundstones) NO WHITE TOES (Converse)	<ul style="list-style-type: none"> closed toe/closed heel must have sole if the shoes have laces, they must be BLACK
SHOES worn with SUMMER UNIFORM	NO BOOTS or slippers.	<ul style="list-style-type: none"> closed toe, closed heel must have a sole
SOCKS with all uniform pieces TIGHTS to be worn when regular uniform is in place	Navy, black, white, or grey solid Navy, black, white, grey opaque (not see through)	Worn at or above ankle bone If student chooses to wear socks with tights, they must be same colour as tights and solid colour.

*Please note the **v-neck sweaters are no longer a uniform item and therefore cannot be worn.**

Additional Requirements:

- Only plain white t-shirts may be worn under uniform tops.
- Students are to be in uniform during work periods, including the cafeteria and library.
- If alternate footwear is recommended for medical reasons, black orthopaedic shoes are permitted

- **The school reserves the right to determine if a student is in compliance with the dress code policy.**
- **As in any other uniform environment, persistent non-compliance will result in disciplinary action.**

PERSONAL GROOMING:

St. Joseph-Scollard Hall has instituted a '**FRAGRANCE/SCENT-SAFE**' environment in our school. This requirement applies to all staff, students, parents, visitors, and volunteers who work or visit the school. Anyone not in compliance will be made to change and/or parents/guardians will be notified.

Extremes in personal grooming are not permitted i.e., excessive make-up, personal piercings, large bulky jewellery and wallet chains. **Hats are not to be worn anywhere in the building.**

SPIRIT DAYS

Rationale:

There are occasions during the school year when we can highlight different clubs, programs, events or activities by a variation from the regular dress code. In all cases where special days will be held, the nature of the day and rules for attire will be announced well in advance so that all may respond in the appropriate manner.

1. Casual Dress Day:

It must be remembered that these days are still regular instructional days. They can provide a welcome break from the regular dress code and certainly have a beneficial effect on school climate and spirit. In order to do this successfully, it is essential that everyone comply with the spirit of the day and that individuals do not attempt to stretch the meaning to include inappropriate attire or irresponsible behaviour.

- Tops must have sleeves; males and females
- Midriff must be covered
- No offensive slogans or images
- No volleyball or short shorts (even over leggings, tights or nylons). Must be mid-thigh
- All shoes must have closed toe and heel for safety purposes

Students arriving at school wearing inappropriate attire will arrange to be in complete compliance prior to admission to classes.

Failure to comply with these procedures will result in loss of the individual privilege to participate in subsequent spirit days.

The alternative for an individual who does not wish to participate is always to simply follow the regular dress code.

2. Green and Gold Day:

On these days a Bear Wear top in the school colours of Green and Gold with the name of the school (SJSH) or the name of our teams (BEARS) must be prominently displayed. Nothing else is acceptable as an alternative to the regular dress code. If shorts are worn they must resemble in length and profile the dress code shorts.

3. Clubs, Activities and Game Days:

On these days articles of clothing that have been prepared with school approval for specific clubs or organizations (i.e. Bears Drama, Bears Music, Yearbook, Design Studies, etc.) may be substituted for Green and Gold but the name of the school (SJSH) and club must be prominently displayed. These are to be worn with uniform bottom.

ATTENDANCE

1. Rationale:

- St. Joseph-Scollard Hall Catholic Secondary School firmly believes that good attendance is crucial to success and our procedures are designed to encourage everyone to be on time and present with proper materials for each and every class. A good attendance record in all classes is the basic prerequisite for participation in any other curricular or co-curricular school activity.
- The attendance record shall be a prime consideration in the allocation of all scholarships, bursaries and awards.

2. Absences:

When a student has missed 10 classes in any course, an Attendance Concern Notice will be emailed to the parent(s) or guardian(s). Students need to follow the procedures outlined in the email in order to ensure they have fulfilled all course expectations.

A student who is absent from 12 classes in any one course:

- a) CAN EXPECT NOT TO BE ELIGIBLE FOR THE HONOUR ROLL, BURSARIES, SCHOLARSHIPS OR ANY OTHER AWARD
- b) CAN EXPECT TO LOSE HIS/HER ELIGIBILITY TO PARTICIPATE IN ANY CURRICULAR OR CO-CURRICULAR ACTIVITIES

Any or all of the above may result unless an extraordinary effort is put forth by students so as to satisfy the classroom teacher that the course experience is complete in every way despite the extraordinary number of absences. This may include: essays, presentations, performances, projects and assignments chosen by the teacher.

It is the responsibility of the **student** to contact his/her teacher(s) to ensure that all course requirements are being satisfied and that supplemental work, to replace lost instructional time, is complete and acceptable to the teacher(s). This must be done before the granting of a credit will be considered.

THE GRANTING OF A CREDIT TO A STUDENT WHO HAS MISSED 10 OR MORE CLASSES IN A COURSE CAN ONLY BE DONE IN CONSULTATION WITH THE PRINCIPAL.

AUTOMATED PHONE / EMAIL SYSTEM

St. Joseph-Scollard Hall Catholic Secondary School uses an automated email system. The purpose of the system is to provide families with routine announcements, inform families of their child's daily attendance and broaden our communication base. If you have any questions about the system, contact the school at 705-494-8600, ext. 40294.

3. Parental Responsibilities Concerning Attendance:

We ask that, barring a serious reason, parents should take whatever steps necessary to ensure their child's attendance at school.

- The school further recommends that a parent not withdraw a student from school for purposes of vacation. Please consider the summer holidays, the Christmas break and the March Break as opportunities for family trips.
- We also ask that dental, doctor or any other appointment be scheduled before or after school hours.
- It is the responsibility of the student to complete all homework packages developed for prolonged absences.
- Students are not to be excused from participation in class to work in another area of the school (excused to work in the library, etc.).

4. Re-admittance to School:

- i) All late arrivals to school will be handled in the attendance office. Students arriving after the start of the school day must report to the Attendance Office to receive an admit slip. Each and every absence must be accounted for by a written note; a parent/guardian telephone call (705-494-8600, extension 40294); or an

email to sjsh.attendance@npsc.ca or, through Edsby. Students will not be admitted to class without an admit slip from the Attendance Office confirming parent/guardian contact.

- ii) When a student returns to school after an absence, they are to secure their admit slip from their period one teacher unless the absence is verified in Edsby. Again, each and every absence must be accounted for by a written note, a parent/guardian telephone call (705-494-8600, extension 40294), an email to sjsh.attendance@npsc.ca or through Edsby.

5. Being Excused from School during the School Day:

- i) Pre-arranged excusals:

Parent/guardians must contact the Attendance Office via telephone, email, Edsby, or note prior to 8:30 a.m. confirming the time and date of the excusal or send an excusal note with the student. An excusal slip will be provided by the Attendance Office or period 1 teacher. Students must sign back in through the Attendance Office upon their return.

- ii) Sudden illnesses or emergencies:

Any unexpected departure from school must be made through the Attendance Office. Under such circumstances the parent/guardian will be contacted to ensure the safety of the student. With the exception of lunch hour or study periods **NO STUDENT IS TO LEAVE SCHOOL WITHOUT OFFICIALLY INFORMING THE ATTENDANCE OFFICE.** If a student is leaving at lunch and not returning for the remainder of the day, they also must check out through the attendance office.

6. Truancies:

Truancy is considered a very serious matter and will be dealt with accordingly by the Vice-Principal.

Student absences that are not managed as described above will be considered TRUANCIES until justified by a parent or guardian. Consequences for truancy will be dealt with using progressive discipline and could result in lunch detentions, in-school suspension and/or suspensions.

TELEPHONE CALLS AND MESSAGES

The receptionist **cannot** possibly provide a personal secretarial service for all students. Only in emergency cases will messages be forwarded to students during the school day. A telephone is available in the main office and attendance office for emergency purposes only.

VISITORS/TRESPASSERS

The school grounds and buildings are off limits to all except staff and registered students of St. Joseph-Scollard Hall. All other visitors, including parents or guardians, board employees or persons having business with the administration or staff must go directly to the Main Office for permission to be on the school site. Failure to do so may result in a charge of trespassing being laid by the North Bay City Police.

Students cannot invite friends to visit at school during the school day. Students and staff who notice people who do not belong on the property should immediately notify the Vice Principals.

SCHOOL BUILDING AND PROPERTIES:

Cafeteria:

Please note that the cafeteria and 2nd floor lounge are currently not available to students. Cafeteria services are available online for classroom delivery.

Students are expected to treat the cafeteria supervisors and personnel with respect at all times. Containers have been provided for recycling and litter. Students are expected to pick up after themselves and to remind those who forget to do so, to dispose of their own litter. Picking up after others is also encouraged as a way to keep our environment clean and pleasant. Neither food nor drink is to be carried through the halls and all food and drink is to be consumed in the cafeteria or the second floor lounge.

Students must be in full uniform. Coats, hats, and boots are not allowed in the cafeteria. Contravention of cafeteria expectations may result in loss of privilege of eating in the school cafeteria.

The cafeteria will be open each day from 8:00 a.m. to 4:00 p.m. Food can be purchased on regular school days during the lunch period. The cafeteria has been designed and set up to be a dining area as well as a social area for the school. Students' cooperation is necessary to ensure that this space can continue to serve in that manner. A few reminders:

- a) The cafeteria and the 2nd floor lounge are the ONLY place in the school where food and beverage may be consumed,
- b) Students must (i) clean up their eating spot, pick up all refuse, deposit it in the containers provided and return their trays to the tray rack, (ii) use only conversation level voices and (iii) never throw anything.
- c) During the lunch period it may be necessary to prohibit books, school bags and outdoor clothing. Students who wish to study can use the Library.
- d) The use of the cafeteria is a privilege and demands a high degree of patience, self-discipline, good manners and cooperation. Misbehaviour of any kind will result in the loss of the privilege and subsequently of the convenience of eating at school or using this area for any reason.

Library/Learning Commons:

Library hours are from 8:15 a.m. - 4:00 p.m. The library is a place to read, study and do research. Loud talking and socializing is not tolerated. Students are expected to respect the rights of all students to study and work without being disturbed. Computers are available at the times indicated above unless classes are scheduled to use library computers.

Gymnasium:

The gym is used as an instructional area during the entire school day, and is thus OFF LIMITS to anyone other than those taking physical and health education courses or participating in an intramural program. The gym floor is off limits to anyone NOT in proper gym uniform.

Stairwells, Corridors, Entrances and Exits:

For the school to be a place of order and discipline, it is necessary to regulate the flow of people and activities to some extent. To that end, please comply with the following:

- a) Between periods please move directly from one class to the next without stopping at lockers or for chats with friends.
- b) To alleviate congestion during the heavy traffic periods of class changes, everyone must KEEP TO THE RIGHT in the stairwells and corridors. Corridors, stairwells, entrances and exits must be free of all obstructions at all times.
- c) The use of the elevator by students is restricted to those who have an elevator pass from their Vice Principal.
- d) For safety (and legal) reasons, students are not permitted to use the classrooms or gymnasium unless they are under the supervision of a staff member.
- e) The staffroom and teacher work areas are for staff only. Students will wait in the school office while the receptionist contacts the teacher who will then meet the student in the office.

Lockers:

There are three basic regulations concerning student lockers at St. Joseph-Scollard Hall:

1. Every student **MUST** have his/her own locker and lock (i.e. no sharing). Locks will be sold and lockers assigned during the first week of school. **THAT IS THE ONLY LOCK AND THE ONLY LOCKER YOU MAY USE UNLESS YOU ARE REASSIGNED.** Students must put their locks on their locker in the 1st week of school.
2. Lockers are provided for school supplies and personal clothing. Materials not necessary for educational purposes should not be stored in your locker. Valuables or sums of money should be kept at home.
3. Only locks sold by the school may be used. Students are cautioned not to share their combinations with anyone. The care of the locker and the security of its contents are the student's responsibility.
4. Any Items found in an unassigned locker will be disposed of.

The school is not responsible for replacing items reported as missing from a student's locker or from the gymnasium change rooms.

**THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO CHECK
A LOCKER AT ANY TIME WITHOUT NOTICE. FAILURE TO ABIDE BY THE ABOVE WILL RESULT IN REVOKING
OF LOCKER PRIVILEGES.**

School Grounds

1. Car and Motor Vehicle Parking: Parking areas will be clearly designated and the directions for parking and vehicle traffic must be respected absolutely. The privilege of parking or having a vehicle on school property will be removed from those who abuse that privilege in any way. Students are not to park in main/staff parking lot – parking lot at Cundari Field and beside staff lot only.
2. Bicycles: Rack installed in courtyard outside of cafeteria.
3. School Bus Zone: The area has been clearly marked as a non-parking area and vehicles left in this area will be removed at the owner's expense.
4. Eating: During nice weather students are welcome to eat their lunches outside on the school grounds - not on neighbouring properties. Numerous containers have been placed around the grounds for garbage disposal. Please use them.

Lost or Stolen Property

1. Rationale:

The school is not responsible for lost or stolen property; therefore, it is highly recommended that students not bring large sums of money or valuable articles to school.

2. Lost and Found:

There is a large number of articles that go astray during a school year. Most of these items have simply been misplaced. They are turned in to the lost and found at the school office and can be reclaimed there.

Stolen:

It is unfortunate that some missing articles have in fact been stolen. While this problem may not be able to be totally eliminated, a few simple precautions taken by each individual can ensure the safety of your property:

- i) Be conscientious in taking care of your possessions. DON'T leave personal articles lying around unattended. DON'T leave valuables of any kind in the change room of the gymnasium. USE your locker to secure possessions and make certain that it is locked at all times. DON'T share the combination of your lock with anyone.
- ii) Report missing articles to the school office as soon as you realize that they are missing. The receptionist will provide you with a form for this purpose and the sooner a report is made the greater will be the possibility of recovering items.

TRANSPORTATION:

The Nipissing-Parry Sound Catholic District School Board is committed to providing students with a safe environment while travelling on school buses and school transport vehicles.

In order to keep our transportation system as safe as possible, Rules of Conduct on School Buses have been established for student protection.

School Bus Discipline

Riding on the bus is a privilege not a right. A student guilty of misconduct may lose this privilege. Restoration of the privilege will be at the discretion of the principal after consultation with the student, his/her parent or guardian and where necessary, the respective school superintendent. Permission to ride on another bus must be given by the bus transportation company (705- 472-8840).

Video Camera and Digital Video Recording Devices on Buses

To assist with the monitoring of safe practices on school buses, the Board endorses the practice of video taping of passengers while riding the bus. Video cameras or digital video recording devices are considered tools to assist drivers and staff in dealing with misconduct on buses.

Inclement Weather

In the event of a bus cancellation, please go to www.npsc.ca -> Student Transportation.

SMOKING:

SMOKE-FREE ONTARIO ACT 2017

What does the Smoke-Free Ontario Act mean to me?

- It is against the law to sell or supply tobacco products (even one cigarette or e-cigarette) to anyone under the age of 19.

What happens if I sell or give cigarettes (even one) or e-cigarettes to a person under the age of 19?

- You will be charged and given a \$365 ticket or be issued a summons to appear in court. The maximum fine for supplying someone under the age of 19 with tobacco products is \$4,000.

How does the Smoke-Free Ontario Act affect my school?

- Smoking or holding any related paraphernalia for smoking including e-cigarettes is not allowed by anyone (staff, students, parents or visitors) in school buildings or on school property at any time.
- Smoking e-cigarettes and smoking or holding lighted tobacco is not allowed in any vehicles on school property.
- Supplying cigarettes or e-cigarettes to anyone under the age of 19, on or off school property, is against the law.
- Students contravening this policy will be subject to school discipline.

What happens if I smoke on school property?

- If you are 16 or older, you will be charged by a Tobacco Enforcement Officer and given a \$305 ticket or issued a summons to appear in court. The maximum fine for a first offence is a severe, hefty \$1000. The maximum fine for a second offence is \$5,000.
- If you are under the age of 16, a summons will be issued to you and your parent(s)/guardian to appear in court.

Can I be charged for just holding a friend's cigarette or e-cigarette and not actually smoking?

- Yes, you will be charged if you are holding a lit cigarette or e-cigarette on school property.

E-CIGARETTES:

Use of vapes and e-cigarettes: Students are not permitted to use vapes anywhere in the school or on school property. If a student is caught with a vaping device, it will be confiscated. Consequences will follow safe schools policy.