

ASSUMPTION COLLEGE SCHOOL

257 Shellard Lane
Brantford, ON N3T 0M7
Phone: 519-751-2030
Website: www.assumptionlions.com

ADMINISTRATION

Principal Mrs. Allison Hayes
Vice Principal Mr. Darren Duff
Vice Principal Mrs. Tara Williams

THIS AGENDA BELONGS TO:

NAME _____

**ASSUMPTION COLLEGE SCHOOL
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.**

Assumption College School is a Catholic learning community. The community consists of students, faculty, staff and parents, all sharing a common vision – a vision based on Catholic values and practices. As lifelong learners, we strive to achieve excellence. We recognize that as we journey together as Christians, we promote mutual respect and we serve the needs of each other. This perception of ourselves creates a community which respects the rights and responsibilities of each of its members.

The administration of Assumption College School extends an open invitation to all parents, guardians and students to discuss problems which may arise from time to time concerning the behavioural expectations of the school community. It will always be the intent of our school to seek the cooperation of staff, students and parents as we find solutions which will meet the needs of each individual.

**QUAE SURSUM SUNT QUAERITE
SEEK THAT WHICH COMES FROM ABOVE**

INDEX

| | |
|---|----|
| Absences from School/Departures & Returns | 11 |
| Academic Honesty | 17 |
| Academics..... | 17 |
| Accidents..... | 22 |
| Activity Fee..... | 8 |
| Assumption Family of Schools..... | 6 |
| Athletics..... | 21 |
| Attendance | 11 |
| Behaviour | 9 |
| Buses | 23 |
| Cell Phones & Electronic Devises..... | 15 |
| Chaplaincy | 5 |
| Code of Conduct | 8 |
| Dances/Activities..... | 17 |
| Director's Message | 3 |
| Examinations..... | 19 |
| Fire Drills and Alarms..... | 22 |
| Homework | 19 |
| Honour Roll | 20 |
| Library Learning Commons..... | 8 |
| Lockdown and Evacuation | 23 |
| Lockers..... | 16 |
| Online Etiquette | 15 |
| Parking | 16 |
| Progressive Discipline Policy | 9 |
| Regular Daily Schedule | 7 |
| School Letter/Lion Award..... | 20 |
| Security Cameras..... | 8 |
| Smoking | 15 |
| Student Parking..... | 16 |
| Team Uniforms..... | 22 |
| Textbook/Instructional Material | 8 |
| Timetable Changes | 19 |
| Trustees | 3 |
| Uniform..... | 12 |
| Valuables | 23 |

Message from the Director of Education



At the Brant Haldimand Norfolk Catholic District School Board, we endeavour to provide the highest quality education for your child – and believe that the journey is a shared experience of encounter involving the home, school and parish. As we continue our history of excellence in student achievement, we do so in an inclusive environment that values the voice of our parents and community and that encourages participation through input and collaboration. Your local Catholic School Advisory Council and the Regional Catholic Parent Involvement Committee are both great ways to become involved. It is a great honour to be entrusted with the education of your child(ren) throughout his/her journey. Working together, we can ensure high levels of academic excellence, as well as the successful completion of the Ontario Catholic School Graduate Expectations.

Yours in Christ,
Mike McDonald
Director of Education

Brant Haldimand Norfolk Catholic District School Board

Assumption College School Trustees



RICK PETRELLA
Chair of the Board and
Trustee representing
City of Brantford
226-388-1548
rpetrella@bhncdsb.ca



DAN DIGNARD
Vice Chair of the Board
and Trustee representing
County of Brant
519-449-5005
ddignard@bhncdsb.ca



BILL CHOPP
Trustee representing
City of Brantford
519-750-4025
bchopp@bhncdsb.ca



MARK WATSON
Trustee representing
Haldimand County
519-429-4103
mwatson@bhncdsb.ca

OUR COMMUNITY PARISHES

Blessed Sacrament Catholic Church

Father Peter Ciallella
181 King Street West, Box 219
Brford, ON N0E 1A0
Tel: 519-449-5143

St. John the Baptist Ukrainian Catholic Church

Fr. Bohdan Mironovich
92 Terrace Hill Street
Brantford, ON N3R 1G3
Tel: 519-752-9290

St. Anthony Daniel Catholic Church

Father Peter Ciallella
57 Simcoe Street, Box 29
Scotland, ON N0E 1R0
Tel: 519-446-2911

St. Joseph Catholic Church

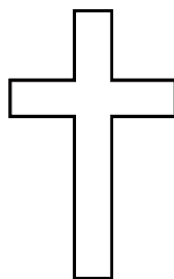
Father Adam Wroblewicz
235 Brant Avenue
Brantford, ON N3T 3J4
Tel: 519-752-2772

St. Basil Catholic Church

Msgr. Ed Sheridan
50 Palace Street
Brantford, ON N3T 3W9
Tel: 519-752-0361

***St. Mary's Catholic Church
(Our Lady of Assumption)***

Father Lukasz Kopaniak
133 Murray Street
Brantford, ON N3S 5P8
Tel: 519-753-7316



**CHAPLAINCY:
CREATING AN INCLUSIVE CATHOLIC SCHOOL COMMUNITY**

School Chaplaincy Leader – Ms. Debra Sheldrake, ext. 259

“For as in one body we have many members, and not all the members have the same function, so we, who are many, are one body in Christ, and individually we are members one of another. We have gifts that differ according to the grace given to us.” (St. Paul’s Letter to the Romans 12:4-6).

This passage is about using the gifts, talents and opportunities that God has given us. We are all interconnected to one another in Christ and we are called to use our unique gifts to work together for the betterment of each other and our community. Christ loves each one of us! Diversity in unity goes together. We have unity in diversity in being the living Body of Christ.

The goal of chaplaincy is to create a caring inclusive environment where all are welcome and diversity is celebrated; to build healthy, supportive relationships in light of Gospel values among the students and staff of the Assumption College School community. The love and example of Christ and the Church is passed on through these relationships and the various activities that are offered. The chaplaincy department provides many opportunities to all students for spiritual and personal growth such as retreats, social justice and charity outreach, community-building activities, morning prayers and Liturgies. These help us to grow and deepen our faith and inspire an active lived faith. Providing confidential pastoral support to students and staff in their spiritual lives who need comfort in times of personal crisis is also an important ministry of chaplaincy. The chaplain provides a safe and welcoming space for all students including those who are looking for support and for new friendships as well.

Assumption Family of Schools

Blessed Sacrament

King St., W., Box 149
Burford, ON N0E 1A0
519-449-2984

Holy Cross

358 Marlborough St.
Brantford, ON N3S 4V1
519-756-5032

St. Basil

365 Blackburn Drive
Brantford, ON N3T 0G5
519-752-4111

St. Patrick's

81 Orkney St., E., Box 280
Caledonia, ON N3W 1L3
905-765-4626

St. Theresa

12 Dalewood Ave.
Brantford, ON N3T 5L7
519-753-8953

St. Gabriel

14 Flanders Dr,
Brantford, ON N3T 6M2
519-756-4706

Notre Dame

35 Braemar Ave.
Caledonia, ON N3W 2M5
905-765-0649

Jean Vanier

120 Ninth Ave.
Brantford, ON N3S 1E7
519-753-5283

St. Peter

175 Glenwood Dr.
Brantford, ON N3S 3H1
519-752-1611

Brant Haldimand Norfolk Catholic District School Board
322 Fairview Drive., Brantford, ON N3T 5M8
Phone: 519-756-6369
www.bhncdsb.ca

Director of Education and Secretary Mike McDonald
Superintendent of Business and Treasurer Scott Keys
Superintendent of Education..... Robert De Rubeis
Superintendent of Education.....Michelle Shypula
Superintendent of Education..... Leslie Telfer

2019-2020 SCHEDULE
REGULAR DAILY SCHEDULE
 (All students must be present in class no later than 8:50am)

| TIME | PERIOD | DURATION |
|-------------------------|---------------------------|------------|
| 8:50 A.M. – 10:05 A.M. | PERIOD 1 (HOMEROOM) | 75 MINUTES |
| 10:05 A.M. – 10:15 A.M. | ATV ANNOUNCEMENTS | 10 MINUTES |
| 10:15 A.M. – 10:20 A.M. | TRAVEL | 5 MINUTES |
| 10:20 A.M. – 11:35 A.M. | PERIOD 2 | 75 MINUTES |
| 11:35 A.M. – 11:40 A.M. | TRAVEL | 5 MINUTES |
| 11:40 A.M. – 12:55 P.M. | GRADES 10 & 12 - PERIOD 3 | 75 MINUTES |
| 11:35 A.M. – 12:25 P.M. | LUNCH A | 50 MINUTES |
| 12:25 P.M. – 1:40 P.M. | GRADES 9 & 11 - PERIOD 3 | 75 MINUTES |
| 12:55 A.M. – 1:45 P.M. | LUNCH B | 50 MINUTES |
| 1:40 P.M. – 1:45 P.M. | TRAVEL | 5 MINUTES |
| 1:45 P.M. – 3:00 P.M. | PERIOD 4 | 75 MINUTES |

LITURGY SCHEDULE

| TIME | PERIOD | DURATION |
|-------------------------|----------------------------|------------|
| 8:50 A.M. – 9:55 A.M. | PERIOD 1(HOMEROOM) | 65 MINUTES |
| 9:55 A.M. – 10:05 A.M. | TRAVEL TO PERIOD 2 | 10 MINUTES |
| 10:05 A.M. – 11:05 A.M. | PERIOD 2: LITURGY | 60 MINUTES |
| 11:05 A.M. – 11:15 A.M. | TRAVEL | 10 MINUTES |
| 11:15 A.M. – 12:10 P.M. | INSTRUCTIONAL: PERIOD 2 | 55 MINUTES |
| 12:10 P.M. – 12:15 P.M. | TRAVEL | 5 MINUTES |
| 12:15 P.M. – 1:05 P.M. | GRADES 10 & 12 - PERIOD 3A | 55 MINUTES |
| 12:15 P.M. – 1:10 P.M. | GRADES 9 & 11 LUNCH A | 50 MINUTES |
| 1:10 P.M. – 2:05 P.M. | GRADES 9 & 11 - PERIOD 3B | 55 MINUTES |
| 1:10 P.M. – 2:00 P.M. | GRADES 10 & 12 - LUNCH B | 50 MINUTES |
| 2:00 P.M. – 2:05 P.M. | TRAVEL | 5 MINUTES |
| 2:05 P.M. – 3:00 P.M. | PERIOD 4 | 55 MINUTES |

LIBRARY LEARNING COMMONS

Teacher/Librarian – Caroline Freibauer

Library Technician – Katrina Krupicz

- Hours: 8:10 am – 4:00 pm
- Sign out period – 3 weeks
- The Library Learning Commons is an ideal location to research and study. Check out the many clubs taking place in the Library Learning Commons.

ACTIVITY FEE

2019-2020 Fee: \$55.00 paid at time of registration

Includes: yearbook, school calendar, photo ID card, library services, athletic teams/clubs/groups and extra-curricular events. Subsidies provided to Student Council, Athletic Society and Chaplaincy.

Refund Schedule – Full refund up to and including May 1, 2020; During Semester 1 – a maximum of \$10.00 refund; During Semester 2 – no refund is available. Full refunds will be granted if proof of acceptance at post-secondary program.

TEXTBOOKS/INSTRUCTIONAL MATERIALS

- Provided to students for the duration of the course
- Students are responsible for the condition of the materials while they are in the students' care
- Loss or damage to materials:
 1. Semester 1: **Restitution must be made before exams written. No additional materials will be issued.**
 2. Semester 2: **Restitution must be made within 5 days following the end of the semester.**

Parents who wish to make repayment arrangements are asked to contact an administrator at 519-751-2030.

SECURITY CAMERAS

Video cameras are located throughout the school. The cameras encourage students and visitors to respect each other and our facilities.

CODE OF CONDUCT

The Code of Conduct is the result of consultation with the shareholders of the school including students, faculty, staff, parents, senior administrators and the Board of Trustees. The purpose of the Code is to provide clarity and to assist in providing a safe learning environment.

BEHAVIOUR

The following behaviours are not appropriate:

- Disruptive or disrespectful behaviour in the classroom
- Vulgar, offensive or disrespectful language, anywhere
- Loitering in the halls
- Changing in the halls
- Excessive displays of affection
- Rough and disorderly conduct, including, play fighting
- Fight and feuding acts
- Gambling and extortion

Students are allowed in the halls:

- Before the school day begins
- When moving from one class to another
- At the end of the school day

Students must eat and drink in the Cafetorium only.

Students are NOT to be sitting in the halls at any time.

PROGRESSIVE DISCIPLINE POLICY

In accordance with the Education Amendment Act (Progressive Discipline and School Safety), 2007, a principal shall consider suspension or expulsion for a series of activities engaged in by a student while at the school, at a school-related activity, or in any other circumstances where engaging in the activity will have an impact on the school climate. Our focus is on changing inappropriate, self-destructive and unsafe conduct within a progressive framework. The following chart lists offences and the accompanying level of consequence.

The following infractions will result in interventions designed to change the behaviour. The interventions may include a teacher-student conference, teacher-parent contact, involvement of a vice principal, counseling and study hall. If the behaviour is not changed after reasonable interventions, a suspension will be imposed. The details of each category are listed on the pages provided.

The infractions for which progressive steps will be taken include:

| | |
|--|---------|
| 1. Truancy | Page 11 |
| 2. Lates..... | Page 12 |
| 3. Uniform violations..... | Page 12 |
| 4. Inappropriate use of cell phones and technology | Page 15 |
| 5. Disruptive classroom behaviour..... | Page 10 |
| 6. Inappropriate conduct in the halls or on the school grounds | Page 10 |
| 7. Misuse of parking privileges..... | Page 16 |
| 8. Academic Dishonesty..... | Page 17 |
| 9. Misuse of lockers | Page 16 |

Some offences are more serious and will result in a suspension for a first offence. Subsequent suspensions will increase in length and may lead to expulsion. The infractions for which a SUSPENSION may be imposed include:

1. Uttering a threat to inflict serious bodily harm on another person
2. Possessing alcohol, illegal and/or restricted drugs
3. Being under the influences of alcohol
4. Swearing at a teacher or at another person in a position of authority
5. Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school
6. Bullying
7. Any act considered by the principal to be injurious to the moral tone of the school
8. Any act considered by the principal to be injurious to the physical or mental well-being of member of the school community; or
9. Any act considered by the principal to be contrary to the Board or school Code of Conduct

The infractions for which a principal may consider recommending to the Board that a pupil be EXPELLED from the pupil's school or from all schools of the Board include:

1. Possessing a weapon, including possessing a firearm
2. Using a weapon to cause or to threaten bodily harm to another person
3. Committing physical assault to another person that causes bodily harm requiring treatment by a medical practitioner
4. Committing sexual assault
5. Trafficking in weapons, illegal or restricted drugs
6. Committing robbery
7. Giving alcohol to a minor
8. An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others
9. A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others
10. Activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board
11. Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property
12. The pupil has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper, or
13. Any act considered by the principal to be a serious violation of the Board or school Code of Conduct

ATTENDANCE

The Ministry of Education states that attendance in classes is mandatory and that a student is excused from school only by reason of sickness or other unavoidable causes. It is our strong belief that parents should only excuse an absence when absolutely necessary. Consistent attendance is essential to student success.

All missed class work and assignments must be completed. **NOTE: These practices are essential to effectively monitor student attendance and to provide accurate attendance information on which to base the daily automated phone calls.*

The Brant Haldimand Norfolk Catholic District School Board will be introducing a new, automated attendance system during the 2018-2019 school year. The new system includes a parent APP and multiple ways to report absences. Please stay tuned as the introduction will result in a change to our current absence notification procedure.

GENERAL INFORMATION

1. Students are to be in homeroom at **8:50 am**
2. Absences must be reported by the parent or guardian
3. **In a situation where a student does not provide a note, the home will be contacted before the student will be permitted to resume classes**
4. An automated phone message will be sent to the home to advise the parent/guardian of an unexplained absence
5. Absences for such things as haircuts, concerts, early vacations, studying or part-time jobs are NOT considered unavoidable and, therefore, are NOT excused. Teachers will not be expected to provide homework in such cases.

ABSENCES FROM SCHOOL

Parents are expected to inform the School of an intended absence **prior to 8:50 am**

1. Phone: 519-751-2030 ext. 227 (this line is available 24 hours a day)
2. In the event that a parent has not reported the absence, a note must be provided upon student return.
3. Students who are 18 years of age may excuse themselves. However absences will be recorded as "Truant" (unexplained absence) unless they can provide proof of a valid reason for missing classes (ie. Appt. slip)

NOTE: The student will be recorded as unexcused, until the absence has been explained.

Signing out during the day: (for illness or appointments only)

1. Provide notice in writing or by phone to the attendance office before 8:50 am
2. Students must record their name and departure time on the "**Sign-Out Sheet**" in the attendance office. A Release Slip will be issued.
3. Students must be off school property immediately after sign out time.

NOTE: Absences not handled in this manner will be recorded as "Truant"

SIGNING IN DURING THE DAY: (for illness or appointments only)

1. Provide notice in writing or by phone to the attendance office
2. Student must record their name and arrival time on the “**Sign-In Sheet**” in the attendance office immediately upon arrival. An Admit Slip will be issued.

LATES: Late-to-class is defined when the student does not arrive on time and prepared for class. Seven (7) lates may result in administrative discipline, including, suspension.

FARM RELATED ABSENCES:

Farm contracts are available in the attendance office. Students and parents must advise a Vice Principal, in advance, detailing the length of the absence.

UNIFORM

The uniform we wear at Assumption College School is a vibrant symbol of “our Catholic learning community where we strive for excellence” as outlined in our Mission Statement. Therefore, the manner in which we wear our uniform indicates how authentic we are in our commitment to be both respectful and responsible

THE EXPECTATIONS ARE:

- **IN SCHOOL = IN UNIFORM...INCLUDING LUNCH HOUR**

Consequences for uniform infractions – students will not be admitted to class.

If a student is missing a uniform part, the following options are available:

- **Call home** to have the missing uniform part delivered, or
- student is **sent home** to replace the missing uniform part, or
- select an item from the **used uniform** supply of Assumption College School (if available – note this supply is very limited)

Consequences for persistent uniform infractions – may include loss of ‘non-uniform day’, not admitted to classes, suspension for opposition to authority.

Out of uniform pieces may be confiscated until the end of that school day. Excessive opposition to the school uniform policy may result in parent/guardian requirement to pick up the non-uniform items.

Important – all students:

- **Hats/bandanas should be removed immediately upon entry to the building**
- Theme jewellery that challenges our values is unacceptable (jewellery that suggests domination, promote violence, alcohol or drugs is unacceptable).
- Non uniform sweaters and jackets may not be worn in the building. A direct route and timeliness is expected for their removal. They should be stored In the student’s locker.
- **No backpacks or bags** are permitted in any classroom.
- Black shoes or sandals are part of the uniform and must be worn in the building at all times (i.e.: during the school day includes lunch hour).

Uniform Policy Table

- All items indicated with an asterisk (*) are to be manufactured by R.J. McCarthy Ltd.
- Uniform parts must be worn as purchased, not significantly altered in length, shape or constructions and maintained in good repair.

UNIFORM PURCHASES:

1. McCarthy Uniforms – 125 Nebo Road, Hamilton
2. Online at www.mccarthyuniforms.ca
3. Phone at 1-800-668-8261

Good quality used uniform pieces will be available for sale in the cafeteria during the McCarthy's Uniform Fit Show in July. Selection is limited to a maximum of five pieces per student.

| Uniform Basics | Description |
|--|--|
| *All essential uniform pieces must be R.J. McCarthy | |
| *White oxford shirt | - monogrammed (ACS) - may be worn alone or under pullover, cardigan, vest, or jumper - plain white undershirt only (worn under shirt). No visible logos. |
| *Navy golf shirt (long or short sleeve) | - monogrammed (ACS) - may be worn alone or under pullover, cardigan, vest, or jumper - layering of golf shirts is NOT permitted (i.e. a long sleeved shirt under the short sleeved) - navy or plain white undershirt only (worn under shirt). No visible logos. |
| *Rugby shirt | - striped, embroidered with ACS crest - plain white undershirt only (worn under shirt). No visible logos. |
| *Dress pants | - grey, hemmed, unmodified, not rolled as capris or tucked in socks - waistband worn at the waist |
| *Kilt | - no shorter than 4 inches (10 cm.) from the knee - waistband worn at the waist - absolutely no rolling up of kilt - black shoes or sandals must be worn with kilt (NO boots) |
| *Navy jumper | - no shorter than 4 inches (10 cm.) from the knee - shirt (oxford or golf) must be worn under the jumper - sweater (any style) may be worn over jumper - black shoes or sandals must be worn with jumper (NO boots) THIS ITEM IS NOW GRANDFATHERED |
| *Shorts | - navy, no shorter than 4 inches (10 cm.) from the knee - waistband worn at the waist - tights may be worn with shorts - black shoes or sandals must be worn with shorts (NO boots) - NO rolling of shorts |
| *V-neck pullover | - navy, knitted, monogram (ACS) |

| Uniform Basics | Description |
|--|---|
| *All essential uniform pieces must be R.J. McCarthy | |
| *1/4 Zip-up sweater (knitted or cotton) | - navy, monogram (ACS) |
| *Full Zip mockneck sweater (knitted or cotton) | - navy, monogram (ACS) |
| Uniform hoodie with last name on back | - navy, monogram (ACS) (lettering on the back must be conducive to the moral tone of the school) |
| *Vest (knitted) | - navy, monogram (ACS) - must be worn over oxford shirt or golf shirt only |
| Undershirt and/or turtleneck | - white undershirts only with no visible logos or writing - can be worn under oxford shirt, golf shirt, or rugby shirt - undershirt may not be visible below cuff or hem of uniform shirt |
| Belt | - solid black or dark brown - through all loops at waist, worn with pants or shorts only - no logos on belt buckles |
| Accessories | -small, in good taste, not detracting from the uniform nor drawing undue attention to the accessory, no scarves, no head bandanas, head bands must not exceed max of 1 cm wide. |
| Tights/nylons | - white, navy, grey, black, maroon, or flesh tone, solid colours only - must have feet (no footless leggings) - may be worn with kilt, jumper or shorts |
| Socks | - white, navy, grey, black or maroon, base colour (do not need to be solid) - must be worn below the knee |
| Shoes | - <u>solid</u> black shoes worn in good repair with black laces |
| Sandals | - solid black or dark brown dress or Birkenstock-style sandals - may be worn with or without hosiery - NO flip-flops or plastic styles |

Non-Uniform Days:

Theme days and Casual Dress Days clothing must be clean, modest and appropriate. This policy is in effect for school dances, trips and casual dress days. Failure to comply with guidelines for non-uniform days will result in the student calling home to remedy the situation. If a remedy cannot be found, the student will not be permitted to class.

To participate in Casual Dress Days a \$2 donation is required – all funds are for local and/or global charitable outreaches.

Failure to follow the daily school uniform or other school expectations may result in loss of future Casual Dress Days.

Spirit Wear Days:

- Students are expected to be in spirit wear OR in complete uniform
- Spirit wear tops include any team jersey, any Lions Inc., spirit wear purchased through student council or shirts from any clubs or former ACS events worn in good repair and unaltered
- Spirit wear bottoms must be spirit wear seat pants, spirit scrubs or sports teams pants or shorts

CELL PHONES & 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.

ONLINE ETIQUETTE

A friendly reminder that all online communication is expected to be respectful and appropriate. At BHNCDSB we encourage staff, students and parents to T.H.I.N.K. Before you post/tweet/reply ask yourself: Is it TRUE? Is it HURTFUL? Is it ILLEGAL? Is it NECESSARY? Is it KIND?

Online activity that is not in support of the Board's policies, procedures and appropriate online etiquette will be addressed by the school administrator. You may also be asked to take a conversation 'offline' if the content is not appropriate in a public forum.

SMOKING AND VAPING SMOKING IS NOT PERMITTED ON SCHOOL PROPERTY!

(Tobacco Control Act)

Cigarettes should not be visible while in the school or on school property.

Consequences include:

1. Completing online learning modules during a classroom withdrawal
2. Fines and charges under the Provincial Offences Act
3. An immediate suspension from school
4. Informing the Health Unit resulting in a fine and court appearance for those under 16 years of age.

Vaping is not permitted anywhere that smoking is prohibited, including the school parking lot. Failure to follow this expectation will result in suspension.

LOCKERS

Lockers are the property of the school and as such must not be written on using markers or other devices. All postings must be with moral code. **Administration has the right to search lockers at any time.** Due to enrolment, students may be asked to share a locker. Only school locks are permitted and these can be purchased for \$10 in the main office. *(Note: Students are assigned lockers and must remain in that assigned locker for the school year).

PARKING

Parking areas are clearly designated for the use of students and staff. There are handicapped and daycare parking located at the front of the building. Please watch for these spaces and avoid parking in them. Student parking is offered however, this privilege may be removed should abuse in any form occurs.

STUDENT PARKING

Parking at the school is a privilege and as such, students:

- May only park in the designated student parking area
- May **not** sit in their cars or allow others to do so while it is parked in the designated student parking area
- May **not** loiter around their cars or other cars in the student parking lot
- **May not play music in their cars in the parking lot**
- **May not smoke in their cars in the parking lot**
- **May not use vapourizers in their cars in the parking lot**
- May **not** try to by-pass the speed bumps
- May **not** drive through the bus zone while they are loading or unloading students
- Must drive safely at all times
- All vehicles require a visible ACS parking permit (vehicle without a permit will be tagged and/or towed at the owner's expense)

Students wishing to obtain a parking permit are required to:

1. Complete and submit an application form to school administration
2. Complete the Responsible Driver course provided on D2L
3. Remit payment of \$10 for parking permit

Students wishing to obtain a one-time parking permit are required to speak to a school administrator.

If any of the above conditions are violated, students may lose their parking privileges and/or have the vehicle trespassed from the Assumption College School property. These conditions are being enforced to promote and support student safety in the parking area.

DANCES/ACTIVITIES

Following are rules that will be enforced for all school dances/activities throughout the school year:

1. The use of drugs or alcohol is prohibited. Any person suspected of being in an unfit condition will be refused admission to the dance. Further action may be taken with respect to suspension from school and/or police involvement.
2. After a specified time, no one will be admitted to the dance unless special permissions was granted in advance.
3. Anyone who leaves the dance will not be re-admitted.
4. Anyone displaying disorderly conduct may be asked to leave the school premises. If there is refusal to leave, suspension may result. **Disorderly conduct includes suggestive dancing or touching.**
5. No student from another school will be allowed to enter a school dance without a sign-in sponsor from ACS. **One sign-in is permitted per ACS student.** The ACS sponsor is responsible for the behaviour of their guest.
6. Appropriate dress – see Uniform Policy: Non-Uniform Days.

ACADEMICS

ACADEMIC HONESTY:

Academic dishonesty is a serious offence which is contrary to the personal integrity which we strive to develop in our students. Such conduct will receive significant consequences.

Academic dishonesty may occur in a number of ways, including, but not limited to:

1. Copying parts or all of a fellow student's homework
2. Copying parts or all of a fellow student's assignment, essay, project, etc.
3. Having someone do parts or all of your work and submitting it as your own
4. Superficial paraphrasing of someone's ideas or writing and submitting them as your own
5. Using someone's ideas in your work, whether quoted directly or written in your own words, without citation
6. Submitting work which has been entirely or partially obtained from an Internet site as your own
7. Failing to place quotation marks around a passage that you have not paraphrased, even if you acknowledge the source
8. Using sources that are not permitted for a particular assignment as instructed by the teacher

Assumption College's Academic Dishonesty Policy reflects a continuum of behavioural and academic responses and consequences, based on at least the following four factors:

1. the grade level of the student,
2. the maturity of the student,
3. the number and frequency of incidents, and
4. the individual circumstances of the student.

If a teacher suspects academic dishonesty, the teacher will follow this procedure:

1. Consult with the Department Head to determine if there are sufficient grounds to proceed
2. If there are sufficient grounds, discuss the matter with the student and allow the student to provide explanation
3. Consult an administrator to determine whether there should be a consequence and what an appropriate consequence would be for the infraction
4. Inform both the student and the parent of the consequence

If a student is uncertain whether his/her efforts might constitute academic dishonesty, it is the responsibility of the student to check with the teacher before completing and submitting his/her assignment for evaluation.

EVALUATION:

- Students are informed at the beginning of each course as to how they will be evaluated
- Evaluation of student progress is a continuous process and involves a variety of activities
- It is vital that teachers and parents work together to monitor and support student progress

The reporting dates for the 2018-2019 school year (which may also be found on the school calendar) are as follows:

| | | |
|-------------|--|----------|
| Semester 1: | Progress Reports (via student) | Oct. 9 |
| | Mid Term Report Card (distributed) | Nov. 19 |
| | Final Report Card (mailed)..... | Feb. 13 |
| Semester 2: | Progress Report (via student) | Mar. 4 |
| | Mid Term Report Card (distributed) | April 28 |
| | Final Report Card (mailed)..... | July 8 |

Parents may contact the school – 519-751-2030 – to speak to the teacher and/or arrange an interview to review student progress.

HOMEWORK:

Homework includes: completion of daily class assignments, review of work, previewing work to be done and preparation and research for projects, essays and long-term assignments.

ACS STYLE GUIDE:

Please refer to the ACS website, under the tab of “Students”, for the link to OWL Purdue Writing Lab for the Proper Citation Chart showing the APA, MLA and CHS style guides.

EXAMS:

Students are required to write every exam for which they are scheduled. Failure to write an exam without verified, written emergency or medical statement will result in a mark of zero. Parents may request rescheduling of final examinations for medical reasons only and must contact administration.

TIMETABLE CHANGES

Course termination for legitimate reasons, after the semester deadline which appears on the School Calendar, will require the permission of parent, counselor and an administrator.

Full Disclosure: If a student withdraws from a Grade 11 or 12 course (including a student with an IEP) **on or before** 5 instructional days following the issuance of the first provincial report card, the **course will not be recorded** on the transcript. If a student withdraws from a Grade 11 or 12 course **after 5** instructional days following the first provincial report card, a **“W” is entered** in the credit column and the student’s **mark** at the time of withdrawal is expressed **as a percentage** in the achievement column. If a student repeats a Grade 11 or 12 course, each attempt and its mark will be recorded on the Ontario Student Transcript (OST) however only one credit will be granted. The course with the **lower mark** will have an **“R” entered** in the credit column.

ASSUMPTION COLLEGE SCHOOL HONOUR ROLL:

Students who qualify for Principal's Honour Roll must achieve:

- -For Grades 9 and 10 – 80% average in minimum eight courses and be recognized as a full-time student (September – June)
- -For Grades 11 and 12 – 80% average in minimum 6 courses and be recognized as a full-time student (September – June mandatory 6 courses)
- -Must have a Religion course within the period of July – June.

These courses must be taken in the Brant Haldimand Norfolk Catholic District School Board and will be calculated from July 1 – June 30 for each year's Honour Roll.

SCHOOL LETTER/LION AWARD:

Students must complete an application form to be considered for these awards.

The School Letter

- Recognizes achievement and contributions to school life
- Is available to all graduating students who are successful academically and contribute significantly to our school community
- Is presented during the Graduation Ceremony
- Students must complete an application form to be considered for this award

The Lion Award

- Recognizes achievements and contributions to school life
- Is available to all senior level students
- For graduating students, this award will be presented during the Graduation Ceremony; all other students will receive the Lion Award during the Academic Awards Assembly

ATHLETICS

As a representative of our school, there are some guidelines to follow:

1. Academics are your first concern. When missing class due to competition you are responsible for checking with teachers and completing missed work on time. *Do not allow your involvement in athletics to have a detrimental effect on your class work.*
2. Punctual and regular attendance at practices and games is mandatory – you owe it to your coach(es), your teammates and yourself.
3. In order to participate on a specific game day, players must be in attendance at school for all classes. Players must participate fully in Physical Education classes on game days.
4. Dismissal from class for games, meets will vary from team to team. Your coaches will notify you of your team's dismissal times for all games at the beginning of the season. Please be quiet when in the hallways, as classes may still be in progress.
5. Your **complete** team uniform will be worn for (and only for) all games, meets.
6. Uniforms will be signed out through the School Team uniform shop, via your coach. Each uniform will require a deposit. This will be returned when, at your season's end, your uniform is returned on time, clean and in good repair. **Failure to do so will result in your deposit being withheld. Your uniform is your responsibility.** Players will be charged replacement costs for lost or damaged uniforms. Please note: If, for whatever reason, an athlete leaves or is dismissed from a team in mid-season, their uniform must be returned immediately.
7. *Consumption of alcohol or drugs is forbidden at any time on any school premises or at any school sponsored event, including weekend tournaments.*
8. **Smoking is a serious health hazard!** Players are expected to refrain from smoking.
9. One of the goals of the Athletic Department is to instil important life values such as commitment and perseverance. It is unfair to teammates and coaches to leave a team in mid-season. It is also unfair to aspiring players who have failed to earn a place on that team. Normally, athletes that quit or are removed from a team will be ineligible to play on any school team for **the period of one calendar year**. An exception to this general rule can be made if the coach, athletic director, player and parents reach a mutual agreement that the departure of the player is in the best interest of all concerned.
10. Exemplary behaviour in our school community and when outside the school setting is essential. Let us set the standard by which others wish to be measured. The Assumption College School Lions has developed a rich and proud tradition, which we expect you will carry on with PRIDE.

11. Athletes are “Ambassadors” of Assumption College School especially with respect to their attendance, academic achievement and promotion of gospel values. In particular, ACS athletes acknowledge and abide by the core value of the inherent dignity of all regardless of one’s capacity and skill to achieve. ACS coaches and athletes endorse, practice and accept accountability to promote a safe and welcoming climate where any attempts to bully or harass another will not be tolerated.

Good luck this season!

TEAM UNIFORMS

All team uniforms must be returned at the end of each season. If these uniforms are lost or damaged, the student **must make restitution. Failure to do so may result in the student being prohibited from obtaining new textbooks, timetables, playing on school teams, and participating in and/or attending any extra-curricular school activities (i.e. dances, sporting events, etc.)** Parents who wish to make repayment arrangements are asked to contact an administrator at 519-751-2030.

ACCIDENTS

All accidents, regardless of severity, either personal or property, must be reported to the Main Office immediately through this standardized procedure:

1. Accident is reported to staff member. Immediate assessment is made regarding need for medical attention
2. **Minor Injury:** student is accompanied to Main Office. Parental contact is made
3. **More serious injury:** first aid trained staff member(s) attend(s) to student while office staff makes parental contact
4. **Serious injury requiring evaluation/treatment by a doctor:** student will be transported by ambulance only to the Brantford General Hospital. Parent will be advised to meet there.
5. In all cases, full documentation of the details of the accident are recorded.

FIRE DRILLS AND ALARMS

1. Go quickly and quietly to the nearest fire exit as indicated in each classroom
2. Remain with your class and teacher outside, well away from the school building until advised to return to class
3. Designated Fire Routes cannot be blocked

LOCKDOWN

Lockdown:

1. DO get into a secure area, if possible
2. DO secure the area further – lock door
3. DO turn off lights and cell phones
4. DO cover windows if possible
5. DO be still and quiet
6. DO move away from the threat and FLEE, if necessary
7. DO be patient
8. DO NOT panic
9. DO NOT approach the building if outside

Evacuation:

In case of an evacuation, the relocation sites are St. Gabriel School (for school evacuation) and St. John's College (for neighbourhood evacuation).

BUSES

1. Students must use assigned routes unless a change is approved by an administrator
2. The driver's directions must be obeyed
3. Students should be at the bus pick-up point 10 minutes before the scheduled time and wait 20 minutes after before seeking alternate methods of transportation
4. General bussing inquiries: Transportation Services – 519-751-7532 or www.stsbhn.ca

VALUABLES

Students are advised not to bring valuables to school such as large amounts of cash, expensive jewellery and electronic devices. The School will not assume responsibility for any lost or stolen articles. **Please note this includes all areas of the school including change room.**