



St. Thomas Aquinas High School

Parent and Student Handbook

Mission Statement:

St. Thomas Aquinas High School is a Catholic community committed to excellence in lifelong learning. Success for all will be achieved by educating students' minds, bodies, and souls through teaching respect, responsibility and Christian values.

Our Vision:

We are a community called by Christ striving for excellence in education.

*This is what the Lord
Asks of you
Only this
To act justly
To love tenderly
And to walk humbly
With your God.*

Micah 6:8

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Bullying Policy – Safe Schools Policy - see www.kcdsb.on.ca for the most recent policy documents

Our Values: Reflecting on the Body of Christ

A Compassionate Eye

We endeavor to emulate Christ's kindness and caring to all.

An Honest Tongue

We live truthfulness in our words and actions.

A Pardoning Heart

We strive to forgive and forget.

A Respectful Nature

We respond in wonder and awe of all of God's creation.

A Faithful Soul

We believe and practice the teachings of Christ.

A Responsible Attitude

We stand accountable for our words and actions.

A Mind for Excellence

We believe that we can accomplish anything leaning on the rock of Christ.

A Spirit of Integrity

We act justly, letting strong morals guide us.

Dedicated Hands

We believe that our devotion and determination will lead to excellence.

A Courageous Character

We accept challenges and get positive change.

Serving the Whole Person

We commit ourselves to providing for all our students' needs.

The Catholic Graduate Expectations:

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

ST. THOMAS AQUINAS HIGH SCHOOL **STUDENT EXPECTATIONS**

ADDRESS CHANGES

Changes in home address, home telephone number, parents'/guardians' daytime and evening phone numbers, and other pertinent social information **must be reported immediately to the office in writing.**

ADULT STUDENTS

While the school recognizes that students who reach the age of 18 are adults, the school also recognizes that parents may want continued contact about school-related matters. If a student is 18 or older, **it is the responsibility of the parent to contact the school should they want specific or ongoing information and contact.** If a student lives at home, his/her report cards will continue to be mailed to the parents.

ALLERGIES

St. Thomas Aquinas High School **bans all latex, nuts, and nut containing products.** At no time should any products containing these ingredients be brought into the school environment. Several of our students and staff have severe allergic reactions to products containing traces of these ingredients. Each staff member is trained on epipen use.

Parents are to complete the **Student Medical Alert Information Form at the start of every new school year. All staff and supply teachers, who may be in the school at the time of an allergic reaction, are provided with the medical information of these students.**

Students with severe allergic reactions are to carry epipens with them at all times. Parents are asked to provide an additional epipen that is stored in the main office or classroom with the student's Medical Alert Information.

ASSEMBLIES

Assemblies are an integral part of high school culture. **Attendance and participation at assemblies is compulsory.** Students are expected to sit with their class and teacher, and behave appropriately. On days the school follows a "Short Day" schedule because of assemblies or prayer services, students are required to attend the assembly or prayer service that occurs in the "extra" period. The extra period is not to be considered an extension of the lunch period for any student or staff.

ATTENDANCE POLICY

Please see this section in the Appendix in the STAHS Parent Handbook, or check online at www.kcdsb.on.ca.

ATTENDANCE PROCEDURES

Students who know they will be absent and know the classes they will miss are responsible for reporting to subject teachers to receive assignments they will miss and to complete all assignments before the next scheduled class, unless ill.

The Education Act states that a pupil is excused from school only if he/she is unable to attend by reason of sickness or other unavoidable cause.

If a student will be late or absent from school on any given day, parents/guardians are asked to call the school main office (548-8282) or Annex office (468-5444) and leave a message on the answering machine before 8:45 a.m. The Annex secretary is only available in the mornings.

In case of illness during the day, students are to report to the office. Students will be sent home only if they are too ill to return to class and only if the office obtains permission from the parents/guardians.

The school encourages parents to make dental, medical and other appointments out of school hours.

St. Thomas Aquinas High School uses a computerized telephone system to report absences to parents. If students miss school, the parents/guardians will be contacted by the telephone system the same evening and will receive a recorded message. The parents must telephone the school prior to 8:45 a.m. the following morning to verify the absence, or send a note as outlined below.

When a student has been or is going to be away:

A note from home or a phone call from parents or guardians **must** verify all absences from school, except those absences which occur under the supervision of the school. This note should include:

1. the date on which the note was written;
2. the reason for the absence;
3. the date(s) of the absence;
4. signature of parent/guardian.

There are three categories for student absences:

Excusable Absences, Explained Absences, and Unexplained Absences.

School Events – Excusable Absences

Students who are on school excursions approved by the Principal will have an excused absence. They are considered in school and representing the school, therefore not absent, since it is a planned and approved school event.

Personal Appointments with Parental Permission – Explained Absences

Occasionally, parents/guardians do require that their son/daughter be absent from class for legitimate reasons. Any time an absence occurs for this reason, parents or guardians must contact the main office (548-8282) or Annex office (468-5444) either through a phone message or a note prior to 8:45 a.m. on the morning of the departure. Students will then receive an Excuse/Admit slip to show to teachers for admittance to class and the teachers' Attendance Reports. The Annex secretary is only available in the mornings. VOICE MESSAGES ARE ACCEPTABLE.

Students Absence by Choice without Permission– Unexplained Absences

Students who are absent without school (Principal) permission or parent permission are inexcusably absent in all circumstances. Attendance is kept by each teacher and reported to the office on a daily basis.

Consequences

After each unexplained absence, parents will be notified by our computerized telephone message system. The school cannot take responsibility for computerized phone call messages made to the home that are not passed on to the parents/guardians.

Teachers will contact the parent/guardians when absenteeism is considered to be a problem. If, after teachers have contacted the home, and absenteeism continues to be a concern, the teacher will contact the vice-principal. The vice-principal will set up a meeting between the parents, the student, the teachers of the student and the vice-principal, to discuss attendance concerns. If, following this meeting, attendance continues to be a problem, the student will be referred to the System Attendance Counsellor. For chronic absenteeism:

- After 6 absences, the parents will be called by the teacher of the class involved to discuss attendance concerns.
- After 8 absences, the teacher of the class involved will arrange a meeting between the parents, the student, the teacher, and the vice-principal.
- After 12 absences, the teacher of the class involved will meet with the vice-principal to discuss the student's attendance and the circumstances surrounding it. A doctor's certificate may be requested in cases of lengthy illness.
- After a total of 15 absences, the student will achieve much less than the required 110 hours and would probably not be successful in the course.

BUSES

School transportation is provided for St. Thomas Aquinas High School students to and from school providing they meet the criteria set by the **Kenora Catholic District School Board and live more than 2.0 km away from the school for grade 7 and 8 students and 3.2 km away from the school for grade 9 – 12 students.** All students are expected to conduct themselves in a responsible, controlled manner. Undisciplined behaviour will result in disciplinary action. While on the bus, students are to follow the direction of the bus driver who acts as an agent of the school. Each student will be assigned to a bus route and must remain on **this bus only** until a change is approved by the transportation department.

CAFETERIA

Students in grades 8 – 12 have daily access to the cafeteria, unless otherwise notified. Students can purchase a complete lunch at the school if they so desire. The students have access to a microwave in the cafeteria to heat up their food. Students are expected to clean the cafeteria tables and deposit trash in the available receptacles.

Once a week, each grade 7 class has a cafeteria day (i.e. 7A every Monday) when they are allowed to go to the high school cafeteria for their lunch. Students can purchase a complete lunch at the school if they so desire. The classroom teacher may, for special occasions, make arrangements for their grade 7 students to have a different cafeteria day. The teacher will notify the parents well in advance when these special days are taking place. Students are expected to clean the cafeteria tables and deposit trash in the available receptacles.

The following regulations and procedures apply in the cafeteria at St. Thomas Aquinas High School for all students.

1. Students must behave in an orderly fashion. Shouting, running, shoving etc. are not appropriate and such behaviour will not be tolerated.
2. Coats, jackets, packsacks and other bags are not allowed in the waiting line while purchasing food.
3. Students not behaving in an acceptable manner will have their cafeteria privileges suspended.

CALENDAR OF EVENTS

Please go to our website www.kcdsb.on.ca to view the most up to date schedule of up and coming events at our school.

CLASSROOM SAFETY

Safety is a critical part of all programs. Students must observe all rules and regulations without exception. Failure to do so will result in removal from the program and possible loss of credit.

In courses, especially in Science, Technology, Family Studies, Hospitality, Co-op, Visual Arts and Physical Education, in which ensuring safety is inherently more difficult, students acting in a manner which jeopardizes the safety of the class, may be removed from that program and lose their credit.

For safety, hats, jackets, purses and backpacks are not allowed in classrooms. These items are to be stored in the student's locker.

COMMUNITY INVOLVEMENT

All students entering grade 9 must complete 40 hours of community involvement activities to obtain an OSSD. A booklet is provided for each student. There is a \$5.00 fee for a replacement booklet. A volunteer bulletin board located by the cafeteria lists approved community groups and contact information for these groups. The onus is upon the student and/or his/her parent(s) to ensure the 40 hours of volunteering has taken place by **May 1** of the student's graduating year.

CRIME STOPPERS

The students of St. Thomas Aquinas High School operate an active Crime Stoppers Committee in cooperation with the O.P.P. The numbers to report vandalism or a crime are 548-1746 or 1-800-222-8477. All calls are anonymous.

DANCES

School dances will be sponsored by the Student Council. All students attending must take a breathalyzer test. Admission ceases at 9:00 p.m. Anyone leaving the building during the dance will not be readmitted.

Transportation from dances is the personal responsibility of students and parents and **must be arranged before the dance**. All students are required to leave by 10:00 p.m. Parents are asked to ensure students are picked-up at this time.

DETENTIONS

Teachers may assign detentions for infractions related to behaviour, incomplete homework, and inappropriate attitude. The teacher will make arrangements to supervise the detentions they assign. Attendance at detentions is mandatory. Failure to attend an assigned detention will result in further consequences.

DRESS CODE

Students are expected to dress in an appropriate manner. Parents can help by ensuring their students come to school dressed appropriately. Clothing should be modest and should not draw undue attention to the wearer. Clothing with drawings or slogans that are sexually explicit, racist or sexist, contain profanity, or which promote drugs, alcohol or violence are not appropriate for school or school related events.

Inappropriate clothing includes, but is not limited to, items such as: pyjama pants, low cut shirts or jeans, short skirts (finger-tip length), shorts exposing the midriff, short shorts, halter-style necklines, strapless shirts, off-the-shoulder necklines, spaghetti straps, large chains on wallets or pockets, and thread-bare or torn clothing. Headgear of any type is not allowed to be worn anywhere in the school building.

A student who is not dressed in an appropriate manner will be asked to change the inappropriate clothing. If this is not possible, parents/guardians will be notified to make arrangements for the student to obtain the appropriate clothing in a timely manner.

There are several occasions throughout the year when we have dress-up days. On those days (announced in advance) students are expected to dress appropriately. Students participating on field trips or on travel days with a sports team are to consider those days as dress-up days.

DRIVING/STUDENT RIDE PICK-UP ARRANGEMENTS

Ensuring student safety is important, and the driving of cars by students is of great concern. A car is a licensed motor vehicle, and responsibility for the safety of the driver and passengers lies with the driver. When the driver is under the age of legal responsibility, great care must be taken. The school does not support and cannot accept responsibility for those who accept rides from outsiders visiting the school. Accepting rides from outsiders or strangers involves unnecessary risk. Cars must be operated safely at all times while on school property. Abuse of driving privileges including dangerous driving and the unauthorized use of a car shall be considered serious offenses.

EATING AND DRINKING

Lunches are to be consumed in the classrooms, cafeteria or the cafeteria level only. Snacks may be eaten outside during break. Students must dispose of their garbage properly. Food and beverages are not to be consumed in any other public or academic areas of the school. Also see “Cafeteria” and “Lunches”.

ELECTRONIC/DIGITAL DEVICES

Cell phone use is permitted only between the entrance doors of the school. For details, see the Information and Communication Technology (ICT) Policy, STAHS Parent Handbook Appendix or check online at www.kcdsb.on.ca.

Apart from the class projects, electronic recording devices may not be brought into the classroom. The school provides the students with the necessary equipment for these activities.

EXTRA-CURRICULAR EXCURSIONS AND FIELD TRIPS

(see STAHS Parent Handbook Appendix for Policy details or check online at www.kcdsb.on.ca)

Excursions and field trips are valuable learning experiences and an important part of the school program at St. Thomas Aquinas High School. All students are responsible for all assignments and tests while they are absent from school. Each student must complete a consent form and return it with parental signature to the teacher supervisor. In all situations, school rules apply and safety is stressed.

EXTRA-CURRICULAR ACTIVITIES

Arts:

- Art Club
- Drama Club
- Senior Band (SWP)
- Intermediate Winds (Gr. 8 Band)
- Junior Winds (Gr. 7 Band)
- Sound Crew

Travel Clubs:

- Senior Travel Club
- Exchange Programs

Athletics:

- Basketball, Curling, Hockey, Volleyball, Soccer, Badminton, X-country
- Running, X-country Skiing, Golf, Track & Field

Social Justice:

- Agape Table
- Crime Stoppers
- Youth Ministry (YMTA)
- Youth in Philanthropy (YiP)

Social Groups:

- Chess Club
- Floor Crew
- Table Tennis
- Sound Crew
- Yearbook

Leadership:

- Arts Council
- Athletic Council
- Environmental Club
- Student Council
- Student Trustee

GRADUATION POLICY

Students who have met the requirements of the OSSD (have earned 18 compulsory credits and 12 optional credits, completed 40 hours of

community involvement and successfully completed the provincial secondary school literacy requirement) by the day prior to graduation may participate in Graduation Exercises.

HOMEROOM

Announcements and student business occur during homeroom. All students must attend homeroom periods. Late arrival to homeroom and subsequent classes is considered an infraction of school attendance policy.

LOCKERS

Lockers are on loan to students as a convenient place to store books, coats, and school supplies. Students who abuse lockers will have their locker privilege revoked. All lockers are to be closed with a school lock. School locks may be purchased from the main school office for \$5.00.

Students should not give out their combination lock numbers to other students.

Lockers are the property of the school and should not be defaced in any way. Lockers may not be decorated with anything that permanently adheres to or marks the lockers. All locker decoration must reflect the values of our Catholic School.

The administration reserves the right to open and search any locker at any time. This is a condition of the loan of a locker to the student.

Students should not bring valuables to school.

LOST AND FOUND

Lost valuables may be claimed at the main office, the Annex office, or in the gym office. All valuables, jewellery, large amounts of money must be kept at home. The school cannot be held responsible for any items lost or stolen. Students may wish to inform the office staff or custodians of the lost items.

LUNCHES

Students may eat their lunches in the cafeteria or in the designated lunch area. Please respect and adhere to the ban on nut and nut-containing products when preparing these lunches. A microwave is available in the cafeteria for student use. See also "Cafeteria" and "Eating and Drinking".

MEDICATION

All medications which require school administrative control are to be registered and administered from the main office. The school cannot dispense any other medication to students. All medications registered with the main office must be clearly labeled with the student's name and administration instructions.

Students who are susceptible to allergies/anaphylactic shock must complete the medical alert information forms. These forms are available in the main office. Student's picture, medical condition and treatment protocol will be made available to all staff and supply teachers who are in their classrooms.

Students requiring an epipen must **carry it on their person at all times**. **Additional** epipens are stored in the main office. All staff are trained in administering an epipen injection.

PHYSICAL EDUCATION CLOTHING

The physical education clothing and student participation are an important part of course evaluation. The physical education clothing (provided by each student), includes athletic shoes with a non-scuffing sole, shorts or athletic pants, and a t-shirt.

PLAGIARISM

Using the words or ideas of others without indicating the original source is a serious academic offence. All ideas and direct quotations taken from any source must be referenced using the appropriate (MLA, APA, Chicago, etc.) format. If a student uses the words or ideas of others without referencing his/her source, the assignment will be returned and a **mark of zero** will be given to the assignment. **Students who are unsure of which acts may constitute plagiarism are invited and encouraged to see their teachers for clarification.**

RELIGIOUS PARTICIPATION

All students are expected to respect the Catholic nature of the school and participate in the religious life of the school. Students are expected to participate in the various religious activities throughout the year. Non-Catholic students are expected to participate in all religious activities and celebrations, but are not obligated to receive the sacrament related to the activity. Any student who exhibits a reluctance to participate in, and practice, the religious dimension of the school life will be required to discuss this position with the principal. At such time, in conjunction with the parent, a decision will be made in terms of the feasibility of the student continuing as a member of St. Thomas Aquinas High School.

Theological Instruction

The academic program includes courses in Catholic theology. These courses encourage students to appreciate more fully the religious commitment which is an integral part of being a Christian. Grade 11 students study World Religions (HRT3M or HRW30) and Grade 12 students study Religious Education (HRE40) and/or Philosophy – Questions and Theories (HZT4U). These courses cover a broad spectrum of topics appropriate to the needs of maturing young adults.

SCHOOL ACCESS

Entry to the school is restricted to the main entrance door of the school. All other doors are always kept locked. The main entrance doors are locked in the afternoon after 5:00 p.m. Parents are required to ring the doorbell, located east of the main entrance doors to gain entry to the school after that time. Custodians are in the main school building until 8:00 p.m. and may provide access to the school.

SCHOOL LIBRARY

The library provides students with both curriculum-oriented and recreational reading materials, as well as a quiet area for study and research purposes. The library is open from 8:30 a.m. to 4:00 p.m. Books are loaned for a three week period. Reference books (including encyclopedias) are not allowed to be removed from the library. Students who have overdue books will be fined 10¢ per day on regular items, 25¢ per day on 7 day loan items, and are subject to the withdrawal of library privileges.

SMOKING

Bill 119, the Tobacco Control Act, was passed in December 1994. This law bans smoking on all school properties at all times, inside the building and on the property. This law permits charges for those refusing to comply. The police and Public Health will be involved with any student(s) found smoking on school property.

STUDENT ACCIDENT INSURANCE

It is advisable that students who are involved in extra-curricular activities purchase student accident insurance. This insurance is available for all students. All claims are made directly to the insurance company by the family.

STUDENT FEES

Student fees are payable by cheque at the beginning of the school year. **Please make cheque payable to St. Thomas Aquinas High School.**

The textbook loan fee is refunded when the student graduates or leaves the school.

New Students:

Textbook Loan Fee	\$25
Yearbook Fee	\$32 (optional)
Student Activity Fee	\$28
Lock	<u>\$ 5</u>
	\$90

Returning Students:

Textbook Loan Fee	\$ 0
Yearbook Fee	\$32 (optional)
Student Activity Fee	\$28
Lock (if required)	<u>\$ 5</u>
	\$65

STUDENT DROP-OFF

Students are to be dropped off at the student drop-off area in the **lower parking lot** of the high school. Please follow the signs as you enter the school entranceway. Students are **not** to be dropped off in front of the high school. The upper parking lot area is reserved for school staff members.

STUDENT MESSAGES

Only messages of an **urgent** nature from a parent/guardian will be delivered. The school will process no other messages. Students will be called to the main office to pick up their messages.

SURVEILLANCE AND SCHOOL SECURITY

Cameras

The high school is equipped with security cameras to identify inappropriate behaviour and/or vandalism when it occurs. The purpose of the cameras is meant to ensure a safe learning environment.

TELEPHONES/ELECTRONIC /DIGITAL DEVICES

Public telephones are available within the high school for student use during lunch periods and before and after school. A telephone card is necessary to use the pay phones. Cards are available from the school office for \$5.00. The main office telephones are **restricted** for the use of school personnel.

Cell phones

Students are **only** allowed to use cell phones in the main school entranceway. The use of cell phones in any other areas will result in the phone being confiscated. Cell phones will not be allowed in classes at any time. Cell phones are not to be used for text messaging or filming in the school building. **See the ICT Policy in the STAHS Parent Handbook Appendix, or online at www.kcdsb.on.ca for details.**

Digital technology recording devices are not to be brought to or used in the school at any time.

TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for returning all school books in the condition in which they were distributed. The loss or damage of a book will require full financial reimbursement.

All high school course books are signed out from the book room and must be returned by the end of each semester. The onus is upon the student to return his/her books and school issued reference materials, to the library or book room. Textbook refunds are issued when all materials are returned and the student has graduated or leaves the school permanently.

TRANSCRIPTS

Upon graduation, students will receive three copies of their academic transcript. Additional copies may be obtained through the main office at a cost of \$4.00 each.

VALUABLES

Students are not to bring valuable items to school. Any valuable items that are brought to school (including money, mp3 players, Ipods, electronic items) are to be left in the student's locker. The school cannot accept responsibility for items stolen from the change rooms or classrooms.

VANDALISM

Students must respect school property, including washrooms, lockers, desks and textbooks. Any student involved in acts of vandalism will be subject to disciplinary action, will be required to make financial restitution, and may be charged by the police. The KCDSB Safe Schools Policy (see www.kcsb.on.ca) will be used.

VISITORS/TRESPASSERS

Parents/guardians and other specified persons have the right to visit the school at appropriate times. **Parents are encouraged to make appointments in advance if they wish to speak to classroom teachers.** The parent/guardian should come to the main office and notify the administration of his/her presence. Any visitors desiring to come onto the school grounds must report to the main office.

The visitor may be requested to present proper identification and sign the visitor's register. This is to comply with the Trespass to Property Act of Ontario and Board policy. Any violation of this policy constitutes an act of trespass.

Trespassers who are on the property inconsistent with the purposes of the Education Act will be asked to leave and/or may be charged with trespassing.

Appendix 1:

Attendance Policy

St. Thomas Aquinas High School

ATTENDANCE POLICY

The O.S.S. clearly identifies the expectations of the Ministry of Education and St. Thomas Aquinas High School as it relates to a student's attendance in credit programs at the secondary level:

6.1 “A credit is granted in recognition of the successful completion of a course that has been scheduled for a minimum of 110 hours. Credits are granted by a principal on behalf of the Minister of Education for courses that have been developed or approved by the ministry. A half credit may be granted for each 55-hour part of a 110-hour ministry-developed course. Half-credit courses must comply with ministry requirements as outlined in the curriculum policy documents. Partial credits may be granted for the successful completion of certain locally developed courses. For the purpose of granting a credit, “scheduled time” is defined as the time during which students participate in planned learning activities designed to lead to the achievement of the curriculum expectations of a course. Planned learning activities include interaction between the teacher and the student and assigned individual or group work (other than homework) related to the achievement of the learning expectations in the course. Planned learning activities will be delivered through classroom instruction and activities and/or through community placements related to work experience and cooperative education.”

6.4 “Regular attendance at school is critical for the student’s learning and achievement of course expectations. To encourage regular attendance by students, schools will ensure that students and their parents are informed about the school’s policy on attendance through the school’s course calendar.

Where, in the principal’s judgment, a student’s frequent absences from school are jeopardizing his or her successful completion of a course, school staff should meet with the student and the parents to explain the potential consequences of the absences, including failure to gain credits, and discuss steps that could be taken to improve attendance.

Students of compulsory school age whose absence is reported to the school board attendance counselor will have the reason for their absence investigated.”

Appendix 2: Code of Behaviour

St. Thomas Aquinas High School

CODE OF BEHAVIOUR

CODE OF BEHAVIOUR & DISCIPLINE

The Catholic school exists only by virtue of its adherence to a specific faith and only lives by an active participation in the tenets of that faith. In a Catholic school all students and staff are expected to share actively in this basic belief. Our intent is to provide a community where Catholic Christian values are respected both in theory and practice. Thus the total environment of the school is one in which students and staff will experience the benefits of living in a genuine Christian community where respect, love, faith and equality are practiced. We welcome students who accept the challenge and commitment of Catholic education.

A code of conduct is essential to the harmonious operation of St. Thomas Aquinas High School. Rules permit us to proceed with the very serious business of learning with as few problems and interruptions as possible.

The Ministry of Education has passed a Code of Conduct for schools and the Kenora Catholic District School Board has passed a Safe Schools Policy. These will be followed by all administration and staff.

RESPONSIBILITIES OF STUDENTS

1. STUDENT RESPONSIBILITY:

All students are responsible for making a strong, consistent effort in their studies.

- a) It is expected that all students will participate in daily learning activities and will complete assignments to the best of their ability.
- b) Students with difficulties in their studies are encouraged to seek help from their teachers or other staff members, either directly or through their parents.

2. RELIGIOUS PARTICIPATION:

All students are expected to respect the Catholic nature of the school and participate in the religious life of the school. Students are expected to participate in the various religious activities throughout the year.

NOTE:

Non-Catholic students are expected to participate in all religious activities and celebrations, but are not obligated to receive the sacrament related to the activity.

Theological Instruction

The academic program includes courses in Catholic theology. These courses encourage students to appreciate more fully the religious commitment which is an integral part of being a Christian. Grade 11 students study World Religions (HRT3M or HRW30) and Grade 12 students study Religious Education (HRE40) and/or Philosophy – Questions and Theories (HZA4U). These courses cover a broad spectrum of topics appropriate to the needs of maturing young adults.

CONSEQUENCES:

Any student who exhibits a reluctance to participate in, and practice, the religious dimension of the school life will be required to discuss this position with the principal. At such time, in conjunction with the parent, a decision will be made in terms of the feasibility of the student continuing as a member of St. Thomas Aquinas High School.

3. RESPECT FOR AUTHORITY:

Students agree to accept from the school, discipline as exercised by a kind, firm and judicious parent.

All students are expected to show respect for authority. Throughout a student's school life he/she will have to respect the authority of people who, because of their position, have been given the authority under the Education Act to impose certain requirements on them for academic diligence and proper behaviour. The teaching staff, the secretarial, and the custodial staff all work diligently and conscientiously to make the student's years at school happy and profitable. They deserve courtesy, consideration and respect.

Students are:

- a) expected to comply with the rules of the school and with the expectations of teachers;
- b) expected to be honest, courteous, respectful and cooperative at all times;
- c) expected to use appropriate language toward staff members and fellow students;
- d) expected to be prepared for class by completing assignments and having the required materials ready for each and every class.

CONSEQUENCES:

- a) Home contact - teachers will contact students' parents if academic performance or behaviour is less than satisfactory.
- b) Parent-teacher-student interview designed to modify the behaviour.
- c) Suspension of privileges - school dances, etc.
- d) If, after all of the above have failed to bring about positive change in a student's behaviour, a suspension from school will be imposed.

- e) Legislation requires an immediate suspension as a minimum penalty for:
- uttering threats to inflict serious bodily harm
 - possession of illegal drugs
 - acts of vandalism causing extensive damage to school property or property located on school premises
 - swearing at a teacher, or other person in authority
 - being in possession of alcohol
 - being under the influence of alcohol
- f) If a student refuses to follow school rules or to comply with disciplinary action, the matter will be treated as a serious infraction.
- g) If the student and his/her parents disagree with the disciplinary actions of a school representative, the student (or parent) should contact the school. It is recommended that the student (or parent) use the following progression to deal with the matter:
- 1) discuss the matter with the staff member concerned;
 - 2) if the matter cannot be resolved with the staff member, then the student (or parent) should talk to the Principal or Vice Principal of the school;
 - 3) if the matter is still not resolved, the parent may then contact the Director of Education at the school board office.

4. RESPECT FOR SELF AND OTHERS:

You are called to respect the health of your body, the alertness of your mind, and the dignity and sanctity that is yours as a person created and loved by God. Before you can respect other people or other people's authority or property, you must have respect for yourself. You will be treated in this school as an individual, as a child of God with personal dignity and a right to respect from other people. Physical, verbal, or psychological assault, and discrimination on the basis of race, culture, religion, gender, language or any other attribute, are not compatible with the dignity we give to one another as members of our Catholic school community.

Responsibility creates a community of respectful individuals. All through life you must decide how to act. It is not always easy to make responsible choices, especially if someone else is not being responsible. It is important to remember that you are in charge of yourself. You can do what is right.

Students are expected to show respect for themselves and others. Students are expected to be courteous and considerate in their dealings with others. Physical and/or verbal harassment will not be tolerated. Fighting or bullying other students is not an acceptable nor an intelligent way of dealing with interpersonal relationships. The way to self-esteem is through esteem for others.

All incidents of threats or acts of violence will be acted upon by school representatives. This action will follow the Board's Safe Schools Policy and could include involving the police and/or other community agencies.

CONSEQUENCES:

- a) harassment and/or bullying and fighting will be reported to principal/vice-principal and mandatory counseling, parent contact, home assignments and/or suspension may result
- b) legislation requires an immediate suspension as a minimum penalty for:
 - uttering threats to inflict serious bodily harm
 - possession of illegal drugs
 - acts of vandalism causing extensive damage to school property or property located on school premises
 - swearing at a teacher, or other person in authority
 - being in possession of alcohol
 - being under the influence of alcohol

Students who are unhappy, or troubled, are encouraged to avail themselves of counseling services before their internal stress results in behaviour which is unacceptable.

5. RESPECT FOR PROPERTY:

When students manifest care and consideration for property entrusted to them, it is a sign of maturity and self-respect. Vandalism is a reflection of inner chaos and anger that must be controlled if self-discipline is to become internalized.

Students are expected to treat school grounds, buildings and everything in the school with the same respect that they would give their personal property. Vandalism of school property and damage to personal property in the school environment is unacceptable. Students are expected to clean up after lunch or when they create a mess anywhere in the school.

CONSEQUENCES:

Students who vandalize school property are subject to:

- a) the cost of repair or replacement, or
- b) suspension for a minimum of three days, or
- c) if damage is severe, police action.
- d) Legislation requires an immediate suspension as a penalty for acts of vandalism causing extensive damage to school property or property located on school premises.

Students who do not clean up after themselves will be required to donate some of their time to assist the custodial staff with minor clean-up activities.

6. VIOLENCE:

Violence or the threat of violence will not be tolerated. All acts of violence will be acted upon by school representatives. This action will follow the Board's Safe Schools Policy and could include involving the police and/or other community agencies.

Prohibited materials are not allowed at school or school sponsored events. These materials include drugs, alcohol, tobacco products, weapons or articles intended for use as a weapon, sexually explicit material, racist or sexist material, material glorifying violence and any other materials prohibited by law. Possession and use of these materials undermines the Christian respect and dignity everyone deserves.

CONSEQUENCES:

The Board's Safe Schools Policy will be followed.

Appendix 3: Extra-Curricular Participation Procedures

St. Thomas Aquinas High School

CODE OF CONDUCT FOR STUDENTS PARTICIPATING IN EXTRA-CURRICULAR ACTIVITIES

Please note that this **Extra-Curricular Participation Procedures document supercedes all group or subject specific extra-curricular procedures, policies and rules (i.e., NorWossa Policy, SWP Policies, or Drama Production Group Policy are all tiered below this document).

Representing St. Thomas Aquinas High School and the Kenora Catholic District School Board through participation in an extra-curricular activity should be considered a privilege. Therefore, certain behavioural expectations come with this selection. This Code of Conduct for participating in extra-curricular activities will inform students and parents what these expectations are.

PARTICIPANTS HAVE THE RESPONSIBILITY TO:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Consistently display high personal standards and project a favourable image of the activity.
3. Refrain from public criticism of other participants.
4. Uphold the rules of the activity, spirit of such rules and encourage other participants to do the same.
5. Treat other participants with due respect. Encourage other participants to do the same.
6. Attend all classes, prior to and following the excursion, and complete all assignments missed during that time. All students are responsible for all assignments and tests while they are absent from school. Students are responsible for acquiring all work assigned from their teachers prior to the commencement of the event and completing assignments according to the teacher's deadlines. Failure to do so will result in student's loss in the next activity as determined by the teacher.
7. Attend regular classes the day before and after an extra-curricular excursion. Students who do not meet this minimum attendance requirement, and have not made satisfactory prior arrangements with all teachers affected and the staff supervisor, will be unable to attend the next event with this extra-curricular group.
8. Ensure the proper Consent Forms are completed and handed in 2 days prior to the event. Each student must complete a consent form and return it with parental signature to the teacher supervisor for each trip.

PARTICIPANTS MUST:

1. Obtain (grade 7 and 8 only) teacher signatures to be excused from classes to participate in extra-curricular activities. High school students are required to meet minimum academic expectations in each course. Students who fail to do so will be unable to travel with the team or attend games during the school day until academic standards have been restored.
2. Participate in a manner that ensures the safety of all participants involved in the activity.
3. Respect other participant's dignity. Verbal or physical behaviour that constitutes harassment or abuse is unacceptable.
4. Dress appropriately (i.e. keep a shirt or uniform on at all times on the field of play or on the indoor surface of play), and in a standard that meets the school dress code for requirements for the duration of the extra-curricular event (i.e. for the entire field trip or sporting event).
5. Report inappropriate behaviour (i.e. bullying) to school supervisors immediately.

UNACCEPTABLE BEHAVIOUR:

The following are some examples of unacceptable behaviour that could involve suspension or other disciplinary action from the school administration. Please be aware that these are merely examples and other forms of unacceptable behaviour not on this list could be subject to disciplinary action. Please see the Behaviour Expectations and Consequences for more detail.

- Any vulgarity, profanity or intimidation directed to fellow participants, fans or representatives of any other school groups.
- Use or possession of laser pointers in any school or facility used by the school (this includes hockey arenas, curling rinks, auditoriums, etc.).
- Any unacceptable behaviour while being transported to and from the event (not picking up garbage, swearing, disobedience to a coach/staff advisor or bus driver, disrespect to other students).
- Any unacceptable behaviour in a motel/hotel and/or restaurant while on a school trip (unnecessary mess, failure to pay phone bills or other payments).
- Any vandalism or theft when visiting another school or facility (includes leaving showers plugged or water running, theft of any item belonging to another student or the school).
- Negative cheering from the stands.
- Any form of hazing or other initiation activities.
- Any action or behaviour that would bring discredit to your school.

St. Thomas Aquinas High School

**CODE OF CONDUCT FOR STUDENTS PARTICIPATING IN
EXTRA-CURRICULAR ACTIVITIES**

Extra Curricular Behaviour Expectations and Consequences

Expectation	Expectation/Policy	Consequence for First Infraction*	Consequence for Second Infraction*	Consequence for Third Infraction*
Academic Achievement	Students are expected to work to maintain the best possible grades in all subjects. Students should not fall below their academic potential.	Participation is at the discretion of the parents or guardians or extra-curricular staff advisor.		
Attendance at classes	Students are required to attend classes on the days before and after extra-curricular participation.	Warning/ Reminder	Warning of possible denial of participation	Denial of participation

Attendance at Rehearsals and Practices, Games and Performances	When students have two rehearsals or practices at the same time, attendance at the practices or rehearsals should be split between the two activities. This arrangement will be made in conjunction with the staff advisors. Games or performances take precedence over practices or rehearsals scheduled at the same time.	At discretion of staff advisors.	At discretion of staff advisors.	At discretion of staff advisors.
Behaviour	All students participating in any extra-curricular activities are expected to conduct themselves with the proper comportment consistent with the school behaviour code and Christian values. See Code of Behaviour in student Agenda.	Warning/ Reminder	Warning of possible denial of participation	Denial of participation
Consent Forms	All forms must be handed in on time to ensure that all students are in full participation of events (Eg. trips, concerts)	Denial of participation	Denial of participation	Denial of participation
Dress Code	Students must observe the school dress code. Rude slogans, sexual references, racial slurs, inappropriate icons or pictures are unacceptable. Students should present themselves in a self-respecting manner.	Warning/Reminder	Warning of possible denial of participation	Denial of participation

Drugs and Alcohol	Students must not be in the possession of or under the influence of alcohol and/or drugs at any time during school hours or while attending or participating in any school activity on or off school property. This policy applies to curricular and extra-curricular activities.	Thirty instructional day Suspension from ALL extra-curricular activities.	Ninety instructional day Suspension from ALL extra-curricular activities.	One Calendar Year Ban from ALL extra-curricular activities while enrolled at TA.
Eligibility	Students must be enrolled at TA in a full or part-time capacity. The NorWossa participation policy requires full time for students in grades 9-11, and part time attendance for Grade 12 students.	Denial of participation	Denial of participation	Denial of participation
Fees	Fees will vary according to the activity. In some cases an activity fee will be charged to defer costs. In some activities, uniforms may be required, and the cost of this attire will be at the student's expense. All fees must be handed in on time to ensure that all students are in full participation of events (Eg. trips, concerts)	Reminder	Warning of possible denial of participation	Denial of participation

<p>Inappropriate Physical Contact</p>	<p>Students must conduct themselves in a manner that demonstrates respectful understanding of the Christian values of our school. Students must show respect for themselves and others at all times.</p>	<p>Reminder / Warning of possible denial of participation OR Denial of participation (at the discretion of the staff advisor, severity dependant)</p>	<p>Warning of possible denial of participation OR Denial of participation (at the discretion of the staff advisor, severity dependant)</p>	<p>Denial of participation</p>
<p>Over Night Trips</p>	<p>All school policies are in effect while on a trip. Additional expectations are outlined on the Over Night Trip Behaviour Addendum</p>	<p>Warning of possible denial of participation OR Denial of participation (at the discretion of the staff advisor, severity dependant)</p>	<p>Warning of possible denial of participation OR Denial of participation (at the discretion of the staff advisor, severity dependant)</p>	<p>Warning of possible denial of participation OR Denial of participation (at the discretion of the staff advisor, severity dependant)</p>

Personal Appointments	Students may not get haircuts, hair dyes, piercings, or tattoos while on school trips.	Reminder / Warning of possible denial of participation OR Denial of participation (at the discretion of the staff advisor, severity dependant)	Warning of possible denial of participation OR Denial of participation (at the discretion of the staff advisor, severity dependant)	Denial of participation
Safe Schools	Safe School Policy applies in all extra-curricular activities	As per KCDSB Policy	As per KCDSB Policy	As per KCDSB Policy
Smoking	The school and KCDSB policies must be followed explicitly. Smoking on school trips or during school activities is prohibited.	Five school day suspension from all extra-curricular activities.	Fifteen school day suspension from all extra-curricular activities.	Thirty school day suspension from all extra-curricular activities, with possible denial of participation in extra-curricular activities.

*Should students break the rules a second or third time while still serving the penalty from an earlier infraction, consequences will run consecutively, not concurrently.

St. Thomas Aquinas High School

**CODE OF CONDUCT FOR STUDENTS PARTICIPATING IN
EXTRA-CURRICULAR ACTIVITIES**

Addendum #1: Over Night Trip Addendum

CURFEW

Students are to remain in their rooms after curfew. The "lights out" announcement should be respected for others to get sleep. Phones should not be used after curfew in order for others to sleep. Students in need of assistance may call the teacher supervisors room instead of leaving their room to seek help. Students found out of their room after curfew will **lose all privileges** and **their parents will be notified**.

HOTEL ROOMS

Students are to keep rooms clean and leave the room in its **original condition of arrival**. It is the responsibility of the people involved to rectify, financially, any vandalism/damage to the room or property. Students are expected to respect the personal space and concerns of all roommates. Phones are not to be used after curfew. Male and female students are not to be in the same room without teacher supervision.

RESTAURANTS, TOURS AND SHOPPING

Students must remain in the grouping that is assigned by the staff advisors (i.e. in pairs, groups of three, etc.). No students shall be alone, but shall always be a part of a group. Students are to be courteous and respectful to all staff, managers and owners of the restaurants, stores, museums, performance venues and workshops attended by the group.

TRANSPORTATION – VEHICLE CARE

All students are to leave all vehicles used in the transportation of the group(s) in its/their original condition of departure from the school. It is the responsibility of the people involved to rectify, financially, any vandalism/damage to the vehicle(s). All garbage must be removed by the group upon exiting the vehicle.

GENERAL CONDUCT

Students who consistently put their safety or the safety of others at risk, or who demonstrate a general lack of respect for others and/or the policies or procedures of the school, or this addendum will be sent home at their own expense.

Appendix 4: ICT Policy

St. Thomas Aquinas High School

**INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)
ACCEPTABLE USE POLICY**

Students and their parents must complete this form in its entirety for students to be eligible to have access to Information and Communication Technology.

Use of the technology is a privilege, not a right.

St. Thomas Aquinas High School provides students with a variety of ICT (computers, internet, photocopiers, cameras, televisions, VCRs, DVD players and recorders, scanners, calculators, etc.) to use for educational purposes. To use the technology provided at St. Thomas Aquinas High School, students must abide by the following guidelines.

1. Completion of the ICT Acceptable Use Policy Form is compulsory for use of ICT at St. Thomas Aquinas High School.
2. Students may only access Board technology under direct supervision.
3. Students will logon only under their own password, and will not share their password with others. Students must take responsibility for keeping their password protected.
4. Technology is only to be used for assigned projects and activities related to school.
5. Access to the Internet is provided for school work only. Other uses are not permitted.
6. Use of social networking sites such as Facebook, YouTube, etc. are not permitted at any time.
7. Students must use respectful language in all forms of communication. Students will ensure that any information posted to or obtained from the Internet is consistent with the current Municipal Freedom of Information and Protection of Privacy Act.
8. No alteration to the software/hardware content of the computers or any other technology is permitted. Default settings must remain as set.
9. Students will not download any executable files (.exe), such as Firefox, etc.
10. Students will not tamper with security software.

11. Students will complete the appropriate loan form if equipment is to be taken from school property.
12. Cell phones may only be used in the main school entrance way. Cell phone use for any reason is prohibited in all other locations in the school.
13. Students are not permitted to use personal laptops on school property.
14. Digital and communication technologies are not to be used in the classrooms at any time and during school events unless students are instructed to do so by a teacher.

ENFORCEMENT AND CONSEQUENCES:

Failure to abide by the above guidelines will result in the loss of user privileges.

1. **All ICT except cell phones and other electronic signaling devices:**
 - a) First offense will result in loss of access privileges for a minimum of one week. Parents will be contacted.
 - b) Second offense will result in complete loss of privileges. Student may write a letter of appeal to have privileges reinstated. Students may be granted limited access to technology if it is a required part of a course that the student is currently taking.
 - c) Continual disregard for the ICT Policy will result in disciplinary action as outlined in the Code of Behaviour and Safe Schools Policy.
 - d) Authorities will be notified of any illegal activity.
2. **Cell phones and all other electronic signaling devices:**
 - a) First offense will result in confiscation of the device to the school office. The student will be allowed to pick up the device at the end of the school day.
 - b) Second offense will result in confiscation of the device and the parent/guardian must come to the school office to conference with Administration before picking up the device at the end of the school day.
 - c) Continual disregard for the ICT Policy will result in disciplinary action as outlined in the Code of Behaviour and Safe Schools Policy.
 - d) Authorities will be notified of any illegal activity.

**Appendix 5: Rights and Responsibilities for Students,
Parents and School**

St. Thomas Aquinas High School

RIGHTS AND RESPONSIBILITIES

RIGHTS OF THE STUDENTS

Students have the right to:

1. Christian environment free of harmful influences
2. a meaningful education
3. guidance in making career and program decisions
4. extra help from teachers at a mutually convenient time
5. be disciplined in a firm and fair way with due respect to personal dignity
6. participate in available after school activities
7. be fairly evaluated taking special circumstances into consideration
8. have all work evaluated as quickly as possible, and the outcomes made known in a reasonable amount of time.

RESPONSIBILITIES OF THE STUDENT

Students have the responsibility to:

1. help create a dynamic Christian school community
2. respect the authority of school personnel
3. show respect and courtesy to all and refrain from the use of inappropriate language and actions
4. be punctual and regular in attendance
5. work honestly and co-operatively for their own education
6. allow others to learn without disruption
7. respect the property of others and be clean in person and habits

RESPONSIBILITIES OF THE SCHOOL

1. Every faculty member has full authority over, and responsibility for, each student at a Catholic school. Each faculty member has the responsibility of informing parents when students do not live up to what is expected of them in their classrooms or in any other school venue.
2. In cooperation with the home, the school will further the students' growth in knowledge and goodness by fostering a sense of order and discipline.

3. We, as professional teachers, will continue to view discipline and motivation as being student-centered. That is, we will focus on changing the misbehaviour by meeting needs and teaching appropriate behaviour. We will focus on changing behaviour rather than punishment. We will focus on the reasons for misbehaviour as well as the misbehaviour. We will recognize a different strategy is necessary for different behaviour. We will apply consequences consistently and fairly.
4. A school team will complete a safe schools audit every year and the principal will use these result to ensure the safety of students at school.

RESPONSIBILITIES OF THE PARENTS/GUARDIANS

We recognize that parents are the first and foremost providers of discipline for their children. The school will involve parents in any serious actions taken as a result of disruptive behaviour. Parents/guardians will be expected to play a vital role in the behaviour modification of disruptive students.

1. **Parents/Guardians are partners in the education of their children**
 - a) Parents agree to respect and support the Catholic nature of the school.
 - b) Parents agree to sign permission forms when they approve of a school request.
 - c) Parents are required to cooperate with the school if the student's program or performance requires special attention.
2. **Parent/Guardian Responsibilities:**
 - a) Persons of compulsory school age must attend school punctually and regularly.
Parents agree to support this legal requirement.
 - b) When students are absent from school, parents/guardians are asked to inform the school of the reasons.
 - c) Parents are encouraged to work with school staff to resolve any behaviour problems which may arise.