

Bishop Tonnos
Catholic Secondary School
Hamilton Wentworth Catholic District School Board

Student Agenda Booklet

2023 – 2024



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Principal

Mr. S. Crosta & Ms. S. Palermo
Vice-Principals

Ms. T. Fitzgerald
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PRAYER FOR CATHOLIC EDUCATION



O, HOLY SPIRIT, source of truth and grace for those entrusted with the Christian development of children, enlighten our minds, strengthen our wills, and fill our hearts with generosity so that our homes, our parishes and our schools may cooperate effectively with You, and with one another in the mission of Catholic Education. We make our prayer through Christ, our Lord. Amen.

Dear Students and Parents/Guardians,

Welcome to our school community! Consider this Student Agenda Book to be a “guidebook” to membership in this community – it outlines the roles and expectations of staff, students and parents.

Every student and staff can access an electronic copy of our student agenda book on the school website. This agenda book has been developed to ensure consistency of expectations and procedures for our school community. We firmly believe that a strong home, church and school partnership, along with consistent communications and expectations, will help our children achieve in a compassionate, safe and positive school environment.

The staff at Bishop Tonnos Catholic Secondary School work very hard to maintain a reputation for excellence. Students must take their responsibilities seriously as well, be it attending classes, wearing the school uniform, or treating all staff and peers alike with courtesy and respect.

The essential principles guiding this *Code of Conduct* are loving our God, our neighbours and ourselves. In this way, we treat each other with the respect and reverence we also expect. Anything that disrupts the educational process, or anyone who distracts us from our Mission of a Christ-centered Catholic education, will be addressed in a prompt, fair, and consistent manner. The focus of the future should be on Christ, community service, and academic and personal excellence. We are pleased to have the opportunity to work with you and your children.

We hope that during this school year you will find success, fulfillment, and an ever-growing faith. May your **2023-2024** school year at Bishop Tonnos Catholic Secondary School be a great year in your life!

God Bless.

Ms. M. Calabrese, Principal
Mr. S. Crosta & Ms. S. Palermo, Vice-Principals

"One School, One Goal, One Lord"

Students please use the Student Agenda Book to your advantage, and parents, please help your children to develop a habit of regular use of planning for success by using this tool. By keeping organized, you can allocate time and resources to the day-to-day tasks and commitments in your life. This will help you to reduce stress while at the same time assisting you to accomplish your goals. As it is said often, “No one ever plans to fail; they just fail to plan.” By developing a “planning habit” now you will be much better prepared for your responsibilities later in life. Please keep this as a reference during this school year. *Parents please look over and review the student agenda book with your children. It is their responsibility to know its contents.*

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BISHOP TONNOS CATHOLIC
SECONDARY SCHOOL

REGULAR BELL SCHEDULE

Period	Start	End
Final Warning Bell	7:55am	8:00am
Opening Exercises	8:00am	8:05am
1 – Class	8:05am	9:20am
2 – Class	9:24am	10:39am
3 – Class/Lunch	10:43am	11:58am
4 – Class/Lunch	12:02pm	1:17pm
5 – Class	1:20pm	2:35pm

*****Students must be in class by 8:00am*****

BISHOP TONNOS CATHOLIC SECONDARY SCHOOL PRAYER

Prayer of the Titans

Heavenly Father,
As we come together as a community each day,
We ask you to be with us, showing us what it means to be rooted in your presence; Let us be united in faith, prayer, and love,
Reflecting on Your great love for us, as we remember that you are with us each and every day on our journey through these halls.

Be with us, most gracious God,
Helping us to find joy in our studies, in our activities, and in our sports.
Let us remember that being a Titan, means exhibiting a Christ-like attitude in all we say and do.
It is this attitude that unites and strengthens us as a school community
And shapes us into faithful disciples who have the power to change the world.

Let us celebrate and encourage one another, and hold each other up.
Help us to listen to each other with sensitivity and non-judgment
And promote peace and justice, not only in our halls, but in our world
Remembering that each and every person has value.
We ask all of this as we work together as One School, united with One Goal,
for One Lord.

Amen

**BISHOP TONNOS C.S.S.
SCHOOL CALENDAR 2023-2024**

******please note that dates may be changed at any time for a variety of reasons. This is meant as a general guide.**

SEMESTER I

September 5th, 2023 – February 2nd, 2024

SEPTEMBER	4 - Statutory Holiday, Labour Day 5 - School starts 22 – Professional Activity Day
OCTOBER	9 - Thanksgiving Day 20 – Professional Activity Day 26 – Parent-Teacher Interviews
NOVEMBER	17 – Professional Activity Day
DECEMBER	25- Christmas Break Begins – Merry Christmas!
JANUARY	1 – Happy New Year! 6 - Feast of the Epiphany 8 - Return from Christmas break 25 - Last Day of Semester 1 Classes 26 – Feb 1 – Semester 1 Final Exams
FEBRUARY	2 - Professional Activity Day

SEMESTER II

February 5th, 2024 - June 28th, 2024

FEBRUARY	3 – First Day of Semester 2 19 - Statutory Holiday – Family Day 14 – Ash Wednesday
MARCH	1 - Professional Activity Day 11 - 15 - March Break 29 – Good Friday 31 – Happy Easter!
APRIL	1 - Easter Monday 18 – Parent-Teacher Interviews 19 - Professional Activity Day
MAY	6-10 - Catholic Education Week 20 - Statutory Holiday – Victoria Day
JUNE	4 - Celebrating Excellence in Catholic Education Awards 19 - Last Day of Semester II Classes 20 - 26 – Semester 2 Final Exams 27 - Professional Activity Day 28 - School Ends

The Most Reverend Anthony F. Tonnos D.D.
Eighth Bishop of the Diocese of Hamilton

Bishop Anthony F. Tonnos was born on August 1, 1935 in Port Colborne, Ontario; he is the fourth of five children in the Tonnos family. His childhood and teen years were largely spent in his town of birth. Higher Education took him to Toronto in the mid 1950's. His Excellency graduated from the Faculty of Arts at the University of Toronto and, in his pursuit of a career in the Church, he achieved a further degree in Sacred Theology at the University of St. Michael's College. Later, he travelled to Rome for additional studies, and returned to Canada after earning his specialist's designation in Canon Law.

On May 27, 1961 Bishop Tonnos was ordained a Priest in the City of St. Catharines. His distinguished career has involved many appointments and honours: pastor for many parishes; Chancellor in the Diocese of St. Catharines; Judge, Toronto Marriage Tribunal; Prelate of Honour and Vicar General.

On July 12, 1983, in St. Alfred's Church, St. Catharines, His Excellency was ordained Bishop by the late Most Reverend Thomas J. McCarthy, S.T.D., and retired Bishop of the Diocese of St. Catharines. Bishop Tonnos served as the Auxiliary Bishop of Hamilton from this date until May 5, 1984 when he was named the eighth Bishop of the Diocese of Hamilton. *(Retired – November, 2010)*

In addition to his episcopal duties and challenges in managing the day-to-day workings of the Diocese, Bishop Tonnos is active with both the Ontario and Canadian Conference of Catholic Bishops. He is the Past President of the OCCB and is currently the chairman of their Diocesan Insurance Plan Committee. He is currently the Treasurer of the CCCB, a member of their Executive Committee and serves on several of the conference's commissions. Bishop Tonnos also serves as the Delegate of the Congregation of the Doctrine of the Faith for Cases of Non-Catholic Clergy in Canada who wish to become Catholic Priests.

We, the staff and students of Bishop Tonnos Catholic Secondary School, are honoured and privileged to have such a distinguished Catholic leader consent to the use of his name for our school.



BISHOP TONNOS C.S.S. DEPARTMENT HEADS

Arts	Mr. A. Barnard
Business/Computers.....	Mr. B. Bombardieri
Canadian & World Studies/Social Science	Mr. M. Di Federico
English/Language.....	Mrs. S. Sardo
Mathematics	Ms. S. DiSimoni
Physical Education/Co-Instructional	Mr. S. Maga / Mr. S. McPhee
Religious Studies.....	Mrs. A. Maga
Science.....	Mr. P. Sitar
Special Education.....	Mrs. L. Greenway
Student Services/Co-Op.....	Mr. D. Grilli
Technical Education.....	Mr. M. DiCosmo



CATHOLIC SCHOOL COUNCIL

Catholic School Councils shall provide the structure that enables parents, staff, principals, students, community and parish members to come together to review and address the education of the children of our community.

Catholic School Councils shall reinforce, through recommendations and their own activities, the concept of the school as one of the institutions which conveys and expresses the life of the Church. With the broader Church community, the school shares responsibility for the spiritual growth and development of students as part of its educational task.

The purpose of Catholic School Councils is through the active participation of parents to improve pupil achievement and to enhance the accountability of the education system to parents and to promote the mission of Catholic education within the school community.

It is the responsibility of the Catholic School Council to ensure that the Mission and Vision of the Hamilton Wentworth Catholic District School Board are supported and promoted by the Catholic School Council.

The role of the Catholic School Council is advisory. It shall provide ideas and opinions to assist the principal and, where appropriate, the Hamilton Wentworth Catholic District School Board in decision making on educational issues. The advice shall be based on accepted Catholic principles, the general views of the school community and the best interests of all students throughout the school. The Catholic School Council must operate within the Education Act and its regulations and Board Policy.

BISHOP TONNOS C.S.S. STUDENT COUNCIL OF 2023- 2024 TBA Sept

PRESIDENT: Matthew Atme

VICE PRESIDENT: Anthony Bombardieri

EXECUTIVE OFFICER: Zephi Brooks

SPIRIT REPRESENTATIVE: Catalina Ribas Molina

SPIRITUAL REPRESENTATIVE: Ava DeSousa

ATHLETIC & WELLNESS REPRESENTATIVE: Ayla White

TECH REPRESENTATIVES: Clara Fava, Matthew Jajki

ARTS REPRESENTATIVE: Sydney Bernal

GRADE 11 REPRESENTATIVE: Marco Mancini

GRADE 10 REPRESENTATIVE: Nathan Giovannangeli

GRADE 9 REPRESENTATIVE: Lucas Di Felice

SUPER TITAN: TBA September 2023

Academic eligibility for Student Council members: Because membership in the Student Council is a year-long commitment and requires significant involvement, candidates must meet the following requirements: Candidates for any office must have maintained an average of 75%, without any failures. The required percentage shall be calculated using an average of the first semester final marks and the second semester mid-term marks. It is expected that the successful candidate maintain his/ her academic standing while in office.

The School Administration reserves the right to remove from office a member who has not fulfilled his or her duties or has engaged in unethical behavior (see BT Code of Student Behaviour/ Ontario Safe Schools Code of Conduct) causing damage to the reputation of the Student Council and/ or Bishop Tonnos Catholic Secondary School or is experiencing significant academic difficulty as a result of their Council commitments. This can include members of the Student Council who hold outside of school events that negatively reflect the reputation of the Student Council and/ or Bishop Tonnos Catholic Secondary School or hinders the efforts of the Bishop Tonnos Student Council. All elected and appointed positions on Council MUST be approved by the School Administration before they commence their term on Council.



RELIGIOUS EDUCATION PROGRAMS

WHEREAS

“From a Catholic perspective, the purpose of education is not only the transmission of knowledge, but also the formation of the whole person of the students through bringing them to the personal integration of faith and life. Separate schools are responsible for imparting Christian doctrine in an organic and systemic way, in order to initiate students into the fullness of Christian life and to elicit in response a personal commitment to that way of life.”

“Catholic parents send their children to Catholic schools expecting them to experience education permeated with religious values, including religious instruction, to see Catholic values held, modelled, expressed, and taught by teachers, **to participate in the sacramental life of the Church carried out in the school**, to receive career counselling and academic planning in the framework of vocation, and to enjoy an atmosphere in which values taught at home are supported.”

“The three basic means by which separate school boards provide Catholic education are:

- I. by developing each school as a Christian community in all of its academic and non-academic activities;
- II. by providing qualified teachers, supervisory officers, and other personnel who are committed to building a Christian community in the school system;
- III. by providing academic curricula, including formal religious instruction, in which Catholic faith and life are integrated.”

(“Catholic Education and Separate School Boards in Ontario”, published in April 1988, by the Completion Office - Separate Schools.)

AND WHEREAS

- consistent with the foregoing, the Mission Statement of the Board expresses, in part, its belief:

- that the purpose of Catholic education is to assist all students, regardless of age, to develop that fullness of humanity of which Our Lord Jesus Christ is the model;
- that our school exist to stimulate our students to strive for excellence in the context of our Christian beliefs and view of reality; and
- that to achieve its purposes, the Board promotes a truly Christian community that acknowledges the centrality of Christ in our lives;

IT IS THE POLICY OF

the Hamilton-Wentworth Catholic District School Board that:
Enrolment in a Catholic Secondary School operated by the Board necessarily implies acceptance of and participation in Religious Education Programmes and Courses;



Every student is required to include the appropriate Religious Education Programme/Course while enrolled in **years 1 through 4** in a Catholic Secondary School operated by the Board (reference: the *Education Act*); and; **failure to comply with these requirements may subject a student to sanctions appropriate to the failure, including suspension or expulsion from the school.**

PHILOSOPHY OF OUR SCHOOLS

Our Catholic Christian Communities aim to develop in all their members, a healthy love of self, love of neighbour, and love of God. To achieve this Christian dynamic, the individuality of each person must be respected by allowing for the development of the whole person to his/her fullest potential, spiritually, physically, emotionally, intellectually, socially, and aesthetically.

Lay Catholics in Schools: Witnesses to Faith, states, that people should find in a Catholic school, an atmosphere of sincere respect and cordiality; it should be a place where authentic human relationships can be formed among all its members. Our Catholic Secondary Schools strive towards this goal.

The philosophy of our schools is that all students should have the opportunity to develop as completely as possible in the direction of their individual talents and needs. All courses are open to both male and female students, and every effort is made to create a learning environment that is free from gender-role stereotyping.

Our Bishop Tonnos Catholic school community provides opportunities for excellence and success in learning for all students within a faith centered community. We promote a safe learning environment where each person is recognized as having unique gifts from God.

GUIDING PRINCIPLES

- The student is the primary focus of all of our endeavours.
- We are accountable to the community at large for the distribution of the resources of the school.
- We cannot accept failure as a viable option in our school.
- Excellent students require excellent teachers. The community of Bishop Tonnos is dedicated to providing opportunities for teachers to develop their own skills in their quest for excellence.
- A graduate of Bishop Tonnos Catholic Secondary School is expected to emulate the Catholic graduate expectations and be:
 - a discerning believer;
 - an effective communicator;
 - a reflective, creative and holistic thinker;
 - a self-directed, responsible lifelong learner;
 - a collaborative contributor,
 - a caring family member;
 - a responsible citizen.

TEAMWORK – TEAMWORK – TEAMWORK -TEAMWORK!!!

Staff Students Home Parish

CHAPLAINCY LEADER: Ms. T. Fitzgerald

The Chaplain Leader ministers to the spiritual life of our school community. The Chaplain Leader coordinates and facilitates those activities and celebrations that foster the growth of our Christian community. This includes providing opportunities and facilities for sacramental encounters, para-liturgical services, retreats, pastoral counselling, and availability for just talking and listening to students, parents, and staff. Eucharistic Liturgies are celebrated in our Chapel throughout the semesters. The Chaplain Leader also facilitates various initiatives that enable students and staff to reach out and work with the poor, both locally and in the Third World.

To teach as Christ did...

*Blessed are the poor in spirit,
for theirs is the kingdom of heaven.*

*Blessed are those who mourn,
for they shall be comforted.*



*Blessed are the meek,
for they shall inherit the earth.*

*Blessed are those who hunger and thirst for righteousness,
for they shall be satisfied.*

*Blessed are the merciful,
for they shall obtain mercy.*

*Blessed are the pure in heart,
for they shall see God.*

*Blessed are the peacemakers,
for they shall be called sons and daughters of God.*

*Blessed are those who are persecuted for righteousness'
sake, for theirs is the kingdom of heaven.*

~ Matthew 5:3-10 ~

RETREATS AND SCHOOL LITURGIES

At various times during the year, students participate in scheduled liturgies and retreats. Such involvement is not only compulsory but essential to building commitment and witness to Christian faith in our Catholic Secondary Schools. These activities are a vital part of our curriculum. By choosing to attend Bishop Tonnos Catholic Secondary School, a student accepts various religious activities, including school liturgies, retreats or other special events, as a compulsory component for all members of our community.

SCHEDULE OF MASSES IN OUR PARISHES

PARISH	SATURDAY	SUNDAY
St. Ann's 11 Wilson St. W. Ancaster www.stannparish.ca Pastor: Rev. Peter Tuyen Nguyen	5:00 p.m.	9:00 a.m. 11:00 a.m. (905) 648-6874
St. Catherine of Siena (formerly Corpus Christi and Our Lady of Lourdes) Temporary address: 416 Mohawk Road East Hamilton https://www.catherineofsienachurch.ca/ Pastor: Rev. M. Gatto	5:00 p.m.	9:00 a.m. 11:00 a.m. 905-389-2472
Regina Mundi 631 Mohawk Rd. W Hamilton https://www.reginamundi.ca/ Pastor: Rev. A. Voisin	5:00 p.m.	9:00 a.m. 11:00 a.m. (905) 385-3297
Cathedral Basilica of Christ The King 714 King St. W Hamilton www.christthekingcathedral.org Pastor: Rev. David Wynen	5:00 p.m.	9:00 a.m. 11:00 a.m. (905) 522-5744

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BISHOP: THE MOST REVEREND *DOUGLAS CROSBY, O.M.I., D.D*

CATHOLIC KNOWLEDGE

<p>Do you know what the following concepts (Catholic dogma/doctrine and sacred tradition) mean?</p> <ul style="list-style-type: none"> - Incarnation - Transubstantiation - Triduum - Paschal Mystery - Resurrection - Pentecost - Trinity - Grace - Immaculate Conception - Annunciation, Assumption, Ascension - Theotokos - Apostles vs Disciples - Martyr vs Saint - Beatitudes - Decalogue/Ten Commandments - Seven Sacraments and sacramentals - Fruits and Gifts of the Holy Spirit - Types of sin: venial, omission, mortal - Seven Capital (Deadly)Sins - Spiritual and Corporal Works of Mercy - Parables - Gospels - Magisterium - Papal Infallibility - Precepts of the Church 	<p>Are you familiar with the following traditional prayers/types of prayers?</p> <ul style="list-style-type: none"> - The Sign of the Cross - Our Father (Lord's Prayer) - Hail Mary - Prayer of Praise (Glory Be) - Grace Before Meals - Act of Contrition - Morning Offering - Apostles'/Nicene Creed - <u>Rosary</u>: Mysteries: (Joyful, Sorrowful, Glorious, Luminous) - The Stations of the Cross - <u>The Mass</u>: Liturgy of the Word/Eucharist - <u>Types of Prayers</u>: Intercession, Petition, Blessing and Adoration, Praise and Thanksgiving, Contemplation, Meditation
<p>Liturgical Calendar:</p> <ul style="list-style-type: none"> - Advent Season - Christmas Season - solemnities - Ordinary Time - feasts - Lenten Season - memorials - Holy Week - Easter Triduum - Easter Season - Pentecost - Ordinary Time (resumed) 	<p>Catholic Sources:</p> <ul style="list-style-type: none"> - The Holy Bible (NRSV) - St. Jerome Commentary - The Catechism of the Catholic Church - The Social Doctrine of the Church - Papal Encyclicals, Apostolic Exhortations/Letters - Theology Library (<i>on-line</i>) - Compendium of the Catechism of the Catholic Church - Compendium of the Social Doctrine of the Church

Note: The following information and expectations are not intended to be comprehensive. From time to time (during the course of the school year) changes may need to be made at the discretion of Administration or on the direction of the School Board.

ROLE OF THE PARENTS

Parents are the most important people in a child's life. Their love, affection, support, and approval are a functional need for all children. Because parents are number one in importance, they are also number one in the ability to influence and motivate their children toward responsible behaviour. If you should receive a phone call or message from the school regarding a negative behaviour choice by your child, please discuss with your child what alternative behaviours your child could have chosen that would have resulted in a more positive outcome. ***If a child views the school and parents as working together as a team, there is a much greater chance that the negative behaviour choice will not be repeated.***

ONTARIO SAFE SCHOOLS CODE OF CONDUCT

On Friday, February 1, 2008, Bill 212: The Education Amendment Act (Progressive Discipline and School Safety) came into effect. This means the "safe schools" provisions of the Education Act have been changed.

Some, but not all, of the new legislative changes include:

- Greater emphasis on progressive discipline and considerations of mitigating and other factors in determining discipline;

- Replacing the existing mandatory suspensions and expulsions with a more discretionary model;
- Requiring the Board to provide programs for suspended (over 5 days) and expelled students;
- Provision of schoolwork for suspended students;
- Allowing Principals to discipline a student for off-site misconduct that impacts on school climate.

Our goal is to enable all students to achieve high levels of success while engaging in positive behaviours. However, from time to time, student discipline is required.

A school is a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe, and feel safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others and oneself.

The Ontario Code of Conduct sets clear provincial standards of behaviour. It specifies possible consequences for student actions that do not comply with these standards.

The provincial standards of behaviour apply not only to students, but also to all individuals involved in the publicly funded school system - parents or guardians, volunteers, teachers, and

other staff members whether they are on school property, on school buses or school-authorized events or activities. Students may also be held accountable by the school for behaviour that takes place outside of school should such behaviour be deemed to impact on the school climate.

Guiding Principles

- All participants involved in the publicly funded school system - students, parents or guardians, volunteers, teacher and other staff members - are included in the Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities.
- All members of the school community are to be treated with respect and dignity, especially persons in positions of authority.
- Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
- Members of the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others.
- The possession, use or threatened use of any object to injure another person endangers the safety of oneself and others.

**SAFE SCHOOLS
HWCDSB CODE OF STUDENT
CONDUCT AND DISCIPLINE**

It is incumbent upon the Hamilton-Wentworth Catholic District School Board to provide and maintain an environment that is safe and secure for all members of the school community. *Safe School legislation now makes it incumbent upon Board Staff and school bus drivers to report to the school Principal those actions by students which may be grounds for suspension and/or recommended expulsion. As well staff is expected to respond to student misbehavior provided such response doesn't place themselves or others in harm's way. Lastly, staff also has a duty to advise students of any supports considered to be in their best interests.* While the vast majority of students are well behaved and responsible, some students occasionally have difficulty adhering to school guidelines and rules. Schools should not and cannot tolerate behaviour that threatens the rights and well-being of individual groups. In an effort to promote the safety and security of its school community, the Hamilton-Wentworth Catholic District School Board ascribes to a non-tolerance code of student conduct. This means that there is a non-acceptance of all behaviours that are in opposition to established rules of acceptable conduct.

This approach to misconduct especially addresses behaviours that are so refractory in nature that they are considered to compromise the safety, integrity and well-being of the inclusive school community. Such behaviours include but are not limited to the following:

- Uttering a threat to inflict serious bodily harm on another person;
- Possessing alcohol or illegal drugs and/or use thereof;
- Being under the influence of alcohol/drugs or other hazardous substances;
- Swearing at a teacher or at another person in a position of authority;
- 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 student's school;
- Bullying;
- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Trafficking of weapons or restricted drugs;
- Committing robbery;
- Giving alcohol to a minor;
- 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;

- A pattern of behaviour that is so inappropriate that the student's continued presence is adjudged to be injurious to the effective learning and/or
- Activities engaged in by the student on or off school property that cause the student'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
- Any act considered by the Principal to be contrary to the Board or School Code of Conduct which includes, but is not limited to:
 - hate-motivated violence
 - gang-related activities
 - criminal harassment
 - extortion
 - supply, sale, distribution or trafficking of alcohol or illegal drugs
 - persistent truancy
 - profane or improper language
 - habitual neglect of duty
 - persistent opposition to authority
 - willful destruction of school property

**ACTIVITIES THAT ALSO
NECESSITATE POLICE
INVOLVEMENT**

Where any of the aforementioned behaviours are present, serious consideration will be given to administering a suspension and/or recommending an expulsion.

DISCIPLINE

Discipline must recognize the inherent dignity and rights of each individual. When disciplining, actions must be taken that are in accordance with each individual's best interest while also considering the welfare of the school community.

Discipline must take into account relevant situational circumstances, including mitigating and other factors, as outlined in the Board's Student Discipline Procedures. It should, where possible, have relevance to the unacceptable behaviour and serve as a learning opportunity for the student.

In an effort to fulfil these objectives, the Hamilton-Wentworth Catholic District School Board ascribes to the practice of progressive discipline which utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviours and build upon strategies that promote positive behaviours.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, for others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;

- follows the established rules and takes responsibility for his or her own actions.

Parents also play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues.

REQUIREMENTS FOR STUDENTS

A student shall:

- a) be diligent in attempting to master such studies as are part of the program in which the student is enrolled;
- b) exercise self-discipline;

- c) accept such discipline as would be exercised by a kind, firm and judicious parent;
- d) attend classes punctually and regularly;
- e) be courteous to fellow students and obedient and courteous to teachers;
- f) be clean in person and habits;
- g) take such tests and examinations as are required by or under the Act or as may be directed by the Minister; and
- h) show respect for school property
[Regulation 298, Section 23(1), Education Act]

Every student is responsible for his/her conduct to the principal of the school that the student attends,

- a) on the school premises;
- b) during out-of-school activities that are part of the school program; and
- c) while travelling on a school bus that is owned by a board or on a bus or school bus that is under contract to a board.

are expected to be respectful of all staff and to follow their directions. Disrespectful language and/or conduct toward the above mentioned individuals will warrant consequences.



Discipline in Bishop Tonnos Catholic Secondary School is an aspect of moral guidance and refers to those reasonable controls which promote the individual student's development and self discipline, and a Christian environment in which the rights and responsibilities of students and teachers are recognized and upheld.

[Refer to the Hamilton-Wentworth Catholic District School Board's Safe Schools Manual, 2008 and/or its Code of Student Conduct and Discipline, 2008 for more information regarding behaviour and discipline or access the information on the Board's website at www.hwcdsb.ca.

STAFF-STUDENT RELATIONS

Teachers, educational assistants, secretaries, custodians, cafeteria staff and school bus drivers provide a variety of valuable services for students. **Students**

PROGRESSIVE DISCIPLINE

Progressive discipline is a non-punitive, whole-school approach that uses a continuum of corrective and supportive interventions, supports and consequences to address inappropriate behaviour and to build upon strategies that promote positive behaviours. **Consequences include learning opportunities for reinforcing positive behaviour and assisting pupils to make good choices.**

The range of interventions, supports, and consequences used by the Board and all schools must be clear and developmentally appropriate. For pupils with special education and/or disability related needs, interventions, supports and consequences must be consistent with the expectations in the student's IEP and/or his/her demonstrated abilities. Appropriate action must consistently be taken by schools to address behaviours that are contrary to Provincial and Board Codes of Conduct.

The Board and School Administrators must consider all mitigating and other factors, as required by the *Education Act* and as set out in Ontario Regulation 472/07.

Progressive discipline may also include early and/or ongoing intervention strategies, such as:

- ❖ contact with the pupil's parent/guardian
- ❖ verbal reminders
- ❖ review of expectations
- ❖ written work assignment with a learning component
- ❖ peer mentoring
- ❖ referral to counselling
- ❖ conflict mediation and resolution; and/or
- ❖ consultation

Progressive discipline may also include a range of interventions, **supports and consequences when inappropriate behaviours have occurred with a focus on improving behaviour**, such as one or more of the following:

- ❖ meeting with the pupil's parent/guardian, pupil and participant
- ❖ referral to a community agency for anger management or substance abuse
- ❖ counselling
- ❖ detentions and/or withdrawal of privileges
- ❖ withdrawal from class
- ❖ restitution for damages
- ❖ restorative practices; and/or
- ❖ transfer with support

Notwithstanding the above, the Principal will take immediate and appropriate action in any situation involving the welfare of others.

NOTE: For more information please refer to the School Board website: www.hwcdsb.ca

EXCLUSION

The Education Act, R.S.O. 1990, subsection 265 (m) provides for a school principal, in addition to the Principal's duties as a teacher, and subject to an appeal to the Board, to refuse to admit to the school or classroom a person whose presence in the school or classroom would in *the Principal's judgment be detrimental to the physical or mental well-being of the pupils*. Similar authority is also extended to School Principals under the Access to Premises provisions of Regulation 474/00 of the Education Act.

SEXUAL HARASSMENT, THE LAW, AND THE ONTARIO HUMAN RIGHTS CODE

Sexual harassment, including harassment based on sexual orientation, is illegal. It will not be tolerated in educational settings. Furthermore, people in positions of authority are required to exercise that authority to prevent harassment and/or penalize the repetition of it.

WHAT IS SEXUAL HARASSMENT?

Sexual harassment is unwanted, uninvited sexual attention. It may involve remarks, gestures or actions of a sexual nature that make a person feel unsafe or uncomfortable. It creates an intimidating, hostile or offensive learning environment. Sexual harassment is illegal. It may include (but is not limited to):

- ✓ unwanted, unwelcome physical contact like touching, grabbing or patting
- ✓ rude jokes or suggestive remarks of a sexual nature
- ✓ demeaning nicknames
- ✓ cat calls, rating or embarrassing whistles
- ✓ insulting remarks about sexual orientation
- ✓ sexually insulting remarks about race, gender, ability or class
- ✓ bragging about sexual prowess for others to hear
- ✓ intimidating hallway behaviour and/or stalking
- ✓ names written on walls
- ✓ Degrading jokes, insistent requests for dates, catcalls that cause embarrassment rather than pleasure, pictures scratched on bathroom doors, rating, intimidating remarks or gestures - all of these can be harassing.

When Sexual Harassment Escalates to Sexual Assault It is important to note that sexual harassment is part of the continuum of violence and some harassing actions can and do escalate to sexual assault. The latter is covered by the *Criminal Code* and the police must be involved.

The police play an essential role in making our schools and communities safer. Police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a Provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.



PERSONAL ELECTRONIC DEVICE POLICY
(HWCD SB Policies A.12)



Be advised that according to Board Policy A.12, "The use of any Personal Electronic Device in a manner that interferes with or disrupts any classroom or other instructional space is strictly prohibited and may be subject to disciplinary action up to and including suspension, expulsion or exclusion from the Board and/or the involvement of the Hamilton Police Services as appropriate."

These devices include but are not limited to: cell phones, tablets, laptops, iPods, MP3s, cameras, audio and video recording devices, photographic and telecommunications devices etc. While these devices can be a natural part of the learning environment, there are also implications related to safety, privacy and the inappropriate use of these devices.

- Students must have their cell phones and electronic devices in silent mode and secured out of sight in the instructional areas, unless authorized by the teacher.. PEDs must not interfere with the instructional and/ or work environment.
- PEDs must be used safely, appropriately and only where/when authorized by administration. For example, for safety, students will refrain from texting while walking or using staircases..
- PEDs (including those with photo and video recording) cannot be used to infringe on personal privacy of staff or students without their prior consent or to commit academic dishonesty. Posting pictures, video, defamatory comments etc. of/ about staff or students on social media platforms is prohibited and subject to school consequences.
- With teacher permission only, PEDs may be used in the classroom and other instructional areas, such as but not limited to the library, to support or enhance student learning. No phone calls will be permitted.
- PEDs may be used in office areas (e.g. Main, Guidance, Attendance, V.P., and Principal) strictly with the permission of staff for school-related purposes only.
- The use of PEDs in a manner that interferes with or disrupts any classroom or other instructional space is strictly prohibited and is subject to disciplinary action up to and including suspension.
- A student who violates the school's PED policy may have the electronic device confiscated by the instructional staff and/ or the school administration and returned to the parent/guardian (or student 18 years or older) after the instructional day or as appropriate. Repeated infractions will lead to suspension.
- If a student needs to use a phone for an emergency during the school day, he/she can use the phone in the attendance office or use their cell phone outside the confines of the school building.
- If parents need to contact a student during class time, they are asked to contact the Attendance Office rather than phone or text a student in class.

MOBILE DIGITAL DEVICES ARE NOT TO BE USED, SEEN, OR HEARD DURING AN EVALUATION (TEST, QUIZ, ASSIGNMENT, EXAM ETC.) STUDENTS WHO VIOLATE THIS POLICY MAY RECEIVE A MARK OF ZERO.

- ❖ Finally, be advised that **“The Board assumes no responsibility for the safety, security, loss, recovery, repair or replacement of Personal Electronic Devices. The storage of these devices is the sole responsibility of the owner/user.” We continue to ask that all expensive items be kept at home.**
- ❖ Please visit the Board website at www.hwcdsb.ca/board/policies/ for the complete HWCDSB Policy on Personal Electronic Devices.

BISHOP TONNOS CATHOLIC SECONDARY SCHOOL CODE OF STUDENT BEHAVIOUR

STATEMENT OF AUTHORITY OF PRINCIPAL: The principal is the designated leader of the school and with the staff is responsible for its orderly operation. In cases of violations not covered by prescribed disposition in this student agenda book, the principal may enact measures which he or she believes are in the best interest of the school and student(s) involved.

The school's primary goal is to educate, not to discipline; however, when the behavior of an individual student conflicts with the rights of others, disciplinary actions may be necessary for the benefit of that individual and the school as a whole.

The Ministry of Education has directed every school board in the province and each school to develop a **Code of Student Behaviour**.



Bishop Tonnos Catholic Secondary School is committed to providing a Catholic environment in which our students may develop a sense of self-worth and self-discipline essential for personal growth. This commitment recognizes that all students must be allowed to develop individual abilities to their fullest potential. With this as our goal, we believe that students may reach their fullest growth only when they understand that they are part of a community that will grow and develop as they contribute to it. Consequently, we expect our students to respect the dignity of others and to realize the value and significance of service to society by accepting the responsibility of assisting others and by working for the improvement of our school community.

In order to foster the growth of the Bishop Tonnos Catholic Secondary School community, guidelines of behaviour have been developed. They are intended as a positive framework on which all of us at Bishop Tonnos can build.

DISCIPLINE CODE: All students, parents, and teachers have rights and responsibilities in the educational process. Students in particular have the right to an education without disruption and a corresponding responsibility **not** to deny this right to other students. The purpose of these rights and responsibilities is to foster a positive educational atmosphere in the school.

RESPECT FOR ALL STAFF: All members of the teaching and support staff are charged with the responsibility of providing the best opportunity for quality education for our students. To perform this task, they require and deserve the cooperation and respect of students who must treat them with courtesy. Students must give their names to any staff member requesting them. **A student refusing to give his/her name or giving a false one maybe subject to automatic suspension.**

RESPECT FOR PEERS: Students are expected to treat one another with respect and consideration. Physical violence, verbal or emotional abuse, racial or ethnic slurs, threats or exploitation of any kind, or name calling are not tolerated. Repeated violations or extreme violations will incur severe consequences.

SCHOOL UNIFORM: Students must be in proper dress code from 8:00 AM until dismissal (which includes lunch periods). Students not in compliance with the dress code will be in violation of the discipline code and will receive consequences (see pg. 35, uniform policy).

HAIR/HEAD COVERINGS: Students should wear hairstyles and hair colours that do not distract from the uniform or the focus of learning for other students. Hair should be clean, neat in appearance, and reasonably styled or coloured. Any type of head covering is not permitted inside the school; this includes headbands, hats of any type, skullcaps. Hair bands (girls only) are to be black or navy and no wider than 2.5 cm or 1 inch. The only exception to this being the wearing of a head covering for religious purposes. Students who repeatedly wear head coverings (such as hats) or do not remove hats when asked to by staff will have their hats confiscated. Repeated offences can lead to suspension.

STUDENT NOTEBOOKS: Defacing your notebook(s) with anything that in any way (via writing/drawings) projects racism, sex/sexism or any other unacceptable lifestyle will not be tolerated. Severe consequences will be administered.

CLASSES: Students must be punctual and attend all classes on their timetables. They must come prepared for class and participate actively in the learning process.

REMOVAL FROM CLASS: Any person who is sent to the Attendance Office for disciplinary reasons must remain in the office until she/he has been dealt with by the Vice Principal and cannot leave to go to the next class, lunch or home until the Vice Principal or designate permits.

HALLWAY DECORUM: The hallways, like the classrooms, are places for appropriate behaviour. Safety is always a concern, so rough play and running are not permitted in the halls. Playing sports, tossing balls, etc. are permitted in the gymnasium and outside. Students are **NOT** allowed to sit or eat in the hallways/stairwells as it is a violation of the Ontario Fire Code. ***Food is allowed only in the cafeteria.*** Inappropriate language is not permitted at anytime in the classrooms and hallways. Except for the 10 minute period before or after class, hallways are out-of-bounds without staff authorization.

APPROPRIATE LANGUAGE/PORNOGRAPHY: What others think of you is judged by what you say and how you express yourself. The use of swear words, profane language, derogatory

terms, invective and blasphemy, or other inappropriate language - spoken or written - does not show respect for oneself or others. This will NOT be tolerated, and appropriate consequences will be imposed. Continued use of intolerable language, swearing (gestures) at a person of authority, teacher, other adults or peers will be subject to suspension from school. Pornography in any form is prohibited in school or school related events. Anyone in possession of such items or providing it to another student will be suspended. Unacceptable slogans, advertisements and pictures cannot be displayed anywhere on school property, **which includes personal electronic devices.**

FIGHTING: Is an extreme form of disrespect that is totally unacceptable in a Catholic school setting. Any student who engages in a fight will receive school consequences. The consequences of fighting are: ***school suspension (up to twenty (20) days) and/or school or Board expulsion.*** Fights that affect the tone of the school that occur off school property or not during school time, are also subject to school consequences. Please be advised that the Hamilton Police Department will cooperate with the school in investigating any fights referred to them. ***Civil or criminal prosecution may result.***

Students congregating at a fight, video recording and/or uploading to the Internet and/or encouraging others to fight also may be held liable for the consequences of fighting and receive school consequences.

IN-SCHOOL FUNCTIONS: Students are expected to attend all school-wide functions such as masses or assemblies which are held during the regular school day.

HAZING AND INITIATION: Initiation rites and hazing practices are demeaning and/or dangerous. They are considered inappropriate and are prohibited. Involvement or initiation of hazing may result in a **suspension to a maximum 20 day suspension and/or expulsion.** **Police involvement may also be considered.**

ILLICIT DRUGS/ALCOHOL: The possession, use or supply of **illicit drugs** and substances, including **alcohol** or **drug paraphernalia** such as rolling papers, pipes, etc., on school premises or during any school event, is prohibited and will result in serious consequences.

GANG RELATED ACTIVITIES: Are strictly prohibited and will result in suspension and possible police involvement.

SNOWBALLS/OBJECTS (0) ZERO TOLERANCE: Throwing snowballs or other objects **is prohibited on school property, or at any school-sponsored event due to safety concerns.** Severe consequences will be sanctioned to individuals who continue to throw snowballs/objects.

THE POSSESSION OR USE OF WEAPONS: The possession or use of weapons or the use of any material deemed to be a weapon within the school environment is prohibited.

GYM BAGS, DUFFLE BAGS, BACKPACKS, HANDBAGS, JACKETS & HATS: Gym Bags, duffle bags, backpacks, handbags, jackets and hats are **NOT** permitted in classrooms, cafeteria or library.

THEFT: Security is an individual right and responsibility. Theft is a serious breach of this right.

Any known thefts must be reported by anyone who has any knowledge of them. If property is stolen, every member of the school community is a victim. Theft will be dealt with through restitution, parental involvement, suspension and/or police intervention. **Change Rooms:** Valuables ***MUST NOT*** be left in the change rooms. These rooms are not always secure and the school cannot be responsible for any losses from these rooms.

GAMBLING: Students are reminded that gambling of any sort (cards, dice, betting, etc.) is not permitted on school property or school events and that such action is prohibited by law. **Students found to be gambling may face suspension and/or police involvement.**

EXTORTION: A student who blackmails or otherwise threatens another student for the payment of money of any sum or other consideration may be suspended from school. Referral to proper law enforcement agencies may be made.

SMOKING and VAPING: Smoking and Vaping is **PROHIBITED** on school property at any time. Cigarettes, chewing tobacco, tobacco products and electronic inhalers (e-cigarettes) are not to be displayed nor are they to be visible on school property. **Smoking and vaping in vehicles parked on school property is also prohibited under provincial law. Students found smoking or vaping or in possession of a lit cigarette or use of e-cigarettes on school property will be subject to suspension and a fine of \$305**, levied by the Ministry of Health for Ontario. Some student smokers share cigarettes. Therefore, it should be made clear that if a student is on school property and one or more members of the group is smoking, **all** students in the group will be in violation of the policy. This policy is all-inclusive and affects all students of any age. **Students are not permitted to smoke during class time.**

LOCKERS: Upon the acceptance of the assignment of a locker the student acknowledges that the locker is the **property of the HWCDSB and that the Principal, Vice-Principal or designates, may enter and search the locker and its contents at anytime without prior consent of the student or parent/guardian.** You are not permitted to move to another locker or to exchange or share lockers without the expressed permission of school administration. The lockers assigned will be the student's for the year. Lockers are provided for students and can be used as long as they are maintained properly. **Students must keep them safely locked. Lock combinations are not to be divulged to anyone under any circumstances.** The school can take no responsibility for break-ins or loss of any items left in lockers. **Students are to use only the locker assigned to them. They are required to purchase and use school issued combination lock. Failure to meet this requirement will lead to your lock being removed at your expense.** Trading lockers or defacing them will not be tolerated. Any student found using a locker that is not registered with the office will, at the discretion of administration, have the lock cut off. **Since lockers are provided, purses, bags, knapsacks, jackets, hats and other non-uniform items are *NOT* permitted in any area of the school and are to be placed in lockers upon arrival at school.** Students need to understand and respect that lockers are school property. Any items posted on the inside of a school locker must be removable. Furthermore, they **must respect the values and ethics of our Catholic Christian Community.** Anything that in any way projects racism, sexism or any other unacceptable lifestyle will not be tolerated. **It is in the students' best interest to keep the combination to their lockers confidential. Students are responsible for anything found in their locker, including contraband items.** Needed repairs or accidental damage should be reported to the office promptly. During class time, locker visits must be kept to a minimum. **By the last day of school in June, all locks and locker contents must be removed. After this day,**

the lock will be removed and the contents discarded or donated. Students will be held responsible for damage they cause to other student's lockers, e.g. bending of loops, etc. **Severe consequences will be administered along with monetary compensation for all repairs.**

PUBLIC DISPLAYS OF AFFECTION: Students are expected to act in an appropriate manner that reflects behaviour consistent with Christian values. Kissing, embracing and other excessive displays of affection are not considered appropriate behaviour in an educational setting. Students will be spoken to by Bishop Tonnos staff. If the behaviour continues, disciplinary action will be taken.

STEWARDSHIP: Every member of the Bishop Tonnos School Community has the right to learn and work in a clean and safe facility. Everyone shares in this responsibility. Each community member is expected to care for and protect personal property. There is also a legal, moral and civic duty to ensure that no theft or damage occurs to the property of others. Any individual loss is a community loss.

VANDALISM: Vandalism of personal or school property, both senseless and malicious, is financially damaging and destructive to the spirit of our Catholic community. Any such acts, from littering to graffiti to wilful destruction of property, will be dealt with severely.

IDENTIFICATION: Students are required to provide identification (School Picture ID) at any out-of school event (e.g. games, dances). **Any student who fails to identify himself or to report to the Attendance Office when so requested by a staff member will be subject to automatic suspension.**

FLYERS/PROMOTIONS: Flyers/promotions of any kind may not be posted/distributed without the expressed authorization of school administration. Associating Bishop Tonnos Catholic Secondary School to an event / trip which is **NOT** sanctioned by the school or School Board is strictly prohibited. Legal action may be pursued.

VISITORS / TRESPASSERS: The school grounds and buildings are off limits to all except staff and registered students of Bishop Tonnos. All other visitors including parents or guardians, board employees or persons having business with the administration of 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 Hamilton Regional Police. Students must not 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.

NO FOOD/DRINK IN CLASSROOMS: Students' food could trigger an allergic reaction which may result in a student suffering anaphylaxis and sudden death. Students will be advised by the teacher to remove food or drink. Frequent offenders will be referred to the Vice-Principal and the Parent/Guardian will be contacted.

CAFETERIA: **Students are expected to treat 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. **Coats/jackets/non-uniform sweaters, headwear (hats) and backpacks are not allowed in the cafeteria.**

LASER PEN/LASER POINTER: Laser pointers/pens are forbidden on school property. Any materials considered illegal or contrary to the conduct of good order and discipline are forbidden and subject to confiscation.

SKATEBOARDS/ROLLER-BLADES/WHEELIESHOES/SCOOTERS/HOVERBOARDS: Because of the hazards presented by skateboards, roller blades, wheelie shoes, scooters and hover boards in school hallways, or paved areas outside our school, community and school buses, they may ***NOT*** be brought to school. ***Items will be confiscated and other progressive disciplinary measures will be enacted on a case-by-case basis.***

BICYCLES:

Bicycles are to be dismantled upon entering the school property and walked to and secured at their parking location. The school and School Board are ***NOT*** responsible for bicycles being damaged or stolen. **For safety reasons, we ask that all students wear a helmet.**

NEIGHBOURHOOD / COMMUNITY RELATIONS: Bishop Tonnos C.S.S. is a community school with neighbours. As good neighbours it is important to respect the property of others. **Any person entering private property is subject to the laws regarding trespassing.** The property of our neighbours is private. **Students who litter or harass neighbours may be subject to severe school consequences and/or police involvement.**

Extreme breaches of school rules, such as drug and substance abuse, the possession and use of alcohol, the possession and use of weapons or the use of physical violence will result in severe consequences, which may include parental contact, up to 20 days suspension, expulsion and police involvement. Consequences for lesser breaches of school rules regarding respect for others may include detentions, loss of co-curricular privileges, counselling, community service (assisting custodial staff), as well as parental notification and possible suspension. Consequences will be in keeping with the Board/Ministry Progressive Discipline procedures/policies and the law.

Attendance at the dance/social event is a privilege extended to students in good standing with the school. Students must follow the dance/social event rules as publicized by the school administration and student council. Behavior at dances/social events is governed by the same policies and expectations that apply to all school-sponsored activities.

If a student is absent all day from school, he/she may not attend unless permission from the Principal or Vice-Principals has been obtained. Students under suspension/expulsion may not attend any school-related activity on or off school grounds during the time of suspension/expulsion.

CODE OF BEHAVIOR

All students and guests attending a Bishop Tonnos Catholic Secondary School dance/social event must abide by the following rules:

1. There is to be no physical violence to take place within the facility or on the school/venue grounds.
2. There shall be no smoking in the facility. Smoking may only take place outside the school/venue in the designated area (venue) or off school property before or after a dance/social event, not during.
3. No student may leave the dance/social event after admittance and return at any point throughout the dance.
4. Under no circumstances are students permitted to bring any alcohol and/or illegal drugs/paraphernalia with them into the school/venue. Students are not permitted to consume alcohol or drugs prior to any school related event.
5. Under no circumstances are bags and purses permitted in the room where the dance is to take place. All such items must be checked along with any jackets/hats in the coat check provided.
6. All BT students must be prepared to show their Bishop Tonnos Student ID card upon entering the dance/social event. Bishop Tonnos students without ID cards may enter the dance if they have obtained a dance permission slip from school administration in advance.
7. No student or guest from outside the school may enter the dance/social event unless accompanied by a Bishop Tonnos student who has a BT Student ID with them. **The guest's name and phone number must be provided to the BT Student Council, along with the name of the BT student that is accompanying him/her one (1) week prior to the date of the event.** All guests will be subject to a background check by school administration. No student/guest shall be permitted to enter one (1) hour after the start of the dance/social event unless prior approval is obtained from school administration. Administration must be notified before 3:00 p.m. on the day of the event of the special circumstances that exist to warrant late admission.
8. A student whose guest fails to comply with school and dance/social event rules loses guest privileges for one (1) year and may be asked to leave the premises with their guest.
9. Being at a school dance under the influence of alcohol and/or drugs, or possessing or using drugs/ paraphernalia, alcohol or any other contraband at a school dance will result in the loss of dance privileges for a period of one year in addition to any other consequences deemed necessary by the school administration. ***Anyone who is found under the influence of drugs or alcohol, or having consumed any amount of alcohol/drugs will be isolated from the dance, and parents/guardians will be called.***
10. Be in appropriate **MODEST** dress in keeping with our Catholic values.
11. Refrain from inappropriate or suggestive dancing, such as grinding, etc.

12. Have a parent available to be contacted, in case the need arises, during the hours of the event.

The school administration reserves the right at any time to exclude/remove BT students and/or guests from participating in an event(s).

IMPORTANT: *The safety and well being of all students and staff is our top priority.* For that reason, searches and ‘pat downs’ will be conducted by professionals trained in such activity (Male and female personnel). The purpose of searches and “pat downs” are to ensure that students are not in possession of any contraband. Contraband is defined as anything illegal to possess. This includes but is not limited to: drugs, alcohol, and weapons. ***Bishop Tonnos School Administration, Teachers, Security, Hamilton Police Services and Venue Security will be on site for most events.***

USE OF AUTOMOBILES AND OTHER MOTORIZED VEHICLES ON SCHOOL PROPERTY

- It is a privilege for students to bring automobiles or other vehicles to school. It is expected that all Highway Traffic Act regulations will be followed.
- **Students must apply and be approved for a parking permit.**
- The speed limit will be strictly enforced
- Students will drive responsibly, i.e. no reckless driving, no tire squealing, no passing of school buses, or vehicles
- Students will obey all traffic signs and directions
- Students are ***NOT*** permitted to park in staff designated parking areas. **As a security and safety precaution, students may not sit in parked vehicles during school hours or congregate in the parking lot.** Students may also lose their parking privileges for inappropriate and/or dangerous driving behaviour. **The school and School Board are not responsible for any break-ins or damages done to one’s vehicle.**

Consequences for Misbehaviour

- Cars parked illegally or in an unauthorized place may be subject to ticketing and/or **towing at owner’s expense.**
- Cancellation of the privilege of bringing a motorized vehicle to school.
- Suspension and/or Police involvement.

Under the Education Act, school administration has the authorization to search personal vehicles, bags, all types of clothing, lockers, electronic devices, etc, for information/evidence and/or confiscate illegal drugs, alcohol or weapons. After which local authorities will be contacted.

RESPECT FOR AUTHORITY

In life, we have to respect the authority of people who have been given the right and the responsibility to impose acceptable standards. The school and your teachers have the authority, under the Education Act, to impose certain requirements on you for academic diligence and proper behaviour. Students are expected to:

- comply with the rules of the school and expectations of subject teachers in classrooms, corridors, Resource Centre, Cafetorium, and school grounds
- show respect to all staff in the school, such as office staff, E.A.'s, custodians, cleaning staff, Cafeteria lunch supervisors
- be courteous to people on public transportation, school buses, and others that may be present for school activities.

RESPECT FOR SELF

Students are expected to come to school and participate in school-related activities, free of the influence of alcohol or other mind-influencing drugs. Students must not carry or use illegal substances in the school or on school property.

RESPECT FOR PEERS AND OTHERS

Students are expected:

- to be courteous and considerate in dealings with other students and not to harass others verbally or physically
- to behave in a manner that will bring credit to the BT community daily at school or when participating in field trips, or extra-curricular activities
- to respect ethnic, racial, religious, academic, physical, gender, and cultural differences

Bullying of any form will NOT be tolerated and will be subject to appropriate consequences

- ❖ *Harassment can be, but is not limited to, misuse of power. It is unacceptable. Harassment includes unsolicited conduct, actions, beliefs, and attitudes that intentionally or unintentionally demean the victim and/or assert control and/or influence over the victim. Should this occur, victims should contact a Vice-Principal, Chaplain or Guidance Counsellor.*

RESPECT FOR PROPERTY

Students are expected to:

- treat the school grounds, building, furniture, fixtures, and lockers with respect, keep lockers clean and free of writing or stickers
- be in your assigned locker - any changes MUST be made through the Vice-Principal and an \$8.00 administrative fee will be charged for unauthorized locker changes and replacement of locks
- purchase their locks from the school or risk having them removed
- NOT to share lock combinations
- consume food and/or drink in the Cafetorium only
- conduct themselves appropriately on school buses - all school rules apply
- use garbage containers to dispose of trash
- keep backpacks in lockers - these are not permitted in classroom/library/teaching areas/cafetorium
- avoid using personal electronic devices in class or at school activities.

Any personal property brought into the school or on school trips or activities, such as and not limited to, cell phones, personal electronic devices, etc., is not covered by school insurance.

The school/Board is NOT responsible for the replacement of student's lost or stolen property. ***The school/Board is also NOT responsible for damage incurred to personal vehicles, motorcycles, bicycles, etc., while on school property or at scheduled school events.***

Anyone whose presence, in the Principal's judgment, is deemed detrimental to the safety or well being of others in the school or any persons who fail to report their presence to the main office are not allowed on school premises. Students are **NOT** to invite their friends to visit them at **ANYTIME** during the school day.

ACCIDENTS / INJURIES

All accidents/injuries **MUST** be reported immediately to the Main or Attendance Office so that proper medical attention can be administered and accident forms completed. Accidents that happen during class must be reported to the teacher immediately.

UNSCHEDULED TIMES

One of the aims of education is to develop, in students, the skills associated with time management. Making the most efficient use of time is tantamount to conserving an irreplaceable resource. To assist students in achieving the goal of efficient time use when they do not have scheduled classes, the following guidelines have been established:

- The cafeteria and library are available for studying during the hours when they are open.
- **In order to ensure no disruption of classes in progress, students are not permitted to wander, loiter, socialize, study or eat in the hallways or stairwells.**

STUDENT ACTIVITY FEES

Student Activity fees are voluntary amounts that are used to enhance students' school experience through materials and activities such as; **student agendas, student recognition programs, yearbooks, extracurricular activities, school dances, theme days, or other school council activities.** If students are able to pay, but choose **NOT** to, they may **NOT** have access to these additional activities or materials.

BISHOP TONNOS C.S.S. DRESS CODE

Compliance with the dress code is mandatory and the cooperation of the parents/guardians is expected. If the school administration determines that a student's dress or appearance is inappropriate, students will be sent home upon parental notification or will be detained from classes. Students are to be in compliance with the dress code when entering and leaving the school building and while on school grounds. There is to be no changing clothes or shoes at the lockers or in the halls.

The Catholic Secondary Schools of this city have a long tradition of having uniforms for their students. The Bishop Tonnos school community actively participates in this tradition. In addition to the practical considerations and security provided by a school uniform, the purpose of a uniform dress code is to impart to students the understanding that as individuals they are also a part of a greater whole, namely the Bishop Tonnos school community. Further, it is understood that academic education is a main function of any school, but as a Catholic school, Bishop Tonnos also embraces Catholic values and practices. Development of character and soul are important, and as a result, students of this school community have a responsibility to be respectful of others and to develop self discipline and self respect. These values are enhanced by a uniform code that represents Bishop Tonnos' philosophy and sense of community. Students at B.T. are required to adhere to the dress code at all times **including their study periods and during their lunch hours. Spirit wear, sport team uniforms or gym uniform items are NOT considered to be official school uniform items.** Repeat uniform offenses will be addressed by progressive discipline sanctions. Final decision

for non-compliance will be made by the Principal or Vice-Principal. ***These sanctions may take the form of a variety of consequences which may include lunch detentions (community service detentions - assisting custodial staff), being sent home and/or formal suspension.***

All items monogrammed with B.T. are available **ONLY** through the school's official supplier, **Bombardieri Uniforms**. Students **cannot apply** a BT logo to a non-uniform item.

Bombardieri Uniforms

448 Barton Street E. Hamilton ON L8L 2Y6

Phone: (905) 525-6684 Fax: (905) 525-5766

e-mail: info@bombardieri.ca.

THE SPIRIT OF DRESS CODE

While it is possible to list all that may be worn, it is not possible to address all the external trappings that some students might choose to adopt; this includes chains, jewelry (especially facial piercing), adornments, spiked bracelets/necklaces, excessive make-up, etc. **VISIBLE PIERCINGS ARE NOT ALLOWED** except for earrings of reasonable size and number. Taping over jewelry is not permitted. Chains and necklaces must be worn beneath the shirt.

JEWELRY/ACCESSORIES

Jewelry worn should not be excessive in size or number. It should not distract from or show disrespect for the uniform. Dog collars, spiked collars or wrist bands, belt chains, excessively heavy chains or jewelry depicting or using symbols that are not in keeping with the gospel values of the school will not be permitted. Facial piercing, other than unobtrusive ear piercing, is not acceptable. ***Any jewelry that is a safety concern shall be removed immediately upon the request of the teacher and/or administration.***

BELTS

Belts must be black or navy and fastened properly through all belt loops. Belt buckles should not be excessive in size or colour and should not depict or represent values contrary to those of the school.

I. REQUIREMENTS FOR FEMALE STUDENTS WHEN WEARING A KILT, PANTS or SHORTS

- B.T. Kilts must be of modest length (approximately 5 - 10 cm or 2 - 4 inches above the knee.) No alterations at the waistband or the hem.
- Dress shoes or running shoes may be worn. **Black opaque tights MUST be worn with the kilt.** No leg warmers.
- With pants or shorts, black or white SOCKS, visible above the ankle must be worn at all times.

II. REQUIREMENTS FOR ALL STUDENTS:

- **NO flip-flops, sandals, ballerina flats, work boots / KODIAK, CLOGS or CROCS of any type/style** will be permitted
- Black, school-issued PANTS with embroidered BT school logo. Pants must be worn at the top of the hips or waist. Pants must be fastened and zipped up at all times.
- **Cardigans, ONLY BT apparel MUST be worn under the cardigan. No Tank Tops, etc. are permitted**
- Oxford white SHIRT or BLOUSE with the BT school logo, tucked in and buttoned up.

- White or maroon POLO SHIRTS with the BT school logo. If undershirt is worn it must also be in school colours.
- **White or maroon** turtlenecks with BT school logo.
- Polar fleece PULLOVER, not hooded, in grey with BT school logo. Maroon SWEATSHIRT with BT crest and full zipper, or BT Jacket.
- **These must be worn over a school polo/oxford shirt.**
- Black walking SHORTS with BT school logo. **NOT GYM ATTIRE!**
- Pants must be completely zipped and buttoned. Waistbands are to be worn at the waist so that pants fit appropriately. Students must wear a B.T. uniform top. B.T. oxford shirts **must be tucked in** and the dress shirts must be buttoned **to the second button from the top**. Shirts and turtlenecks must **NOT** be altered or tapered.
- **ONLY** a plain **white, grey, maroon or black** T-shirt may be worn under a uniform top. **In addition, t-shirts MUST BE PLAIN with no logos, sayings, pictures or graphics of any kind.**

III. WHAT NOT TO WEAR . . .

- excessive personal adornment (i.e. facial piercing, jewelry, excessive make-up and/or hair styles, tattoos)
- clothing or adornments with graphics promoting unacceptable lifestyles, inappropriate or derogatory comments including references to sex, alcohol, drugs, racism or violence.
- tube tops, halter tops, cut-off tops, cut-off shorts, bare midriffs, muscle shirts, over the knee stockings, blue jeans, spandex pants, tights, lu-lu-lemon pants, yoga pants, strapless dresses/tops, spaghetti straps, see-through clothing.
- gym attire, i.e., shorts, t-shirt, sweat pants, hooded sweatshirt, outside of physical education classes.
- hats, headbands or bandanas
- wristbands, chokers and chains
- clothing with holes, rips or tears
- undergarments that extend below the waist and/or sleeves
- belts with metal studs or eyelets or large belt buckles
- pants that drag along the ground
- gang-related apparel and accessories
- outerwear, such as coats, jackets, pajamas, gloves, non-uniform sweaters, hats or head coverings/bands while in the building. ***Outerwear (HATS NOT INCLUDED) will be permitted in the halls ONLY when a student is proceeding directly out of or entering the school building from the outdoors.***

MODIFICATIONS TO THE UNIFORM

Modifications to the uniform of any kind are not permitted. This includes but is not limited to: rolling up of pant legs, splitting pant leg seams, tucking pants into socks or footwear, **altering (cutting long pants making them into shorts)**, or tying or fastening the uniform in any manner. No form of layering is allowed, e.g. lace tops. Kilts may not be rolled up at the waist or altered in any way.

PHYSICAL EDUCATION CLASSES

- Students enrolled in any physical education courses **MUST** wear the appropriate Bishop Tonnos athletic wear.

CIVVIES DAY

- On occasion civvies days will be granted. Students **MUST** wear appropriate attire that is conducive to the learning environment. Respectable (no holes, rips or tears, drag along the ground, etc) jeans are permitted on civvies days. Any other pant **MUST** fall below the knee (i.e. Capri pants). **UNLESS OTHERWISE STATED.**

Fitting correspondence will be sent to the home of the student to encourage parental support and intervention. Appropriate consequences will be in the form of; community service lunch detentions (assisting the custodial staff in the cafeteria and/or school grounds,) being sent home for the day and/or formal suspension. Students who cannot comply with the dress code will not be permitted to go to class.

Designated "Spirit Wear Days" will be scheduled throughout the school year in place of "civvies days" at Bishop Tonnos. Spirit wear is available through the Student Council for purchase by all students. Items include those sold by the Council as well as any Bishop Tonnos sports teams uniforms, or gym uniform items. If any student chooses not to wear spirit wear items, then full school uniform is mandatory. Any abuse of this policy will result in the student being sent home. **Spirit wear, sport team uniforms or gym uniform items are NOT considered to be official school uniform items.**

CLASS TRIPS

On class trips, students must be in uniform unless prior permission has been arranged by the Administration.

INCLEMENT WEATHER / WINTER MONTHS

SWEATERS: if students need a **SWEATER** for warmth it **MUST BE A BT UNIFORM SWEATER**. All other sweaters are to be placed in the locker upon arrival to school, until the end of the school day. **WINTER COATS/JACKETS** may be **CARRIED** during lunch period in the **CAFETERIA** and in the **LOWER FORUM** only (not in the servery). This is based on the recognition that students often go outside during lunch.

PLEASE NOTE: Students must be in **complete uniform, worn properly and modestly from 8:10 a.m. - 2:15 p.m. including lunch periods in all areas** of the school.

In emergency situations when the uniform cannot be worn, the student must bring a parental note of explanation to the school administration by 8:00 a.m. In these cases, students are expected to dress in clothing appropriate with the spirit of the dress code (e.g. plain collared shirt, dress slacks, etcetera). Inappropriately dressed students will

"Out of Uniform = Out of Class"

PREPARATION FOR CLASS

Students are expected to be prepared for each class:

- to have the notebooks, textbooks, and other necessary materials
- to be ready to participate in your lessons
- to have any assigned homework completed
- to hand in assignments on time
- to be well prepared for tests and examinations.

The better prepared you are for your classes, the better your chances of success.

LATES AND PUNCTUALITY

Regular attendance is defined in Ontario laws:

- "A pupil shall attend classes punctually and regularly." (Reg. 298, Education Act)
- "The parent or guardian of a child who is required to attend school ... shall cause the child to attend school." (Section 21 (5), Education Act)
- "A principal may suspend a pupil ... because of persistent truancy." (Section 23 (1), Education Act)
- "Regular attendance at school is critical for the students' learning and achievement of course expectations". (Ontario Secondary Schools Grades 9-12; Section 6.4)

Students are expected to be on time for each class throughout the day and for any co-instructional activity. Travelling time has been included between periods. You will be considered late if you enter the class after the bell has rung which begins the period.

Punctuality and promptness is extremely important in many aspects of everyday life: school, work, appointments, sport and club functions and activities, etcetera. The vast majority of lates can easily be prevented by thinking ahead and by proper planning and consideration. The consequences for lates are intended to encourage the student to improve on this practice. Students should carry books for the entire morning or afternoon to avoid arriving late. **Setting books in a classroom and leaving does NOT constitute punctuality for a class if the student returns after the bell.** Teachers will provide three minutes of in-class administrative time in addition to the two minutes of travel time between classes and will maintain records of lates and attendance.



1. Teacher records are considered to be the accurate records.
2. Student who are late are **NOT** to come to the Attendance Office but go directly to the class where the teacher will record the late. Late 1- 5 per class are dealt

with at the discretion of the classroom teacher. It is expected that teachers will contact the parents to inform them of this problem.

3. Students are to be sent to the Attendance Office on the **sixth (6th)** and succeeding lates. Students with five (5) unjustified lates will return to class with an admit slip and consequences.
 - 6th & 7th Unjustified lates. Student sent to Attendance Office for a scheduled conference with Vice-Principal, consequences given and letters or phone calls sent home.
 - 8th Unjustified late & subsequent lates. **Will be dealt with severe consequences which can include suspension.**

Students who arrive 25 min. late (or later) to class without a compelling reason will be marked as truant.

Period one (1) begins with the 8:00 a.m. bell. Students are expected to be in class, in their assigned seats when the bell rings.

When appropriate, correspondence will be sent to the home (e.g. phone call, letter, or parent conference) of the student to encourage parent support and intervention. Appropriate consequences will be in the form of; community service lunch detentions (assisting the custodial staff in the cafeteria and/or school grounds) or formal suspension. **As circumstances arise, a conference with the student's guidance counsellors and/or Chaplain Leader maybe scheduled as part of the progressive discipline process.**

ABSENCES

All absences from school must be cleared and/or justified by parents or guardians, within 24 hours of the said absence.

Regular attendance is important to your child's success in school and is REQUIRED BY LAW.

Students are expected to attend school regularly and to attend ALL classes, school-wide functions, assemblies and masses, etc. Failure to do so is regarded as being truant. Good attendance is essential if you are to be successful in school. Your parents are vitally interested in your academic success. Therefore, we insist on communication with them regarding absences from school. **The school reserves the right and is legally bound to require professional documentation for extended absences.**

A student who deliberately avoids coming to school, contrary to the wishes of the parent/guardian, is considered truant. Students who call themselves off from school (or for early dismissal) or have a non-parent guardian call and/or forge a note are also considered truant. **Students will NOT be given the opportunity to complete academic work/tests missed due to truancy.**

Habitual truancy will be reported to the school's Social Worker and Vice Principal. Truancy also includes skipping a class or classes. **A student who is chronically truant may be subject to suspension and/or expulsion.**

Students who are 18 years of age and older **MUST** complete the **NOTE SIGNING PERMISSION FORM (S18)** in order to sign their own notes. Students will then be allowed to sign themselves into or out of school **ONLY** if they have an **appointment or are ill**. **NOTE: A LIMIT OF FIVE (5) S18s REQUESTS ARE PERMITTED PER SEMESTER. If more are required a parent/guardian will be contacted to verify the request from the student.**

If you have to leave school during the day, or you feel ill, students must:

- report to the Attendance Office
- provide parental/guardian permission note if leaving for an appointment or to be excused from school during the school day
- make a telephone call (**at the attendance office**) to a parent/guardian to notify of illness and to arrange for means of getting home.

Failure to do so before leaving the school building constitutes truancy. No student should leave without signing out. Students truant for any classes may **NOT** attend or represent the school in any other school activity on that day. The school Administration reserves the right to require professional documentation for extended absences.

Note: School personnel are NOT permitted to dispense medication, e.g. Aspirin, Advil, etc.

If you are absent from the start of a school day:

- parent/guardian must call the school to notify the Attendance Office

- alternatively, a note from a parent/guardian must be provided to the Attendance Office **before 8:00 a.m.** upon your return

***If your son/daughter is absent, please call the school
(905) 523-2331 Ext. 3608 or 3617 (available 24 hours)
All students will be required to write examinations as scheduled. Please plan
vacations according to the ****EXAMINATION SCHEDULES**** for both semesters.
Examinations will not be rescheduled due to vacation.***

EARLY DISMISSAL

Students **MUST** report to the Attendance Office **before 8:00 a.m.** with a note from a parent/guardian to receive a sign-out slip.

Note: **Any false or forged notes, impersonating parents/guardians or altering an Attendance Card will be dealt with very severe consequences.**

If a teacher is not in the classroom at the beginning of the period, students are to wait in the class or at the door while one student inquires at the Main Office. Any decision to cancel a class will come from the school Administration.

Regarding participation in school dances or other extra-curricular activities, if a student is absent all day from school, he/she **may NOT attend unless permission from the Principal or Vice-Principals has been obtained.**

It is our intention to curtail absenteeism. Students who may be experiencing difficulties, frustration or personal challenges are encouraged to seek assistance from parents, teachers, guidance counsellors, chaplain, social worker, administrators and/or outside agencies.

UNJUSTIFIED MISSED CLASSES / TRUANCY

Regular attendance is vital to the process of learning and improves the opportunity for academic success. Only in class can students benefit from participative learning, social interaction and guided practice of newly learned skills. Absence disrupts the processes and content of learning, and impacts negatively on the sequence of instruction. Unnecessary absence is not being tolerated in the work-force for which students are preparing to enter after their school years. Students are expected to be present for all classes. Students who choose to miss classes will face consequences and parents/guardians will be contacted.

FIELD TRIPS, EXCURSIONS, SPORTS

While students are encouraged to participate fully in school-sponsored activities, **they are still responsible for work, tests, presentations and assignments in their classes.**

JUSTIFIABLE ABSENCE

Reasons for absenteeism include illness, bereavement, unavoidable medical or dental appointments, family emergencies, legal appointments, severe weather, field trips, authorized athletic events or other causes deemed appropriate by the Administration.

UNJUSTIFIABLE ABSENCE

Reasons include working, studying for tests, shopping, vacations, driving lessons, sleeping in, babysitting, hair appointments or other reasons deemed unacceptable by the Administration.

It is **your responsibility** as a student to attend **ALL** of your classes. If **you choose** to be truant, then you will deal with the consequences and are responsible to make up work for all classes missed. **A PARENT CANNOT on their own judgment, give a student permission to miss classes, (i.e., to complete homework/assignments or attend a school event/trip, etc.).** Teachers' records are considered to be accurate.

Students who are truant during a scheduled test, presentation, etc., may receive a zero "0" mark.

➤ 1 st and 2 nd incident	✓ Attendance Profile and/or assignment for parent signature.
➤ 3 rd incident	✓ VP conference and letter or phone call sent home
➤ 4 th incident	✓ Will be dealt with severe consequences which can include

- ❖ ***As circumstances arise, a conference with the student's guidance counselors, Chaplaincy Leader and/or social worker may be scheduled as part of the progressive discipline process.***

Appropriate consequences concerning incidents 1-3 (along with the above) will be in the form of; written work, community service lunch detentions (assisting the custodial staff in the cafeteria and/or school grounds). The school's voice messaging system is on **24 hours a day** and the attendance office number is **(905) 523-2331 ext. 3608 or ext 3617**.

- ❖ ***Students must accept the authority of the attendance secretaries and show appropriate respect. Discourteous attitudes and offensive language will NOT be tolerated. Very severe consequences will ensue.***

CHANGE of ADDRESS / STUDENT CONTACT INFORMATION - PLEASE NOTE:

If at any time during the school year, there is a change of address or telephone number, **notify the school immediately in writing**. It is especially important to notify the office of changes in the emergency contact numbers.

TELEPHONE MESSAGES:

Personal messages **cannot be relayed** to students through the main office/attendance office except in the case of extreme emergency. Reminders of appointments, home responsibilities, employment information and other such items are best done at home.

DROP OFF and PICK UP of STUDENTS:

- **We ask that you use Panabaker Drive at the front of the school to drop off and pick up students and not drive up the laneway leading to the front doors blocking school bus loading zones.**

PLEASE DO NOT STOP OR PARK IN THE **NO STOPPING ZONES** WHICH ARE CLEARLY MARKED IN THE PARKING LOT AT THE FRONT OF THE SCHOOL. **REFUSAL TO COMPLY WITH A REQUEST TO MOVE A VEHICLE WILL RESULT IN THE SCHOOL ADMINISTRATION CONTACTING THE CITY BY-LAW ENFORCEMENT OFFICERS AND/OR POLICE.**

MISSED TEST / FINAL EXAM POLICY

Students are expected to write all major tests on designated test days. For any student who has missed a test due to illness, the following will apply:

- A note from parent is required to be given to the classroom teacher.
- The teacher may arrange the retest time and place according to department policy.
- Arrangements for retests should be made immediately upon return to school.

Students who are 18 years of age or older and choose to sign themselves out accept full responsibility for missing tests and assignments.

FINAL EXAMS

All exams must be written on the scheduled dates that are given in the Student Agenda Book. **Vacations, summer job orientation/interview, etc. will not be accepted as a valid reason for missing a final exam.** Students who choose to be absent from school during the final exams **will forfeit their exams and will receive a mark of zero (0) for all exams missed.** Students who are absent from school during exam days due to severe illness **MUST provide a note from a doctor stating the nature of the illness.** Exams may be rescheduled with proper doctor documentation and permission from the Vice Principal and Principal. Truancy from class and missed tests or exams will result in poor marks. **Note: Arrangements will be made by School Administration to facilitate exams for any student who is under suspension from school.**

PERSONAL VACATION

Regular attendance is essential for school success. An extended absence from school is discouraged as it can seriously jeopardize marks and granting of credits. However, in the event of a personal vacation, the student must:

TWO WEEKS PRIOR TO ABSENCE:

- obtain from the Attendance Office, and have teachers complete, a Personal Vacation form

- provide a parental signature
- submit to Administration for notification and **approval**

EXAMINATION PROTOCOL

All students will write their exam in their own classroom, with their own teacher supervising the exam on the following schedule:

DAY	PERIODS
Day 1	All Period 1 classes will be writing exams.
Day 2	All Period 2 classes will be writing exams.
Day 3	All Period 3 classes will be writing exams.
Day 4	All Period 4 classes will be writing exams.
Day 5	All Period 5 classes will be writing exams.

Students are aware of the new examination schedules and will follow the protocol outlined using the Exam Day-Class Period model. This mirrors the students' daily timetable for course and section, teacher and classroom. **The week to 10 days before examinations begin is designated for in-class examinations and culminating activities. These activities will not be rescheduled for vacations. The expectation is that students are present for all in-class examinations and culminating activities.**

In the case of school closure due to an emergency, the schedule will be delayed by one day, (Tuesday being the "Emergency School Closure day", exams scheduled for that day will be moved to Wednesday and so forth to complete the schedule cycle.)

TEXTBOOKS

Students are responsible for all textbooks issued to them by the school. Textbooks must be returned in good condition, when the course is completed, or the student moves. Lost, stolen, or misplaced textbooks **MUST** be paid for by the student. The replacement cost will be refunded, if the textbook is found and returned later. ***Defacing textbooks with writing/drawings that project racism, sex/sexism or any other unacceptable lifestyle will NOT be tolerated. Severe consequences will be administered and FULL reimbursement of damaged textbooks will be expected.***

SCHOOL BUSES

REMEMBER TRANSPORTATION IS NOT A RIGHT, BUT A PRIVILEGE

The reality of our school community requires that we make use of many school buses. Buses are required for the regular morning and evening runs as well as special events such as field trips. Other than the bus driver, there is no other adult supervisor on board. Therefore, the driver must safely operate the moving vehicle and at the same time assume the responsibility of all the passengers. Please take note that in order to promote proper behaviour and safety, it may be necessary to use a video camera to monitor student conduct on the school buses. Bus passes with photo I.D. will also be issued early in Semester I and must be produced or surrendered upon demand to the bus driver or administration.

As a student community who appreciates the need for this service, you should strive to assist the driver in every way possible. The responsibility for the safety of this bus falls directly on all those on board. Therefore, students are expected to cooperate with the driver. **Misconduct while riding the school bus or at stops may result in a student being suspended from riding the school bus, losing his or her transportation privileges or formal suspension from school.**

This also includes actions such as abusive language, littering, and damaging or loitering on private property. Riding the bus is a privilege, not a right. It can be revoked by the administration as a consequence of inappropriate behavior. The HWCDSB is committed to providing students with a safe and respectful 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 Busses have been established for your child's protection.

Specifically, you are asked:

1. to remain seated
2. to refrain from putting your arms or head out of the window
3. to refrain from littering on the bus
4. to refrain from throwing things from the bus
5. to keep noise levels low, so as not to distract the driver
6. to act as good citizens while waiting for or walking from the bus
7. to act maturely while on the bus
8. talk quietly and do not use obscene language or gestures
9. no rough housing with other students
10. respect for operators and supervisors is expected – obey all directions
11. inappropriate behavior will be reported to the school administration
12. respect the property of others – **do NOT vandalize the bus** – you will be responsible to pay for all damages to bus and/or equipment
13. learn all emergency procedures.

Your support and cooperation will go a long way to build a positive, community image as well as to increase the safety of all those who need and appreciate this service.

Note: **Students who are bussed MUST only ride the bus to which they have been assigned by the Transportation Department of the H.W.C.D.S.B. Permission will NOT be given to ride on another student's bus.**

STUDENT SERVICES

The Student Services / Co-Op offices are located adjacent to the rear main entrance of the school. As young people progress through high school, they must learn to make independent and responsible choices about themselves, their education plans, and their career opportunities. It is the task of Guidance Counsellors and teachers to assist students and their parents in this decision-making process by ensuring that students benefit from accurate and current information. Ensuring that the students have fulfilled the entrance requirements for post-secondary and career plans is a major objective of this department.

STUDENT SERVICES

Counsellors can help students with difficult problems by exploring alternatives so that they may be able to reach effective decisions. The following services are offered:

1. Personal counselling relating to the student's academic growth:
 - studying for success
 - evaluating interests and attitudes
 - learning time management skills
 - learning skills to cope with stress
2. The Career Information Centre with up to date information about apprenticeships (OYAP), colleges, universities, Ontario Student Assistance Programme, Scholarships, and much more
3. Transcripts and letters of reference
4. Career Information - books, guest speakers, Internet sources such as www.studentcounsellor.com and www.pathtosuccess.ca.



Students are organized according to grades but students may speak with whomever they wish for personal counselling. Counsellors also provide information about family counselling and other social services. **Parents may contact counsellors to arrange interviews by phoning the school at (905) 523-2331 ext. 3618.**

DROP-IN RESOURCES

Students are encouraged to drop in anytime during lunch, before or after school, or during a free period to use our resources. Our Career Centre has information about the many fields of employment, colleges, universities and other educational resources. **Computers are available in the guidance office for pathway based research.**

STUDENT SERVICES APPOINTMENTS

Appointment Request Slips are available in the Student Services office. A slip will be sent to you through your classroom teacher indicating the date and time of your appointment. This same slip, signed by the counsellor, will serve as an admit slip when you return to your classroom.

TIMETABLES

Each student will have an individual timetable. It is, in reality, a contract for your year's work. Only under exceptional circumstances will changes be considered outside of the normal course selection - option sheet and registration - time lines.

COURSE CHANGES

Students are scheduled for a full four-credit programme each semester. Grade 12 students who have met diploma requirements are permitted to have a study period - consult your counsellor. Before any course change, students will consult with their counsellor **and must continue to attend class until the required consent forms are returned to Student Services and the change is approved.** Course changes must be completed **within**

deadlines to minimize disruption to classes and maximize the student's ability to meet academic requirements.

TIMETABLE REDUCTION POLICY

Ontario Secondary Schools Grades 9 - 12: Program and Diploma Requirements Ministry of Education Training 1999

1. Students in Grades 9 to 11 are expected to complete eight courses.
2. A request for a timetable reduction must meet the following criteria:
 - It will not change the student's diploma eligibility criteria.
 - The student must fully participate in the course until the preliminary reporting period.
 - Eligible students may request a timetable reduction.
3. Under exceptional circumstances and with the permission of the Principal, students may request a timetable reduction beyond the adjustment week.

DEADLINES AND FULL DISCLOSURES

Please note that all course changes are subject to full disclosure regulations as established by the Ontario Ministry of Education. Please consult your Guidance Department for information on important course add/drop deadlines during the School year.

CHRISTIAN SERVICE/COMMUNITY INVOLVEMENT

All students must complete forty hours of community involvement as part of the **requirements for an Ontario Secondary School diploma**. The purpose of community involvement is to encourage students to develop an understanding of the various roles they can play in their community, to help them develop a greater sense of belonging within the community and to promote Christian values. The forty hours is not part of a credit course and is to be completed outside of regular classroom hours. **The 40-hour requirement may be completed at any time during the student's secondary school experience**. Students, along with their parents, have the responsibility for selecting their own Christian Service experience. Guidelines have been established by the Ministry of Education and the Hamilton-Wentworth Catholic District School Board. More details can be provided by the Christian Service Animator at each school.

OTHER CREDITS

If a student completes a recognized Ontario credit outside of Bishop Tonno's Catholic Secondary School, a report card with official documentation in support of said credit must be given to a school counsellor or the Student Services secretary so that the mark can be recorded on the Ontario Student Transcript.

HONOUR ROLL ELIGIBILITY

FOR HONOUR ROLL:

- ❖ Students in Grades 9, 10 and 11 must achieve an overall average of at least 80% in eight courses.
- ❖ Students in Grade 12 must achieve an overall average of at least 80% in six courses.
- ❖ Only day school courses completed between September and June at Bishop Tonnos C.S.S. will be considered for the Honour Roll.
- ❖ The names of the qualifying students will be posted in a display case and those students will be acknowledged at an assembly and may also be listed in the yearbook.

GRADUATION CEREMONY ELIGIBILITY

To participate in the June Graduation Ceremony at Bishop Tonnos, it must appear likely on the 70th day of the semester that the student will qualify for an Ontario Secondary School Diploma at the end of the semester. As well, the school requires successful completion in the Grade 12 Religion program (or the Religion course taken in the Graduation year if this is not Grade 12). This includes participation in the Grade 12 retreat. If a student is not achieving success due to neglect of responsibility or absenteeism, as judged by the principal, he/she shall not take part in the graduation exercises. ***To qualify for a diploma, students must have the potential to pass courses to earn 30 credits (including all compulsory ones), complete the 40 hours of Christian Service and pass either the OSSLT (the Ontario Secondary School Literacy Test) or the Ontario Literacy Course.***

EVALUATION

On-going evaluation identifies difficulties quickly and allows students/parents to take prompt remedial action. Teachers use a variety of evaluation techniques to build a student's mark. Evaluation is meant to be constructive and continuous, to increase a student's sense of self-worth and to emphasize what is important in a student's learning. In addition to outlining expectations for performance and attendance, each teacher will give students information regarding methods of evaluation at the outset of classes.

STUDENTS' RESPONSIBILITIES WITH RESPECT TO EVIDENCE FOR EVALUATION

It must be made clear to students that they are ***responsible for providing evidence of their learning within established timelines***, and that there are consequences for cheating, plagiarizing, not completing work, and submitting work late. **Regular school attendance is crucial to the development and education of children.**

REPORT CARDS AND MARKS

During the course of the school year you and your parents or guardians will be informed of your progress (see school calendar section for dates). Reports will include a mark based on assignments and tests completed to that point, on your attendance record, and your learning skills competencies with teacher comments.

PARENT-TEACHER INTERVIEWS

Parent-teacher interview opportunities are given twice a year, in November and April. They are timed to be convenient to parents who work, and are an opportunity for parents to meet

with each of their son's/daughter's teachers for two-way discussion and feedback regarding progress and, if necessary, concerns. It is a valuable opportunity for brief, but important consultation. Parents should make every effort to attend. If possible, they should come prepared, and discuss beforehand with their son/daughter any issues that are likely to come up.

ON-GOING CONTACT

Bishop Tonnos CSS sees parent-teacher contact as an important part of our educational process and philosophy. Teachers may call parents at any time that they have concerns (or compliments!), and parents may contact teachers by leaving a message at the school office. Both are important, and both should be helpful and constructive.

Appropriate and timely communications on an ongoing basis between teachers and parents in both directions should ensure that parent-teacher interviews do not contain surprises for either party, but constitute stages in a step-by-step deepening of understanding.

In addition, Guidance staff is always available to speak to parents, and further enquiries may be directed to Administration.

CO-OPERATIVE EDUCATION

WHAT CO-OP DOES FOR YOU:

- provides the opportunity to learn in a different way
- provides two credits for an extended learning and work period
- provides a chance to explore a possible career
- gives experience in the real world of work
- is available to all students in senior programmes
- lets you apply school knowledge to a workplace
- lets you learn from experts in a field
- provides the opportunity to meet new people and make new friends
- allows you to gain experience for future jobs
- is valuable for community college and university
- provides possible reference from employer
- develops personality, confidence, decision-making skills and responsibility
- allows you to be involved
- develops hands-on employment skills



WHAT CO-OP EXPECTS FROM YOU:

- choose Co-Op on the option sheet
- obtain interview with a Co-Op teacher to ensure that requirements are met
- learn how to write a resume and submit one
- attend an interview to meet the employer
- mutual agreement of employer and student will result in placement
(students should talk with teacher and parents before making the decision final)

- student's timetable will include two periods of Co-Op per day (three hours per day, either a.m. or p.m.)
- successful **completion of "in-school" component** at the same time as or prior to the Co-Op experience
- positive attitude, above-average attendance, above-average punctuality, co-operation throughout the Co-Op placement and in-school courses in which the student is enrolled.

CO-OP REQUIRES COMMITMENT

Parents and students need to understand that in order to place a student on the Co-Op Programme, there is an in-depth process that must be followed (outlined above). Once a work placement has been finalized, and the student's timetable is confirmed, the timetable will necessarily be unalterable (unless there are extenuating circumstances that are approved by the Principal).

ONTARIO YOUTH APPRENTICESHIP PROGRAM - OYAP

Ontario Youth Apprenticeship Program is a two-year program, (Grades 11 and 12), that allows high school students to complete their credits for an O.S.S.D (Ontario Secondary School Diploma), and at the same time gain experience and skills towards apprenticeship qualifications. Students who identify their interest in OYAP while in Grades 9 and 10 have a real advantage with planning their program.

STUDENT SUCCESS

The Student Success strategy initiative was designed to ensure that our education system prepares every student for a successful future, whether that is a work placement with essential skills, an apprenticeship, or post-secondary education. The underlying theme is the importance of giving all students hope for the future. Student Success is concerned with improving achievement for all students. It is based on the belief that **every student** deserves a good outcome from his or her education, and that outcome should fit each student's potential. It is about recognizing, nurturing, and celebrating the strengths of all students

THE SCHOOL SOCIAL WORKER

Students, families and staff of the Hamilton-Wentworth 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 and personal matters. Students seeking an initial, private consultation should confer with the Vice-Principal or Guidance Department for a schedule of times when the Social Worker will be available.

PUBLIC HEALTH SERVICES

School Program Public Health Nurses (PHN):

Partner with schools to create healthier school communities; Provide population health data, resources, and consultations to all schools; Engage the whole school community (students, school staff, parents, caregivers, and community partners) to co-develop school health plans for identified schools. Contact your school's PHN through healthyschools@hamilton.ca or by calling 905-540-5018

Healthy Schools Website www.hamilton.ca/healthyschools

See **Health Resources for Schools** for information on:

Vaccines & immunization clinics; Dental programs & services; Bug Busters clinics (head lice); Visual health & screening; Variety of health topics

Immunization & Vaccine Reporting

Elementary and Secondary school students in Ontario must provide an up-to-date vaccine record to Public Health as regulated by the Immunization of School Pupils Act (ISPA). Parents\caregivers are responsible for notifying Public Health each time their child receives a vaccine. Students may be suspended from school if their vaccine record is not up-to-date with Public Health.

In the event of an outbreak, Public Health needs to have vaccine information for all school-aged children to protect the community from vaccine-preventable diseases.

Reporting Vaccines to Public Health www.hamilton.ca/reportingvaccines

- **Online:** www.hamilton.ca/reportingvaccines **By phone:** 905-540-5250
- **By fax:** 905-546-4841 or **mail:** Vaccine Program P.O. Box 897 Hamilton, ON L8N 3P6

Visual Health & Screening

Did you know that 1 in 4 children have problems seeing? This can affect their learning and development. Children may not be able to tell you they are having problems seeing. It is important for all children to have a full eye exam with an eye doctor (optometrist).

- OHIP covers annual eye exams for all children under age 20
- Children aged 6 to 19 need an eye exam every year
- To find an eye doctor visit www.findaneyedoctor.ca

Public Health Services Dental Programs & Services

905-546-2424 ext. 5369 or www.hamilton.ca/dental

- **Healthy Smiles Ontario (HSO)** – for eligible low income families which covers the cost of dental care for children & youth under 18 years of age;
- **Community Preventive Clinics** - free dental screenings, preventive dental services, and dental health information for children & youth under 18 years of age;
- **Downtown Dental Clinic** – for children in the Healthy Smiles Ontario program or those who have low income; some adults may also qualify for treatment. Call to book a screening: 905-546-2424 ext. 3789 or email dentalclinic@hamilton.ca, Robert Thomson Building, 110 King St. W., 3rd floor;
- **Dental Health Bus** – free emergency dental care for those with limited income and no dental coverage; Call 905-546-CITY (2489) for hours and locations.

ANAPHYLAXIS POLICY

All students and parents/guardians must be aware that we have students in our school who are known to have a potentially life-threatening allergy called Anaphylaxis. Anaphylaxis is a **severe life threatening form of allergic reaction**. This may lead to coma and **death**. Foods such as peanuts, other nuts, fish, shellfish, eggs, milk, and wheat as well as insect stings from bees and wasps, latex products and medication, are the most common allergies that produce anaphylaxis. Anaphylaxis requires **immediate** first aid response and **immediate** medical intervention.

All students and parents/guardians are reminded of our Board's **Anaphylaxis Policy**. At Bishop Tonnos Catholic Secondary School we have Emergency Guidelines, which clearly state what medical procedures must occur for those students who have various life-threatening medical conditions. **AS SUCH, NO FOOD SHALL BE BROUGHT INTO ANY CLASSROOMS AND IS THEREFORE RESTRICTED TO THE CAFETERIA ONLY. STUDENTS ARE ENCOURAGED TO WASH THEIR HANDS AFTER EATING.**

For more information please visit: <http://www.hwcdsb.ca/board/policies/>

ELEVATOR PRIVILEGES

Students with a medical condition requiring use of the elevator must present a written request on a physician's stationery or prescription form. The time period (*starting date and ending date*) for the need of the elevator must be included on the request (*until further notice is not acceptable*). If the medical condition persists beyond the ending date, a new physician request must be submitted with another ending date. Students will be permitted to use the elevator as long as medically necessary and documented by a physician. A **\$5.00 deposit (non-refundable if lost)** is required to get an elevator key. This deposit will be refunded when the key is returned.

Please note: Only the student with documented medical condition will be permitted to use the elevator.

STUDENT ACCIDENT INSURANCE

The **Hamilton-Wentworth Catholic District School Board** does **NOT** provide accident insurance coverage for student injuries that occur on school premises or during school activities. Some injuries incur medical, dental or other expenses that are **NOT** covered by provincial healthcare or employer group plans. As a parent or guardian, you become responsible for these expenses.

We do make available an Accident and Life Insurance Program for students. Participation in such a program is voluntary and the costs are to be paid by the parent or guardian. For your convenience, we have arranged a Student Accident Insurance Policy exclusively through RELIABLE LIFE INSURANCE COMPANY.

This program offers a variety of plans and benefits at affordable prices.

Benefits included are:

- Dental expenses (resulting from an accident)
- Total and permanent disability
- Paralysis/loss of use
- Special disability benefits
- Death benefits
- Eye glasses



Purchasing Student Accident Insurance is strongly recommended, especially if your child participates in athletic or other co-curricular activities on or off school property. All rates are one-time annual premiums. Family rates for three (3) or more children are also offered. The insurance agreement is between you and Reliable Life Insurance Company. If you wish to subscribe you may apply 24/7 at www.insuremykids.com. Any questions should be directed to Reliable Life Insurance Company toll free at: 1-800-463KIDS (5437).

ACADEMIC ELIGIBILITY POLICY FOR CO-INSTRUCTIONAL ACTIVITIES

1. Any student not meeting the academic standards (ie failing, truancy, etc) of Bishop Tonnos CSS may become ineligible at the discretion of the Principal.
2. Team, club, or group members may be removed from an activity at any time by the Administration for disciplinary purposes.
3. Should there be extenuating circumstances, the coach or supervisor of an activity may appeal to the Principal on behalf of the student.
4. ***A student who transfers from another school is ineligible to play until his/her eligibility has been successfully appealed through the co-instructional head or principal to the appropriate sports governing body.*** A transfer student should make his/her intentions known to the co-instructional head immediately upon arrival.

STUDENTS WHO PARTICIPATE IN CO-CURRICULAR ACTIVITIES, MUST ATTEND ALL SCHEDULED CLASSES ON THE DAY OF THE ACTIVITY UP TO THE DESIGNATED TIME OF DEPARTURE. STUDENTS NOT IN FULL ATTENDANCE AT CLASSES WILL BE BARRED FROM PARTICIPATION.

fun and enjoy ourselves.

SPECTATORS' CODE OF CONDUCT

High school sports offer many benefits for its participants, both players and team supporters. It enhances the morale of a school community and increases school spirit. Fans are most welcome at athletic events. However, fans only have a positive role to play, and are expected to follow these guidelines to contribute to their teams, to the athletes, and their school. Failure to do so may result in their removal from that game and future events by an adult in a position of authority (coach, teacher, administrator or convenor). The site convenor has the authority to deal with infractions as he/she deems appropriate.

1. Fan support should be positive and reflect Christian ideals.
2. Obscenities, derogatory comments or offensive behaviour will not be tolerated.
3. Taunting of players, officials, or opponents is not acceptable.
4. Loud-hailers or similar noise magnifiers are not permitted.
5. Fans must stay off the playing surface before, during, and after games except for authorized cheerleaders.
6. Provocative signs are not permitted at games
7. Damage to any game facility will result in permanent banning from further games.
8. Any fights or provocation will result in permanent banning from further games.
9. Fans must heed the instructions of school supervisors at all times.

**HAMILTON WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD
SPECTATORS' CODE OF CONDUCT**

1. Cheer positively for all athletes.
2. Do not criticize officials, players, coaches or opposing fans.
3. Stay off the playing area.
4. No profanity, taunting, confrontations, loud hollers, air horns or unapproved signs.
5. Show respect for the facility, the administrators and for each other.



FAILURE TO ADHERE TO THE ABOVE CODE OF CONDUCT MAY RESULT IN TEMPORARY OR PERMANENT REMOVAL, SUSPENSION FROM SCHOOL, OR SUSPENSION OF THE GAME.

Visit www.hwcdsb.ca/athletics/codeofconduct/ for the complete Code of Student and Parent conduct.

ELIGIBILITY FOR CO-INSTRUCTIONAL ATHLETIC TEAMS

1. Transfer students are *ineligible for all athletic teams unless prior application and approval are obtained from the principal and superintendent.*
2. In addition to the above eligibility for co-instructional activities student athletes must carry and maintain a full academic course load.



FITNESS CENTRE USE POLICY

Use of the weight room and the equipment is permitted only when the room is **supervised by the appropriate teacher and/or team/club adult/coach.** Students are never permitted in the weight room unless proper supervision is present. **Students are NOT permitted in this area during class periods even if a teacher/coach is present.**

- Physical education classes take priority over other group users;
- Equipment is to be used appropriately for exercises outlined by the teacher/coach as part of the program; Equipment must be cleaned and wiped off after use;
- All weights must be returned to the storage racks immediately after use;
- Weights must not be rested on the benches at any time;
- Any abuse of equipment will not be tolerated and privileges will be revoked;
- All students must wear proper workout attire: this includes school gym uniform or t-shirt (no tank tops), shorts or sweat pants or running shoes;
- Gym bags/backpacks are not allowed in the Fitness Centre;
- Students cannot change in the Fitness Centre;
- No food or drink is allowed at any time; water bottles only;
- Loud and/or vulgar music is not permitted at any time;

- Spectators are not allowed;
- Teacher/coach supervisor is responsible for opening and locking the Fitness Centre

SPECIAL EDUCATION RESOURCE

Every student has the opportunity to achieve success at Bishop Tonnos Catholic Secondary School. Appropriate individualized and group approaches for remediation and enrichment are provided by the Special Education Resource Department.

The Special Education Resource Department works closely with the staff to assist with appropriate accommodations, modifications and alternate programming in our efforts to meet the needs of all identified students.

There is a wide range of strategies used to support individual needs. These include an alternate setting for tests/exams, one-on-one testing, individual and group remediation, test preparation, study skills, job coaching, work experience, information seminars and contests.

Special Education Resource Teachers and Educational Assistants are available to students identified through the Identification Placement and Review Committee (I.P.R.C.) Process or to students referred for individualized assistance in our efforts to provide the supports needed for success.

ACADEMIC HONESTY VERSUS DISHONESTY

Our Hamilton-Wentworth Catholic District School Board Mission Statement clearly expresses that its mission is to “. . . enable all learners to realize the fullness of humanity of which our Lord Jesus Christ is the model.” This will occur “. . . if learning takes place in an appropriate and challenging environment . . . which reflects Gospel values and responsible use of . . . resources . . .” and “. . . promotes academic excellence and clear indicators of achievement.” All students at Bishop Tonnos Catholic Secondary School, therefore, have a faith-strengthened obligation to practise academic honesty for it is the foundation of true learning and achievement.

Academic dishonesty, however, violates not only Gospel values but also societal values and cannot be either condoned or tolerated. Academic dishonesty may take many forms such as cheating on tests, plagiarism, or other fraudulent practices including the fabrication or distortion of ideas, facts, details, quotes, or source citations.

Bishop Tonnos, in keeping with other school communities, follows the growing success policy as it relates to cheating and plagiarism. See Assessment and Evaluation procedures. Since students at each grade level learn to improve their critical thinking and communication skills from constant assignment practice and from teacher feedback, ***this school expects and requires that any process work, finished product, and presentation whether in written, oral, artistic, electronic, or other form submitted by students for evaluation, must reflect their own effort, thought, and expression.*** Where there is evidence to the contrary in submitted process work, finished product or presentation, then students become subject to charges of plagiarism and its strict penalties.

BISHOP TONNOS ACADEMIC HONESTY AND PLAGIARISM POLICY

WHAT IS PLAGIARISM?

Plagiarism is the act of using another person's ideas or expressions in your work without acknowledging the source. To plagiarize is to give the impression that you have written or thought something that you have, in fact, borrowed from someone else. ***School Boards will develop policies outlined in the Growing Success Document, 2010, p. 42.***

Plagiarism includes using any kind of material in part or in whole from any source without acknowledgment as well as a varied range of academic fraud such as the following:

- § submitting the process work, products, and presentations of others as one's own such as from written, graphic, audio-visual, musical, artistic, scientific, mathematical, and electronic (software and Internet) sources;
- § recycling one's own work for more than one class without seeking permission and without informing the teacher beforehand that it has been submitted in another class;
- § receiving unfair contributory help (explained later) from another party whether in content or style in the preparation of a product.

HOW IMPORTANT IS PROCESS WORK?

Process work is extremely important because process leads to a product, and it is imperative that students keep and furnish their process work as proof that their finished product is not only a direct result of their own effort but is also their original work in thought and expression.

The process of researching a topic in order to arrive at a finished product - whether a report, an essay, or presentation - involves many stages: initiating an inquiry, accessing resources, gathering, evaluating, organizing, and presenting information. All these stages, however, must reflect students' own thinking and own style of communication developed through their own diligent efforts in order to improve their academic skills.

Therefore, in all subject areas, students are expected to:

- a) *make no changes to the thesis and the developmental arguments, supporting evidence and sources that have been approved by the subject teacher without the teacher's signed authorization;*
- b) *maintain evidence of process work in any assigned research task, showing a clear correlation, especially in note-taking, between this process work and the finished product;*
- c) *adhere to all process work submission deadlines, as there is no grace period for process work. Because process work is sequential, students will not be allowed to omit any stage and progress to the next stage of the process. For this reason, students will not be allowed to submit a finished product without process work or to make an end run and hand in the process work with the final product, even though they are willing to submit to the missed deadline penalties.*

*The finished product will be neither accepted nor evaluated by the teacher if unauthorized changes to the teacher-approved outline are made, if there is incomplete or insufficient evidence of process work, or if process work and finished product deadlines are not met. Such infringements may result in a **zero grade (0)** or that assignment.*

Parents will be informed of school assignments with any form of plagiarism. Students' marks will be penalized at the discretion of the teacher and/or administration.

WHAT IS THE PENALTY FOR ACADEMIC DISHONESTY?

Academic dishonesty is a very serious offence. At the college and university level, depending on the nature and extent, it has led to not only a zero grade for an assignment, but also failure of the entire course as well as expulsion from that institution. In the workplace - such as the world of journalism - academic dishonesty has led to severe censure and job loss, not to mention lawsuits.

We urge our students to always practice academic honesty, for any breach of it in the work that they submit not only is costly in terms of marks but also may cause serious damage to their academic credibility and reputation. There is no defence for any form of academic dishonesty, intentional or unintentional, for the latter is a result of ignorance and ignorance is no excuse in an academic institution that makes knowledge so readily available.

If students are ever in doubt as to whether something that they are doing constitutes plagiarism or not, then they should consult and seek clarification from the teacher well in advance of submitting an assignment or consult various on-line tutorials suggested by our school library that show students how to avoid plagiarism with examples of how to correctly use direct and indirect quotes, paraphrase, citations, and other devices and techniques.

CONSEQUENCES

- Reprimand
- Parent notification
- **"0" mark** on the assignment
- Referral to school administration
- Dismissal from extra-curricular activities
- Note in student discipline file
- Suspension



NOTE: Students must submit a paper copy of their process work and finished products, and may also be asked to submit an electronic copy if their teachers need to verify the originality of work submitted. There are many anti-plagiarism websites and services available that will enable teachers to check for academic dishonesty.

SCHOOL DOCUMENTATION

Any falsification of school documents will automatically result in a suspension

CHEATING

Cheating on tests, exams, ISU or assignment may result in an automatic mark of zero (0). The student may be placed on review by the Administration with regards to his/her continuation at Bishop Tonnos Catholic Secondary School.

PREVENTION GUIDELINES

- If possible, pick a topic that interests you
- Start the assignment early to allow yourself plenty of time to complete it

- Do not look for “short cuts”be prepared to think!
- Be confident in the value of your own ideas
- Be yourself in your writing
- Develop strong research and literacy skills
- Follow the research process and acknowledge your sources
- Adhere to all process work submission deadlines
- When in doubt, ask for clarification

LEARNING COMMONS INFORMATION CENTRE - LIBRARY

The Bishop Tonnos *Learning Commons* is a key place for students to develop inquiry & research skills, critical thinking, information literacy skills, and a positive attitude toward reading. *The Learning Commons* empowers students to learn and promotes the development of information, media and visual literacy skills needed for living in a modern world. This information rich and media savvy environment supports your learning to learn. The Bishop Tonnos *Learning Commons* supports student success. Our resource collection includes a wide variety of circulating and reference resources in print and electronic form. To provide opportunities for e-learning, our library features computers with Internet access including subscriptions to many online databases. Our school *Learning Commons* staff is committed to excellence and helping students to achieve their best. It is an academic environment that nurtures all learners to realize the fullness of humanity of which our Lord Jesus Christ is the model.

<http://btcs-lib.hwcdsb.ca>

APPLICATION FOR INTERNET ACCESS

The Board supports access by students to a wide range of information resources and the development by staff of appropriate skills to evaluate and integrate such resources in the school's curriculum. The Board therefore will:

- provide Internet access under the supervision of teachers in schools
- provide user ID's to students
- monitor accounts, when necessary, on the Board's network



Students are responsible for appropriate behaviour on school networks just as they are in a classroom or a school hallway. The network is provided for cultural enrichment to conduct research and to communicate with others.

In order to ensure proper use of the network, students are required to:

- use the Internet in schools under teacher supervision
- obtain permission from the teacher before using the network (when doing independent study)

Students are required to complete a Student Agreement Form for use of the HWCDsBNET and access to the Internet before being given Internet access through the school network(s). Such access is a privilege and will be granted only to students who agree to follow the guidelines established by the Hamilton-Wentworth Catholic District School Board.

NOTE: i) Students having attended elementary school within the Hamilton-Wentworth Catholic District School Board have already completed the Student Agreement Form and therefore are exempted from this requirement

- ii) All other registrants must complete the Student Agreement Form, the application for Internet access form which is available through the school office.

**BISHOP TONNOS ACCEPTABLE USE POLICY FOR COMPUTER NETWORK AND
INTERNET ACCESS**

The use of Internet access through Bishop Tonnos computer facilities must be in support of educational and research and consistent with the educational objectives of the Hamilton Wentworth Catholic District School Board. Your conduct when using Bishop Tonnos Internet connectivity to connect to another organization's network or computing resources must comply with the rules appropriate for that network. Transmission (receiving or sending) of any material in violation of any Canadian or Ontario regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material suggesting pornography, racism or sexism. Use for commercial activities by for-profit institutions is generally not acceptable. Use of product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.

INTERNET USE / LIABILITY

The Hamilton Wentworth Catholic District School Board makes no warranties of any kind, whether express or implied, for the service it is providing. The Board shall not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions caused by the Board and/or Internet provider, or by the user 's errors or omissions. Use of any information obtained via the Internet is at the user 's own risk. The Board specifically denies any responsibility for the accuracy or quality of information obtained through its services. **All users need to consider the source of any information they obtain and consider how valid that information may be. All users assume responsibility for all transactions private or otherwise.**

The use of the Bishop Tonnos Computer Network is a privilege and inappropriate use e.g. (intentionally disrupting network traffic or crashing the network and related systems) may result in severe consequences and/or cancellation of those privileges.

INCLEMENT WEATHER - SCHOOL CLOSURE

In the event that schools are closed or buses are cancelled due to extreme weather conditions, it is the responsibility of the students to inform themselves of school closure and/or bus cancellation. Details will be announced by the following Hamilton area television and radio stations:



**CHCH-TV Morning Live (Newscast Starts At 6:00 a.m.)
OLDIES 1150 AM (CKOC) BOUNCE102.9 FM
900 CHML/Y108 FM - 820 CHAM - WAVE 94.7 FM**

If buses are cancelled or schools closed, this announcement will be made by local radio stations at 7:00 a.m., whenever possible. If schools close early, announcements will also be made on the local radio stations. In addition, each school will initiate its procedures for notifying parents of early closures during periods of inclement weather.

We ask parents/guardians:

- § in the event of impending severe weather conditions, parents should consider the safety of their children in deciding whether or not to send them to school;
- § parents should stay tuned to the Hamilton area television and radio stations for weather reports and School Board announcements;
- § parents who, in spite of bus cancellation, drive their children to school, should ensure that their children can get into the school, and will be required to make the necessary arrangements for the safe return home of their children at the end of the day or in the event of an early closure. Buses that do not run in the morning will not run for the rest of the day;
- § phone calls to the school during severe weather conditions are to be made only in the case of extreme emergency;
- § parents shall be requested to provide the school with the name and telephone number of a neighbour alternate (someone who lives in close proximity to the home), who would be willing to act on their behalf in the event that they cannot be reached.

SNOWBALLS (0) ZERO TOLERANCE: Throwing snowballs is *prohibited on school property, or at any school-sponsored event* due to safety concerns. Severe consequences will be sanctioned to individuals who continue to throw snowballs. **Students/parents will be responsible for any property damage.**

LOCKDOWNS

In the event of an external or internal emergency, it may be necessary to keep all students in their classrooms for an extended period of time. A lockdown will be called for the safety and security of all members of the school community. Students are expected to remain in their classrooms and comply with teacher directions. Failure to do so may jeopardize their personal security and that of other students. ***On the advice of local policing authorities, cell phone use is PROHIBITED during a lockdown as it interferes with police communications.*** Lockdown drills are held over the course of the school year to ensure familiarity with procedures.

FIRE DRILLS

The repeated ringing of the fire alarm bell signals a fire drill. Students are to leave the buildings quickly and quietly via the nearest outside exit. Teachers and staff will direct the students to areas far enough away from the buildings to allow emergency equipment access. Once outside and away from the building, students must assemble with the teacher whose class they left and roll will be taken. If the evacuation takes place during an assembly, students are to assemble with their homeroom teacher/sub for roll. Students in offices are to assemble with the person they were within the office. Fire drills are held over the course of the school year to ensure familiarity with procedures.

WHAT IS THE PENALTY FOR PULLING A FALSE ALARM?

Pulling a false alarm is an offence under the Criminal Code of Canada. One who willfully, without reasonable cause, by ***outcry, activating the fire alarm or using phones to make terroristic threats as a 'prank' maybe subject to suspension and/or expulsion from the school, but a criminal record as well.*** When the alarm is activated, the responding fire crew is unavailable for calls elsewhere; the extra delay for response in an emergency elsewhere could cost a life. ***Students pulling fire alarms will be responsible for any fines levied against the school for the response of any emergency services.***



BISHOP TONNOS COMMUNITY HELP DIRECTORY

Crisis

Assaulted Women Helpline	1-866-863-0511
Catholic Children Aid Society	905-525-2012
After Hours	905-522-8053
Children Aid Society	905-522-1121
After Hours	905-522-8053
COAST Crisis Line	905-972-8338
Distress Centre	905-335-0100
Kids Help Phone	1-800-668-6868
St. Joseph (Emergency Psychiatric)	905-522-4941
Sexual Assault Centre (Emergency)	905-525-4162
Suicide Crisis Line	905-522-1477
Victim Services	905-546-4904



Police 905-546-4925 or 911

Counselling

Adolescent Community Care Program	905-524-2501
Alateen (Help for Children of Alcoholics)	905-522-1733
Alliance for Sexual Abuse Programs	905-523-1020
Alternatives for Youth (Drug & Alcohol)	905-527-4469
Banyan Community Services	905-544-7778
Bereaved Families of Ontario	905-318-0070
Birthright (pregnant teenagers)	905-527-3677
Catholic Family Services	905-527-3823
Chedoke Child and Family	905-521-7950
Child and Adolescent Services	905-546-2424
Community Counselling Centre of Hamilton	905-529-5400
Contact Hamilton	905-570-8888
East Region Mental Health Service	905-573-4801
Family Services of Hamilton	905-523-5640
Grace Haven (pregnant teenagers)	905-522-7336
Ontario Works (Welfare)	905-572-2796
Public Health (adolescent programs)	905-546-2424
Settlement and Integration Services Organization	905-667-7476
St. Martin's Manor (pregnant teenagers)	905-575-7500
St. Matthew's House (community support)	905-523-5546
Youth Employment Centre	905-522-4902



Crisis Accommodation

Brennan House (male & female)	905-577-1166
Good Shepherd Centre (male)	905-528-9109
Inasmuch House (abused women and their children)	905-529-8149
Interval House (abused women and their children)	905-387-9959
Martha House (abused women and their children)	905-523-8895
Native Women Centre (abused women & their children)	905-664-1114
Notre Dame House (Youth drop-in and hostel)	905-308-8090

Health Services

McMaster Hospital	905-521-2100
Hamilton General Hospital	905-527-0271
Juravinski Hospital	905-389-4411
North Hamilton Community Health Centre (teen clinic)	905-522-7778
St. Joseph's Hospital	905-522-4941

"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has." -Margaret Mead

WHAT CAN BE DONE TO STOP BULLYING?

What is bullying?

Bullying is a form of aggressive behaviour which involves the deliberate use of power to repeatedly hurt or intimidate another person.

Bullying may be:

- **Physical** - hitting, kicking, punching, inappropriate sexual touching;
- **Verbal** - name-calling, teasing, threatening;
- **Social** - excluding an individual from a group on purpose, spreading malicious gossip or rumours;
- **Computer-Based** - using the internet or e-mail to ridicule, spread rumours and threaten.

Bullying must be stopped because:

- being bullied hurts both physically and emotionally;
- victims of bullying may suffer depression, fear, humiliation, isolation and self-hatred;
- bullying behaviour may indicate other serious adjustment problems;
- bullying incidents may involve ganging up on one individual and may lead to the use of weapons to exact power;
- a bully may grow up to be an abusive adult.

Who is involved in bullying behaviour?

- **Bully** - an individual who deliberately tries to exclude, hurt, tease or threaten another person on a repeated basis.
- **Victim** - someone who is repeatedly excluded, hurt, teased or threatened by another person or persons.
- **Bystander** - a person who witnesses bullying behaviour and chooses not to come to the assistance of the victim.
- **Ally** - a person who observes bullying behaviour and intervenes directly on behalf of the victim or gets help from an adult.

What should you do if you are being bullied?

Bullying doesn't stop when victims are left to deal with the problem by themselves. Bullying often happens while other people watch, but most bystanders don't help the victim. If you are being bullied, tell an adult you can trust. Tell your parents or the Principal or Vice-Principal at your school. Go to your teacher or Guidance Counsellor and speak with him/her.

Be sure to clearly describe:

- exactly what happened;
- when and how often it has happened;
- where the incident(s) took place;
- who was involved;
- who else observed it happen;
- what action you have already taken.
- If you can't get anyone's attention or help, try writing it down and giving it to an adult you trust. Sometimes written reports are taken more seriously or make it easier for an adult

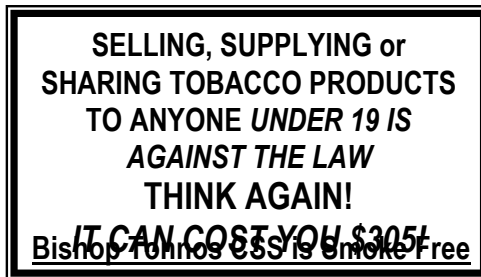
to give you the help you need. If you are afraid to tell an adult at school or home that you are being bullied, try calling the:

**Kids Help Phone (24 Hour Help Line)
1-800-668-6868**

Bullying behaviour is unacceptable and nobody has to suffer in silence.

If you observe someone being bullied, be part of the solution ***NOT*** part of the problem. Tell an adult and help to stop the bullying.

Only You Can Stop Bullying!



Smoke-Free Ontario Act

The Smoke-Free Ontario Act makes it illegal:

- For anyone (staff, students, visitors) to smoke, hold lit tobacco or cannabis products, or vape any substance in school buildings, on school property, or in public areas within 20 metres of school property at any time;
- To smoke or hold lit tobacco products or cannabis or vape in any vehicle on school property;
- To supply or sell tobacco products (cigarettes) and vapour products (electronic cigarettes) to anyone under the age of 19 on or off school property.

What happens if I sell or give tobacco or vapour products (even one cigarette) to a person under the age of 19?

- You can be charged and given a \$465 ticket or be issued a summons to appear in court.

What happens if I get caught smoking or vaping on school property?

- You can be charged by a Tobacco Enforcement Officer and given a \$305 ticket or issued a summons to appear in court.
- You could be subject to disciplinary measures through your school.

Contact Tobacco Enforcement Officers at (905) 540-5566 with any questions.

THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO
AMEND ANY PART OF THIS AGENDA BOOK FOR JUST CAUSE.



YOUR FRIENDS
YOUR SCHOOL
YOUR CALL!

TO ANONYMOUSLY REPORT
THEFTS, HARASSMENTS,
BULLYING, ASSAULTS, DRUGS
AND WEAPONS VIOLATIONS
THAT OCCUR ON SCHOOL
PROPERTY OR IN
THE COMMUNITY CALL

**DO THE RIGHT THING!
MAKE THE CALL!**

1-800-222-TIPS (8477)

www.crimestoppershamilton.com

\$\$ YOU CAN BE ELIGIBLE FOR \$\$

HELPFUL WEBSITES

www.kidsmentalhealth.ca

www.mindyourmind.ca

www.ay.on.ca

www.kidshelpphone.ca

www.youthnethamilton.ca

www.contacthamilton.ca

www.coasthamilton.ca

www.ouac.on.ca

www.electronicinfo.ca/en

www.cou.on.ca

www.collegesontario.org

osap.gov.on.ca/OSAPPortal

