



Photo taken by Erica Henhawk, Gr 12 Art Student, ACS

**ASSUMPTION COLLEGE SCHOOL**  
**257 Shellard Lane**  
**Brantford, ON N3T 0M7**  
**519-751-2030**

***GRADE 9 PARENT HANDBOOK***  
***2023 - 2024***

### PICK UP AND DROP OFF OF STUDENTS

- ☐ Should it become necessary for you to drop off or pick up your child at school, please use the student parking lot side of the school.
- ☐ We have many special needs students who are picked up by designated transportation at or near the main entrance. For the safety of our students, we would kindly stress that parents avoid using the main entrance.

## HOW DOES A TYPICAL DAY RUN?

- ☐ At 8:40 a.m., a warning bell rings and that is your cue to proceed to class.
- ☐ At 8:50 a.m., a second bell rings and the expectation is that all students are in class.

**ALL STUDENTS ARE TO BE IN THEIR CLASSROOM BY THAT SECOND BELL – PREPARED TO WORK – OR THEY ARE CONSIDERED LATE.**

- ☐ The school day begins with honouring our country by standing for **O Canada** and morning prayers, which include special intentions.
- ☐ Normally students have 5 minutes travel time between classes.
- ☐ Lunch periods are 45 minutes in length.
- ☐ The school day ends at 2:55 p.m. and buses depart continuously until 4:00 p.m.

# B

Be Polite

# Be Prepared

<b>Main Office Number</b> Mrs. Flewelling, Receptionist Mrs. Tarrington, Receptionist	<b>519-751-2030</b>
Mrs. Dickson, Student Services (Guidance)	Ext. 14234
Mrs. Montrichard, Student Services (Guidance)	Ext. 14313
Ms. Smith, Attendance	Ext. 14227
Ms. Major, Principal's Secretary	Ext. 14225
Ms. Constantini, Student Admin System Secretary	Ext. 14237
Mrs. Okonski, Student Admin System Secretary	Ext. 14406
Mrs. Sheldrake, Chaplain	Ext. 14259
Student Transportation Services	519-751-7532

### **ATTENDANCE**

- ☐ We are aware that occasional absences from school cannot be avoided, due to illness or necessary appointments.
- ☐ If your son or daughter is **NOT** going to be at school for any reason, please call the Attendance Office prior to 8:45 a.m. Here is the procedure for reporting an absence:
  - ✓ Call the school at **519-751-2030**
  - ✓ Select extension **14227** (for Attendance)
  - ✓ Leave your child's first and last name, reason for the absence, length of absence, if known, and your relationship to the student. Please speak clearly.
- ☐ The above procedure is available 24 hours a day, 7 days per week.
- ☐ Student Verification Sheets must be updated, as required: new address, telephone, emergency contact information. If a student moves, or there is a change of contact information, the student should be asked to pick up a "Student Verification Form" from the Main Office. Requests for change of address, phone number, emergency contacts, etc., must be provided in writing, with parent/guardian signature, to the Main Office. The school is not permitted to provide information to anyone who is not listed in our system as a contact for that student.

### **PLEASE NOTE:**

- ☐ All student absences must be excused by a parent/guardian before the student returns to classes following an absence.
- ☐ Signing-in – If a student is more than 10 minutes late for school, the student is to go to the Attendance Office to record their name on the "Sign-in Sheet" and a phone call will be placed to the parent/guardian by the student (unless a parent note is provided). Students who are less than 10 minutes late, without a valid reason, will be recorded as Unexcused Late by their teacher. Parent/guardian contact will be made after 3, 5, and 7 unexcused lates. A suspension may occur when a student has reached 7 unexcused lates in a class.
- ☐ Signing-out – If a student needs to sign-out, due to an appointment or illness, consent by phone call or note must be provided by a parent/guardian. Students must record their name on the "Sign-out Sheet" in the Attendance Office, during non-class time.

- ☐ An Early Release Slip will be provided to the student to advise the teacher of the early dismissal time. Students returning to school after an appointment must note the Return to School time on the "Sign-in Sheet".
- ☐ Absences not handled in the above manner will be recorded as "Truant".

### **EXTENDED ABSENCES FOR STUDENTS**

- ☐ While we fully support quality family time, taking students out of school for extended absences during school time is greatly discouraged.
- ☐ Research shows that students who miss several classes over a semester often seriously compromise their success in school.

A Request for Temporary Absence form is to be completed if a student is going to be absent for 5 days or longer. The form must include the departure date, the end date, and the reason for the absence, and be delivered to the Vice Principal for signature.

### **UNIFORM RULES AND EXPECTATIONS**

- ☐ We proudly wear our uniform here at Assumption College School.
- ☐ Please review your son or daughter's agenda on our website for specific rules and expectations, including our school uniform policy.

### **BUSES**

- ☐ Any inquiries can be directed to the Transportation Dept. – **519-751-7532**
- ☐ Transportation Website: [www.stsbhn.ca](http://www.stsbhn.ca)
- ☐ Brant/Caledonia/Ohsweken students late transportation can be arranged for students taking part in after school activities on site at Assumption College School. Students can sign up in the Main Office until **1:00 p.m.** Bus times are posted on the Main Office window.

### **CASUAL DRESS DAYS**

- ☐ There are scheduled casual dress days at Assumption College School as noted on the student calendar.
- ☐ On regular casual dress days students are permitted to wear appropriate attire that is reflective of the moral tone of the school.

### **FULL SPIRIT WEAR DAYS**

- ☐ On Full Spirit Wear Days students are permitted to wear Spirit Wear tops and bottoms only if they are:
  - ✓ Special Spirit Wear items purchased through Student Council
  - ✓ Club or team uniforms
  - ✓ Anything that says Assumption College School (other than a regular uniform piece)
- ☐ If the student does not wear any of the above-mentioned items, then the student is expected to be in **“full uniform”**.

### **GRADE NINE COLOUR NIGHT – SEPTEMBER 14, 2023**

- ☐ After school, a special interactive evening is run by Student Council and staff just for Grade Nines.
- ☐ All Grade Nines are divided into colour houses (red, green, yellow, etc.). During the day, Grade nines can “be in casual dress” in their assigned colour. (For example, students can wear a t-shirt of the house colour with jeans or shorts.)
- ☐ Tickets are sold the week before at a cost of \$5.00 each in order to cover the dinner portion of the night.
- ☐ Student colour groups compete against each other in various fun (but always safe) games.
- ☐ Students are provided with a pizza dinner followed by a dance.
- ☐ Grade Nine Colour Night provides Grade Nines with an opportunity to meet new friends, become a team player, develop school spirit, and have fun in a safe and supervised environment.

### **HALLOWEEN**

- ☐ Halloween is also a great tradition around ACS. Staff and students are encouraged to dress up in appropriate costumes.
- ☐ Student Council sponsors prizes for this event.
- ☐ All costumes are to follow the values of our Catholic School and community:
  - ✓ No weapons of any kind
  - ✓ No masks
  - ✓ No religious figures of any faith
  - ✓ Nothing that represents sexuality or drug use
  - ✓ Nothing that could be deemed racist or negative to any nationality (even if it is your own culture)
  - ✓ No costumes which are offensive or against the moral values of the school

### **SPIRIT OF CHRISTMAS DAY**

- ☐ A morning of fun activities is followed by a full course festive dinner (for a small fee) and ends with an amazing assembly.
- ☐ This final day before the holidays is a DRESS UP DAY!

### **FINANCIAL COSTS FOR GRADE NINES**

There are minimal costs for participation in some events for grade nines. Below are examples of basic participation fees:

Locks for lockers	\$15.00
OPTIONAL ACTIVITIES/ITEMS:	
Colour Night	\$5.00
School Photo Packages	Packages run from \$18.00 - \$49.00
School Dances	\$5.00 per ticket
Christmas Dinner	\$5.00
Semi-Formal	\$15.00 per person
Grade 9 Retreat Day	\$10 per student

- ☐ **Assumption College School no longer accepts cheques as a form of payment. Payments are to be made using school cash online. School Cash Online information is included in the Grade 9 mailing.**
- ☐ Extra activities in Grade Nine Phys Ed may require additional fees.
- ☐ Sport teams may have fees.
- ☐ Textbooks that are lost or damaged could cost up to \$100.00 per book.
- ☐ Parents can sign up for online banking at [www.schoolcashonline.com](http://www.schoolcashonline.com). Details are available on the school website at [www.assumptionlions.com](http://www.assumptionlions.com).

### **LUNCH TIME**

- ☐ Students have 45 minutes for lunch.
- ☐ Food can be purchased in Assumption's cafeteria at lunch.
- ☐ There are microwave ovens in the cafeteria available for student use.
- ☐ Washrooms available in gym hallway or in the cafeteria.
- ☐ Assumption places a large emphasis on recycling. Therefore, students are permitted to bring their own containers for cafeteria food and are encouraged to dispose of glass bottles, plastics and cans into the recycling bins throughout the school.
- ☐ As responsible stewards of God's creation, students are expected to look after the environment and to clean up after themselves.
- ☐ To maintain a quiet learning environment, academic and tech hallways are closed during lunch.

### **FUNDRAISING**

- ☐ Our **Halloween For Hunger** initiative involves "Trick-or-Treating" door to door for non-perishable food items to be donated to the Brant St. Vincent de Paul program who serves our neighbours in need in the Brantford area.
- ☐ **Pennies From Heaven** is our main Christmas initiative where we "think locally". Every year throughout Advent we collect monetary donations and help families in need within our own school community.
- ☐ In our **Lenten** initiatives students and staff at Assumption focus on the needs of others in the global community.

You can find out more about these fundraisers and others throughout the year by checking our school's website at [www.assumptionlions.com](http://www.assumptionlions.com).

### **PHOTO DAYS**

- ☐ There is one photo day for students: **September 21, 2023.**
- ☐ A few weeks after photo day, students will receive a proof that contains a portrait code and pass code. Prints can be purchased online through [www.edgeimaging.ca](http://www.edgeimaging.ca)
- ☐ Photo retake day, **October 26, 2023** is for students who missed the photo day in September.
- ☐ **All students must have a picture taken even if they are not purchasing a package. This photo is for the mandatory student card which all students must have for I.D. purposes.**
- ☐ **All students must be in proper uniform for their photo sitting.**

### **HOMEWORK WEB PAGES**

- ☐ All staff at Assumption have regularly updated homework web pages on Brightspace/D2L.
- ☐ If students are absent, then they can catch up on missed work by finding individual teacher web pages on this site. **It is also a great opportunity for parents to check and see what is happening in class.**
- ☐ To access Brightspace/D2L go to the Board website [www.bhncdsb.ca](http://www.bhncdsb.ca) under staff links or <http://www.assumptionlions.com> . Note: On the Assumption Lions page it is a big blue button in the upper right-hand side.  
*Log into Brightspace/D2L with the student's username and password to access their courses from the same websites listed above.*

### **TAKE OUR KIDS TO WORK DAY**

- ☐ This important day, in early November, provides the opportunity for all Grade Nine students to go to work with a parent/guardian/aunt/uncle or other responsible adult.
- ☐ Students are encouraged to consider their educational choices for meaningful careers. This day provides opportunities for students to investigate a career they might be interested in for the future.
- ☐ This year is it currently scheduled for November 1, 2023.
- ☐ The expectation is that all Grade Nine students participate.

### **GRADE NINE RETREAT**

- ☐ Chaplaincy is excited to provide a retreat day for all Grade Nine students focusing on making the most of their high school years. It's an opportunity to have fun while they meet new friends and learn new insights about themselves and just how awesome they are!
- ☐ The retreats are led by the chaplain and grade 11 & 12 student retreat leaders.
- ☐ All our retreats are inclusive and welcome all students.
- ☐ Students attend their retreat with their religion class.
- ☐ Retreats are held off-site in Brantford. Lunch is provided.

### COMPUTERS

- ☐ Each student received an **Internet Agreement** form upon registration, to be signed by both student and parent, in order to receive a computer password.
- ☐ It is the responsibility of each student to remember their password and NOT to share it with others.
- ☐ Students who share their passwords will become responsible for the actions of those using that password.
- ☐ All computer activity is monitored. The form is very clear about expectations. Please read that form carefully for the proper use of this privilege.

### MATH

- ☐ Welcome to High School math. If you are looking to ensure a smooth start in grade nine math, we have a great opportunity for you. We have created a resource site on D2L. If you go to this website you will find videos, lessons and practice for the 12 most important numeracy skills you will encounter next year.
- ☐ Students who have a good grasp of basic skills (for example integers and fractions), are far more successful in grade nine. We rely on a strong foundation of skills which you began to develop in elementary school.
- ☐ Please take the opportunity to go to the Board Website [www.bhncdsb.ca](http://www.bhncdsb.ca) and then go to the top of the webpage and choose popular links. Choose Brightspace/D2L, and login with the username **mathhelp** and the password **mathhelp**. This will log you in to our math help resource, which is organized by skills.

### SPECIAL EDUCATION

- ☐ All questions pertaining to special education supports and services should be made to Mrs. Rosanna Jaeger-Petrella ([rjaegerpetrella@bhncdsb.ca](mailto:rjaegerpetrella@bhncdsb.ca)), Department Head of Special Education.
- ☐ If you had an Individual Education Plan (IEP) at a school outside of the Brant Haldimand Norfolk Catholic District School Board, and your paperwork (most recent IEP and assessment/diagnosis documentation) has not been shared with the Special Education Department, please submit it to Mrs. Rosanna Jaeger-Petrella as soon as possible.
- ☐ If you had any SEA equipment at your previous school (laptop, printer, personal care equipment, etc), let the Special Education Department know as early as possible so that they can facilitate the transfer of equipment from the elementary school. If you attended an elementary school in another school board, it will take some time for the equipment to be requested and obtained.
- ☐ We encourage all students to discuss their learning strengths and needs with their teachers and to ask for help when needed. Assumption College School offers peer support groups and clubs to assist with academic support.

### LOCKERS

- ☐ Lockers are the property of the school.
- ☐ Lockers are assigned by Administration



- ☐ Students should, under no circumstances, share their locker or lock combination with anyone.
- ☐ Graffiti and inappropriate pictures, bumper stickers or sayings ARE NOT PERMITTED. Costs may be incurred for the removal of such items.
- ☐ **Locks must be purchased through School Cash Online or at the Main Office at a cost of \$15.00. Non-school issued locks will be cut off.**

### **FAITH CELEBRATIONS AND PARTICIPATION**

- ☐ In choosing to send your son or daughter to our faith-filled community, it is our clear expectation that **all** students, regardless of personal belief systems, demonstrate respect for our inclusive Catholic community and join us during Masses and prayer services. They shall participate, even if only through respectful silence in our morning prayers, O Canada and other prayerful gatherings.
- ☐ These special moments together help us to bring reflection, not only on our faith, but also on our lives. Regardless of the students' beliefs, your son or daughter can benefit from these celebrations of faith throughout the school year.
- ☐ In today's world it is important to focus on messages of hope, love, joy and peace and our interconnectedness as one human family.
- ☐ All students are welcome to join the chaplaincy student team and contribute in leading our morning prayers and our faith celebrations which embody our Catholic Christian values and traditions.
- ☐ We at Assumption College School expect that, regardless of religious beliefs or denomination, as supportive parents who chose to send their children to a Catholic school, you respect the beliefs upon which we are founded.

### **PROGRESS REPORTS, MID-TERM REPORTS, REPORT CARDS, PARENT-TEACHER INTERVIEWS**

- ☐ Progress reports are sent home with students approximately six weeks into each semester. Check the school calendar for actual distribution dates of Progress Reports.
- ☐ The first report is only a very early indication of a student's progress.
- ☐ Parent-Teacher Interviews occur each semester. Your son or daughter will bring home a sheet which you can use to request a specific time on interview day. Appointments are recommended. Check school calendar for dates.
- ☐ Report cards are emailed home to parents. Check school calendar for dates.

### **RESPECT**

- ☐ Respect for all is included in Assumption's Mission Statement (found in the back of this handbook) and is a high priority within our school community.
- ☐ The expectation is that students will respect themselves, others, all school regulations including those governing uniform and the building.
- ☐ This level of respect also covers what is put up in lockers, language, doodling on binders and how we treat each other. Bullying is NOT ACCEPTED at Assumption College School.

- ☐ Lockers, textbooks, supplies, and library items are all loaned to the student.
- ☐ Please remind your son or daughter that respecting all property is a general expectation.
- ☐ Items on loan to students must be returned in the exact same condition before exams are written.
- ☐ Failure to do so may result in students and parents being held responsible for fees incurred.

### **LIBRARY LEARNING COMMONS**

- ☐ The library is open daily from 8:00 am until 3:30 pm under the supervision of library staff. Curbside pick-up of books and printing is available before and after school.
- ☐ Computers are available for student use. Black and white printing from a computer costs five cents per side.
- ☐ Students can sign out books for up to one month and at that point they are expected to return or renew them.
- ☐ Students will be held responsible for any lost or damaged books.
- ☐ There is a photocopier in the library where students can copy items for assignments, etc. The cost of the photocopier is 10 cents per copy.
- ☐ The library is an ideal place to study and collaborate with other students.
- ☐ Students have access to EBSCO databases for research. It also has an up-to-date collection of fiction. Don't be afraid to suggest favourite titles to the librarian.
- ☐ Students can join the Assumption Book Club or the Library Advisory Council. See library staff for more information.
- ☐ Any school clubs can book a meeting room space in the library.
- ☐ The Online Library at [www.assumptionlions.com](http://www.assumptionlions.com) was created to help students and parents locate the resource they need. The Online Library includes: the Insignia Library Catalogue, EBSCO research databases, APA and MLA instructions, online encyclopedias, newspapers, Catholic resources, mental health resources, OSSLT resources, and much more.

### **PERSONAL ELECTRONIC DEVICES**

As the use of technology in education becomes more prevalent, the effective use of electronic devices in classrooms will be closely monitored by teachers. Classroom use of such devices will be at the discretion of the teacher. Should a cell phone or electronic device be brought to the Vice-Principal's office, it may be picked up at the end of the instructional day. Upon a second infraction, a parent may be required to retrieve the item.

Bring Your Own Device (BYOD): In our schools, students will see teachers using technology to support, enhance, and redesign their instructional practices to improve student learning. Many of the new opportunities that students will be engaging in exist in the digital environment of the Internet. When working and interacting in the digital environment of the Internet, it is important that all users understand that their actions impact others, just like in the physical world. When people interact with others, they share themselves, their view of the world, their hopes, and their ideals. When students make use of digital resources, it is expected that their actions will be honest,

open, responsible, and respectful of others and consistent with the mission and vision of Catholic education. As Catholic learners, our students must always act in accordance with the Board's Catholic Code of Conduct regardless of whether they are interacting in the digital or physical world.

## **EMERGENCY PROCEDURES**

In keeping with Board policy, Assumption has developed strict procedures surrounding emergencies. They are:

### **Lockdown Procedures:**

- ☐ DO get into a secure area if possible
- ☐ DO secure the area further – lock door
- ☐ DO turn off lights and cell phones
- ☐ DO cover windows if possible
- ☐ DO congregate in a secure area away from doorways
- ☐ DO be still and quiet
- ☐ DO move away from the threat and FLEE if necessary
- ☐ DO be patient
- ☐ DO NOT panic
- ☐ DO NOT approach the building

### **Evacuation Procedures:**

- ☐ In the case of a school evacuation, students must leave in a quick and orderly fashion.
- ☐ In the case of a fire alarm, students will be directed by teachers to locations away from the building
- ☐ If relocation is required, Assumption's alternate site is St. Gabriel School.
- ☐ If neighbourhood relocation is required – alternate site is St. John's College.

## **INCLEMENT WEATHER PROCEDURES**

- ☐ Inclement weather may occasionally result in the cancellation of transportation services or the early dismissal of students.
- ☐ Please see the following page with further details regarding transportation services.

### **EARLY DISMISSAL**

- ☐ Early dismissal will occur only in extreme circumstances.

### **BUS CANCELLATIONS**

- ☐ The decision to cancel transportation services shall be made prior to 6:30 am and will be broadcast on designated radio stations. Telephone calls will be made to parents/guardian phone number.
- ☐ **When transportation is cancelled, all schools and facilities within the identified zone(s) will be closed to students and staff.**
- ☐ When transportation services are cancelled then all services, including noon-hour and afternoon transportation, sporting events and field trips, will be cancelled.
- ☐ On occasion, it may be necessary to delay transportation for up to two (2) hours. On such occasions, a follow-up message will be broadcast over radio stations indicating whether buses will be running or cancelled by the end of the first hour of delay.

#### **PLEASE NOTE: Assumption College School is ZONE 4**

- ☐ The decision to cancel or alter transportation services will be broadcast on the following radio stations:

**1380 CKPC AM Brantford  
92.1 CKPC FM Brantford  
CHCH Channel 10 Hamilton**

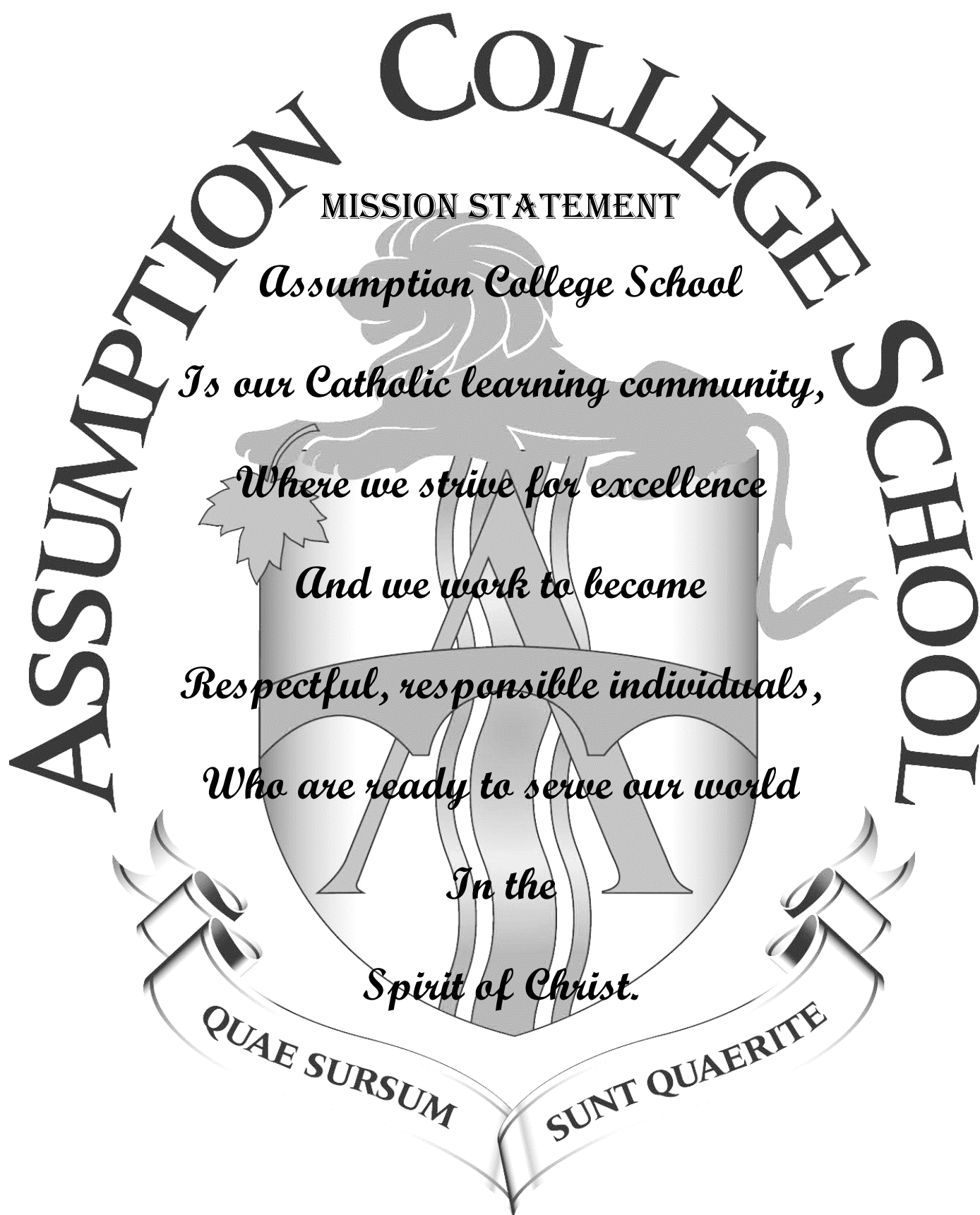
- ☐ Information regarding cancellations also appears on the following websites:

[www.assumptionlions.com](http://www.assumptionlions.com) ❖ [www.bhnacsb.ca](http://www.bhnacsb.ca) ❖ [www.stsbhn.ca](http://www.stsbhn.ca) ❖ twitter @assumptionlion

**Please note that it is the parent/guardian's responsibility, at all times, to decide if it is safe for their children to attend school.**

### **PARENT AND STUDENT ACCESS WEB RESOURCES**

School Website:	<a href="http://www.assumptionlions.com">www.assumptionlions.com</a>	Board Website:	<a href="http://www.bhnacsb.ca">www.bhnacsb.ca</a>
Visit us on Twitter:	@assumptionlion	Curriculum Info:	<a href="http://www.edu.on.ca">www.edu.on.ca</a>
Career Research:	<a href="http://www.careercruising.com">www.careercruising.com</a> (user id: student login) <a href="http://www.osca.ca">www.osca.ca</a>		
Apprenticeship Information:	<a href="http://www.apprenticesearch.com">www.apprenticesearch.com</a>		
College Information:	<a href="http://www.gotocollege.ca">www.gotocollege.ca</a> <a href="http://www.ontariocolleges.ca">www.ontariocolleges.ca</a>		
University Information:	<a href="http://www.universitymatters.ca">www.universitymatters.ca</a> <a href="http://www.electronicinfo.ca">www.electronicinfo.ca</a>		
Community Volunteer:	<a href="http://www.brantfordbrantchamber.com">www.brantfordbrantchamber.com</a>		
Services Information:	<a href="http://www.brantford.ca">www.brantford.ca</a>		



## MISSION STATEMENT

*Assumption College School*

*Is our Catholic learning community,*

*Where we strive for excellence*

*And we work to become*

*Respectful, responsible individuals,*

*Who are ready to serve our world*

*In the*

*Spirit of Christ.*

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