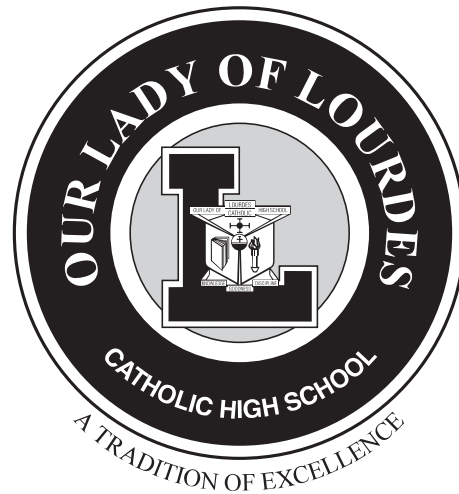


Student Information Package (2011 - 2012)

A Tradition of Excellence



Our Lady of Lourdes Catholic High School

54 Westmount Road
Guelph, Ontario N1H 5H7
Telephone: (519) 836-2170
Fax: (519) 823-1010
www.lourdeschs.com

Mr. Mike MacPherson, Principal
Mr. Vince Campolongo, Vice Principal
Mr. Marty Bell, Vice Principal

Important Dates – 2011 - 2012

September 6 Semester 1 Begins	February 1 Exam Make-Up Day (if needed)
September 9 Last Day to Request Course Changes	February 2 PD Day (no classes)
September 21 Opening School Mass	February 3 PD Day (no classes)
September 22 Terry Fox Run	February 6 Semester 2 begins
	February 9 Report Cards Home
September 22 Homecoming Athletic Games	February 11 Our Lady of Lourdes Feast Day
	February 20 Family Day Holiday
September 22 Homecoming School Dance	February 22 Ash Wednesday Liturgy
	Feb. 27-Mar.9 ... Grad Photos (by appointment)
October 4 Italy Trip Departs	March 8 Parent/Guardian Teacher Interviews (5.30-8.30 pm)
October 7 Thanksgiving Liturgy	March 12-16 March Break
October 10 Thanksgiving Holiday Monday	March 29 Ontario Secondary School Literacy Test (OSSLT)
October 12 Parent/Guardian Teacher Interviews (5.30-8.30 pm)	
November 2 Gr. 9 – Take Your Kid to Work Day	April 2-6 Holy Week
November 8 Last Day for Term 1 (half credit courses)	April 5 Holy Thursday Liturgy
November 22 Report Cards Distributed	April 6 Good Friday (no classes)
November 30 Sacrament of Reconciliation (Gr. 9)	April 9 Easter Monday (no classes)
	April 17 Last Day of Term 1 (half-credit courses)
	April 23 Professional Development Day (no classes)
December 8 Sacrament of Reconciliation (Gr. 10-12)	May 6-11 Catholic Education Week (Walking in the Light of Christ)
December 15 Advent Mass	May 11 Prom
	May 15-18 New York City Trip
December 23 Christmas Concert	May 21 Victoria Day Holiday (no classes)
Dec. 26-Jan.6 Christmas Break <i>Merry Christmas</i>	May 25 Catholic Student Leadership Conference
January 9 Classes resume after Christmas break	June 6 Athletic Banquet
January 11 Sir John A. MacDonald Birthday Celebration	June 11 Graduation Rehearsal (Church of Our Lady)
January 19 Grade 8 Parent Info Night	June 14 Graduation Breakfast Year End Mass Graduation Ceremony (Church of Our Lady – 7 pm)
January 25 Last day of classes for Semester 1	June 20 Last Day of Classes (Semester 2)
January 26 Period 1 Exams	June 21 Period 1 Exams
January 27 Period 2 Exams	June 22 Period 2 Exams
January 30 Period 4 Exams	June 25 Period 4 Exams
January 31 Period 5 Exams	June 26 Period 5 Exams

Have a restful summer! Report cards will be available for pick up at the school in the Main Office between July 4 and July 15.

**OUR LADY OF LOURDES
CATHOLIC HIGH SCHOOL
DAILY SCHEDULE**

8:30 a.m.	Warning Bell
8:35 a.m.	Anthem / Opening Prayer
8:40 a.m. - 9:55 a.m.	Homeroom & Period 1
9:55 a.m. - 10:05 a.m.	Class Change
10:05 a.m. - 11:20 a.m.	Period 2
11:20 a.m. - 12:05 p.m.	Lunch
12:05 p.m. - 12:15 p.m.	Class Change
12:15 p.m. - 1:30 p.m.	Period 4
1:30 p.m. - 1:35 p.m.	Class Change
1:35 p.m. - 2:50 p.m.	Period 5
2:50 p.m.	End of Day

THIS STUDENT INFORMATION BELONGS TO:

YOUR STUDENT REPRESENTATIVES

SENATE:

Stephanie Romero, *Co-President*

Meghan Wing, *Co-President*

Jessica Albotra

Rachel Butts

Juliana Major

Daniel Cigolea

Aaron Subang

ATHLETIC COUNCIL:

Ben King, *President*

Brendan Clark

Claire Endicott

Liam O'Regan

Madison Vettoretto

Jazmin Vielma

Chris Watson

LINK Commissioner Team:

Lindsay Sharpe, *President*

Brie Drohan

Max Raab

Kavya Yoganathan

Michael March

Katrina Ashbourn

ARTS COUNCIL:

Bernadette Cruz, *Co-President*

Melanie Nadj, *Co-President*

Dustin Chua, *Vice-President*

Monica McGarr, *Outreach Officer*

Megan Foster, *Communications*

Ashley Manuel, *Groupie Wrangler*

Amanda Prendes, *Special Projects*

Kim Norkool, *Without Portfolio*

STUDENT TRUSTEE:

Cecilia Hudecki



SCHOOL COLOURS:

The official school colours are
Navy Blue, Gold and White.

SCHOOL TEAM NAME:

We proudly wear the name *Crusaders*.

SCHOOL MOTTO:

“Knowledge, Goodness and Discipline”
represented in our school crest as
the Book, the Cross and the Flame respectively.



Dear Parents / Guardians / Students:

Welcome to the 2011-2012 School Year! The faculty and staff at Our Lady of Lourdes Catholic High School look forward to beginning another successful year. We appreciate and honor the trust that you place in us by enrolling your son/daughter here at this Christ-centered, value-based learning community. We pray that this will be a safe and successful school year for all!

Please take a moment to review the following information outlining our school guidelines and expectations. This information represents what we believe as a Catholic learning community will ensure success for all of our students. Your support in the following areas is sincerely appreciated.

What We Believe About Attendance:

- Students need to be in school every day and on time.
- Parents/Guardians support us when they contact the school ahead of time, or at the very least on the day of their child's absence.
- Students are always individually accountable for missed work due to absences.
- Students will respectfully attend all assemblies and liturgies.
- Parents need to inform the school of illnesses, appointments, family death or emergency, religious observances or exceptional circumstances with a written note or phone call from the parent/guardian (or from the student if the student is over 18 years of age.)
- Students over the age of 18 years of age shall always act responsibly, respectfully and maturely with this privilege of reporting their own attendance.
- Students must be in "good attendance standing" to participate in extra-curricular activities including athletics, arts, leadership, clubs and field trips. Please refer to the detailed "Responsibilities of the Student Athlete" found in the *Student Handbook*.

What If An Absence Is Not Excused?

- As part of Safe Schools Regulations, the school will contact the parent/guardian on each day of the student's absence from the school.
- PLEASE ENSURE YOUR CONTACT INFORMATION IS UP-TO-DATE.
- The school has established procedures to follow to support a student who does not attend and no indication has been received from the student's parents/guardian to support an absence.
- A Board Attendance Counselor shall become available to support a pupil whose success is impacted by accumulated absenteeism or lack of parental support.

The school has a 24-hour automated line **(519) 836-7913** for parents or students over the age of 18 to inform the school of the time, date, and reason for the absence.

What We Believe About Lates:

- Arriving to class on time, in dress code and with the appropriate learning supplies are essential steps to success.
- Students who are persistently late will be referred to their appropriate Vice Principal, parents will be contacted, and consequences will be issued in accordance with the Catholic Code of Conduct.

What we believe about our Catholic school dress code:

- As Our Lady of Lourdes Crusaders, we always wear our dress code modestly, proudly, and with respect.
- Our dress code represents our core values of Catholicity, community, and commitment.
- Our dress code reminds us that we are one community of persons learning together in a safe and respectful environment.
- Unacceptable attire is expected to be changed.
A student may be sent home to do so.

What We Believe About Personal Electronic Devices - PED's:

- Parents support the integrity of the classroom when they convey the importance of the responsible use of PED's.
- Students engaged in electronic conversations during class time will be spoken to by the classroom teacher.
- Should a student not follow the expectations regarding the appropriate use of PED's, progressive discipline consequences will ensue.

We thank you for your continued cooperation. Working together, we can better support all of our students in realizing their fullest potential.

Mike MacPherson
Principal

Vince Campolongo
Vice-Principal

Marty Bell
Vice-Principal

mmacpherson@wellingtoncdsb.ca

vcampolongo@wellingtoncdsb.ca

mbell@wellingtoncdsb.ca

GENERAL INFORMATION

ACADEMIC PROGRAM AND STANDARDS

Since our beginning in 1965, the faculty of Our Lady of Lourdes has constantly strived to encourage academic excellence. Our faculty believes strongly that academic excellence is achieved when we treat all people in our community as valuable and responsible individuals. We recognize that people possess untapped potential in all areas of human development. We foster a positive self-concept approach to teaching and learning that invites all participants to share cooperatively in our resources and planning processes.

ANNUAL AWARDS CEREMONIES

In recognition of outstanding accomplishments by students, a number of award ceremonies occur throughout the school year:

Graduation recognizes those students who have successfully completed their diplomas, as well as those who have excelled academically.

Athletic Banquet honours those students who have assisted their teams and programs with spirit, dedication, commitment and outstanding play.

Arts Gala recognizes outstanding and creative achievement in Music, Visual Arts and Drama.

Awards Assembly in September recognizes those students who have excelled in individual courses.

Honour Roll recognizes any student in grade 9, 10 or 11 who received an average of 80% or greater in eight courses. The honour roll is viewable in the front foyer of our school.

Ontario Scholar recognizes students with an average of 80% or greater in 6 courses at the grade 12 level.

Major Awards Assembly in June recognizes those students who have excelled in citizenship, leadership and improvement.

ATHLETIC PROGRAM

Our Lady of Lourdes Crusaders are members of Central Western Ontario Secondary Schools Association (CWOSSA), District Ten. Other schools in District Ten are:

Centennial Spartans, Guelph Collegiate Gaels, John F. Ross Royals, Orangeville Bears, Centre Wellington D.H.S. Falcons, St. James Lions and Westside Thunder.

Crusaders compete against these schools in the following sports:

Badminton, Basketball, Cross-Country, Curling, Football, Golf, Hockey, Soccer, Swimming, Tennis, Track & Field, Volleyball, and Wrestling.

Transfer/Appeal (OFSSA)

OFSSA (Ontario Federation of Secondary Schools Athletic Association) policy is that “No school shall include in its lineup any student who has not registered as a transfer student from another school within the previous twelve months.” Appeals can be considered in the following circumstances:

- a) There has been an accompanying change in legal residence to within boundaries of the accepted school area by the student’s parent(s) or the student’s legal guardian;
- b) The sport is no longer offered at the previous school;
- c) The student did not participate in that sport at the interschool level in the previous twelve months;
- d) The student has transferred from a traditional school to a semestered school and is within one semester of graduation (such a student is eligible for one semester only);
- e) The student has been placed in the new school by an administrative decision;
- f) All new students must complete an OFSSA transfer form when they register.

Further details are available from the school Principal.

FITNESS CENTRE

The Lourdes Fitness Centre is open to all students provided proper uniforms are worn. The Centre is open most nights after school from 3:00-4:30 p.m. Membership in the fitness centre is included with your registration fee.

CAFETERIA SERVICES

The food services in the School Cafeteria are operated by Aramark under contract with the School Board. Students who stay for lunch are expected to eat in the Cafeteria and follow the community guidelines.

CHAPLAIN SERVICES

Our chaplain, Ms. Krista Nolan is available to our community. This ministry involves the coordination of Parish, home and school in meeting the needs of our young people and our staff. Ms. Nolan is responsible for facilitating all of our retreat programs.

LIBRARY SERVICES

The Father J.A. Mattice Resource Centre will be open during the school day. It is located across from the cafeteria and offers book exchange service and reference assistance. Volumes include hardcover books, paperbacks, periodicals, reference encyclopaedia, filmstrips, and dictionaries. Reference works, periodicals and vertical file materials are not to leave the Resource Centre. Books may be signed out for two weeks. Fines will be levied on books that are overdue. The sign out policy is clearly outlined at the Circulation Desk. Computers are also available to allow students to access the internet for research purposes.

LOCKERS

All students have the privilege of using a locker. Students are reminded that all lockers are the property of the school and they are only on loan to the student. Students are expected to maintain and have their lockers in good condition. Repairs and/or cleanup required will be charged to the student. Any sort of marking or writing on the inside or outside of the lockers is not permitted and will be considered vandalism. Students are urged not to bring articles of significant value to school or store them in your locker. If you must bring an article of value to the school, it may be left temporarily in the Main Office with a secretary. All students must purchase a lock at the school. It is important that each student keep the locker combination confidential. If a student goes into another's locker without permission, it is an act of break and enter or theft and will be treated as such by the school. Any posters, pictures or signs put up in lockers must be in good taste.

LOST AND FOUND

Misplaced items can be claimed in the custodians' office. Please report any missing items promptly to the Vice-Principal. Be sure to put your name on all personal belongings, especially uniform items.

MUSIC/DRAMA/ART

Students at Our Lady of Lourdes are heavily involved in many activities/events. The following are some of the outstanding cultural expressions of creativity, talent and commitment: Kiwanis Music Festival, Annual Christmas Concert, Creation of the Arts (University of Guelph), Sears Drama Festival, Arts Gala.

STUDENT CARDS

Each student will be given a Student Identification Card. It is imperative that this card be carried on all school field trips and be shown when entering school dances. For your benefit, carry it with you at all times in your purse/wallet.

STUDENT SENATE ASSEMBLY/COUNCILS

This assembly, in conjunction with the Athletic Council and the Arts Council, forms the nucleus of planning and coordinating of all student activities. They strive to provide a purposeful calendar of events, encourage school spirit, provide protection of student rights and solutions to school concerns. They show leadership in fostering a greater awareness of the Catholic faith and ideals. Most of their work is in direct response to student and faculty input. The leadership skills of students involved in the Senate/Councils are much developed in this experience. Students are invited to demonstrate their leadership. The Student Senate Assembly, the Athletic Council and the Arts Council meet monthly to focus on the events upcoming in the next month.

STUDENT SERVICES (GUIDANCE)

Guidance website is: <http://ololguidance.weebly.com/>

The school's guidance team consists of Mrs. Driscoll, Mr. Imre, Mrs. Smiley and Ms. Vignola, who are counsellors. The counsellors provide both academic and personal counselling to students. Other components of the guidance program include career counselling, study skills, life skills, orientation to new students, health services and post-secondary information. Appointments with a counsellor or other support staff can be arranged through Guidance.

TUCK SHOP

The Tuck Shop is an in-school operation run by the Athletic Council. Athletic uniforms, physical education uniforms, spiritwear and other items are available at the Tuck Shop. It is open during lunch and is located adjacent to the library. The Tuck Shop is also the key link to students when looking for information regarding athletic events.

GUIDELINES FOR STUDENTS

As members of Our Lady of Lourdes faith community, students are responsible to learn, accept and live the values taught by Christ. These are important responsibilities for any Catholic Secondary School student. Consequently, students at this level **MUST** accept these responsibilities as a daily challenge.

It is important to understand that the Wellington Catholic District School Board has a moral and legal obligation to assist students to fully realize their rights and to fulfil their responsibilities in developing as mature Christians. Each secondary school will therefore assist students and parents in this effort. While the school does have the responsibility to assist, it is the family and the student who are ultimately responsible for acceptable behaviour. In the case of persistent unacceptable behaviour, the administration of Our Lady of Lourdes will take every necessary step to remediate the behaviour and at the same time discharge their responsibility to protect the integrity and well being of our community.

Self-respect and self-discipline are important qualities of commitment. Most of our students actively “live” these commitments thereby enhancing themselves and Our Lady of Lourdes; however, in some situations a few students may consistently fail to exemplify either self-discipline or self-respect. When these situations arise, we will make every effort to assist each student with making choices that reflect our mission. However, conduct that continues to be injurious to the moral tone of the school will be handled as per the Catholic Code of Conduct.

ACCIDENTS / ILLNESS DURING THE SCHOOL DAY

Any accidents occurring at school shall be reported immediately to the Main Office where first aid and emergency services will be provided if needed. If a student becomes ill during the day, they are asked to report to the office where arrangements will be made through their parents/guardians for the student to go home.

ASSEMBLIES

Assembles and Liturgies are part of our community celebrations and welcome parents and guardians. Our schools are truly a Christian community and in order to build the spirit in the community, it is essential for all to be present and respectful of others. It is expected that all students attend all assemblies and school liturgies regardless of their timetable. 18 year old students will not be permitted to sign out, unless approved by the principal. Students choosing not to attend or who book appointments, meetings, or work will lose the privilege of future assemblies and/or field trips. Please review the Attendance Procedure as well for more detailed information on Assemblies / Liturgies and masses.

BUS STUDENTS

School bus transportation is a privilege. Our Board demands that rules for safety and student behaviour be observed on school buses. The bus driver is responsible and in charge of the bus. Students must respect and listen to the driver's instructions. Each student is responsible to the principal/ vice-principal, through the driver, for his/her behaviour on the bus. Drivers will inform the principal/ vice-principal if students do not abide by the rules. Failure to abide by the rules may result in suspension of bus riding privileges. A late bus leaves at 5:45 p.m. for county students Monday through Friday.

WELLINGTON CATHOLIC DISTRICT SCHOOL BOARD

Regulations: Pupil Conduct on School Buses

Any student who qualifies under Section 2 of the Board's policy on Pupil Transportation shall be given the privilege of using transportation provided by the Board. Since the Board is responsible for the comfort and safety of all students who ride on school buses, any student whose conduct endangers the safety or interferes with the comfort of others may have his/her riding privileges revoked.

1. RULES OF CONDUCT ON SCHOOL BUSES:

- a) Every pupil must so conduct himself/herself that he/she does not endanger the safety or comfort of himself/herself or others.
- b) The driver is in charge of the bus and his passengers. Students are to obey the driver at all times while in his/her charge.
- c) Students are to sit where directed by the driver and to remain seated until the end of the trip.
- d) A student will be allowed to leave the bus only at his/her regular stops (i.e. at school and at home stop) unless the principal on a request grants permission from home.
- e) Smoking on a school bus is forbidden.

2. MISCELLANEOUS RULES:

- a) Arrive at bus pick up on time – drivers are not obliged to wait. Get on and off the bus in single file in an orderly fashion.
- b) Students must not use the back two seats until all other seats are filled, and must vacate these seats as soon as possible.
- c) Be reasonably quiet and well behaved. Horseplay, scuffling, eating and profanity are forbidden, and are cause for suspension.
- d) Where school patrols are on bus duty, the patrol must be obeyed.
- e) Within fifty feet of a railway crossing, stop talking and remain quiet until the railway is crossed.

- f) Sizeable sports equipment, such as toboggans, hockey sticks, etc. are not allowed on the bus. Protect any sharp objects such as skates, thereby protecting others from unnecessary injury.
- g) Every student is responsible to his/her principal for his/her conduct on school buses.
- h) A student who repeatedly misbehaves may not be put off the bus before his/her home stop but the driver may refuse to pick him/her up the next morning and until the discipline problem has been settled.
- i) The Board considers parents responsible for the safety and conduct of their children before they are picked up and after they are discharged from the school bus.

3. **SUSPENSION OF RIDING PRIVILEGES:**

A. Regular Procedure:

- i) The driver shall warn any student who misbehaves on a school bus.
- ii) If the misbehaviour is repeated, the driver shall notify the principal who shall interview the student and may warn his/her parents, in writing, that further repetition could lead to a loss of riding privileges.
- iii) Where parents have been notified in writing and where the misbehaviour is repeated, the principal may suspend the student's riding privileges. In such a case, the parents shall be notified in writing of the suspension, which shall remain in force until after a satisfactory meeting with the parents, driver and principal.

B) Emergency Procedure:

When, in the opinion of the driver, a student's misconduct is sufficiently serious, the driver may suspend the student's riding privileges. In such a case, the driver shall immediately notify the principal and the operator. The principal or the operator shall, before the time of the next scheduled pick up from home, inform the parents of the suspension.

As in 3 (a) iii. above, the suspension shall remain in force until after a satisfactory meeting with the parents, driver and principal.

Regardless of a suspension, a student who is transported to school shall not be denied transportation home.

If you have any concerns regarding bus transportation, please contact the school. Thank you for your support and concern for safety.



EVALUATION

An overview of the assessment and evaluation process for each course is handed out to students at the beginning of the course by the teachers. Parents and students are encouraged to speak with their teachers if they have any questions about the process. Seventy per cent of the grade will be based on evaluations conducted throughout the course. Thirty per cent of the grade will be based on a final evaluation in the form of an examination, performance, essay, and/or other method of evaluation suitable to the course content. The Wellington Catholic School Board has Curriculum Procedures for Secondary Schools on Assessment, Evaluation, Grading and Reporting which is available at the school upon request.

DOCUMENTATION OF RESEARCH

Academic honesty is expected of all students. Use the Student Research Guide or Noodletools to ensure that all work is appropriately attributed to its source. Noodletools is available at <http://www.noodletools.com>

CHEATING AND PLAGIARISM

Academic honesty is expected of all students. Students have the responsibility to ensure that all work submitted is their own or appropriately attributed to its source. Examples of cheating or plagiarism infractions could include the following:

- The use of unofficial cheat sheets.
- The copying of all or some of another student's work and claiming it as one's own work.
- Allowing another student to copy one's own work.
- The use of another person's ideas, opinions, or theories, without giving proper acknowledgement of the original creator.
- Paraphrasing another person's spoken or written words, without giving proper credit to the original author or source.
- Submitting as one's own work, work that has been conceived jointly with others, without giving proper credit to the contributions of others.
- The use of informational software, the Internet, or electronic translation resources, in whole or in part, and claiming it as one's own work, without giving proper credit to the original author or source.
- No electronic devices that have phone or text messaging capabilities are allowed during any examination
(see electronic and personal communication devices)

Consequences of the Cheating/Plagiarism Infraction

- An "M" indicator has been recorded for each of the expectations being assessed on the above task, by the respective teacher.
- The student has been interviewed by; the teacher and/or the Department Head. The incident will be reported to the VP.

Possible Disciplinary Measure of Cheating and Plagiarism

- The parent(s)/guardian would be informed of the infraction and the disciplinary measure.
- Consequences as per Catholic Code of Conduct.

EXAMS

Exams take place at the end of the semester. The exam schedule will be made available in the office and on our website in early January and June. Exam dates are posted in the Agenda Book. If you are absent for an exam due to illness, a doctor's note will be required. Please call the school if illness occurs. Students who will be away during the exam period must contact the principal well in advance. Missed exams will be written after the regular examination period.

FIELD TRIPS

All students on a school-sponsored field trip are expected to conform to all school guidelines and dress in proper school uniform. The expectation is that students are in full uniform on all field trips. Exceptions must be approved through the administration. As a member of a student group, the student represents not only the school but also the wider community. As a member of these two constituencies, it is imperative that student conduct be exemplary. Failure to comply with trip guidelines may result in suspension from school privileges, including future field trips. If the offense is of a serious nature, the student will be sent home at parental expense even if the field trip is an overnight experience.

FOOD/DRINK

All members of the Lourdes community are asked to keep the school and surrounding area a clean, inviting environment.

- Students will consume all food and/or drink (except water) in the cafeteria.
- Water is permitted to be consumed in classrooms.
The water must be transported in a non-paper re-sealable container.
- Students may consume food in a classroom for curriculum purposes only and only under the direct supervision of a teacher.
- **Food and/or drink is not to be consumed outside of the cafeteria and backpacks are to be left in lockers.**

PREPAREDNESS

Students are expected to be prepared for each class: to have the notebooks, textbooks, and materials that teachers have indicated are necessary; to have any assigned homework completed; to hand in assignments on due dates; to be prepared for tests and examinations. To get the most from each class, it is essential to be well prepared so that attention can be focused on the lesson. The better prepared for classes, the better opportunities for success. If continually unprepared for class, the student will be required to remain after class or to complete some other appropriate assignment.

SMOKE-FREE ENVIRONMENT (Under the Smoke Free Ontario Act)

It is against the law to smoke or hold a lit cigarette anywhere on school property at anytime. This includes sports fields, parking lots and inside of cars parked on school property.

Giving, sharing, or buying tobacco products for people under the age of 19 is against the law. This includes minors sharing with minors. Under the Smoke-Free Ontario Act, for individuals aged 16 and over, the fine amounts are \$305 for smoking on school property and \$365 for selling or supplying cigarettes to anyone under the age of 19 years. Individuals under the age of 16 can also be summoned to appear in court with their parent/guardian. This law applies to everyone (staff, students and visitors) 24 hours a day, seven days a week.

The Wellington Catholic District School Board and Wellington-Dufferin-Guelph Public Health are working together to ensure a healthy smoke free environment for everyone.

SKATEBOARDS AND ROLLERBLADES

Skateboards and rollerblades are not allowed on school property.

STUDENT PARKING

Student parking at Our Lady of Lourdes is limited. Student parking permits will be issued to grade 12 students only, based on need and availability.

A \$10 non refundable fee for permits is required. Students must cooperate with the following terms or their parking privilege will be revoked:

- There is absolutely no loitering at the parked vehicles; this includes lunch time.
- Students must park in the student parking section only.
- Students are to operate their vehicles in a manner that recognizes safety in a parking lot that is accessed by many students, staff and neighbors.
- Students whose driving habits are considered dangerous risk losing their parking pass as well as being referred to our school liason officer.

TEXT BOOKS

Textbooks are extremely valuable and costly. All students are requested to treat them with care. A lost text must be reported to your teacher and the cost for replacement absorbed by the student.

VISITORS TO THE SCHOOL

If you have friends coming to pick you up, they are expected to report to the Main Office, and not to loiter around the school. If visitors persist in loitering, without reporting to the Main Office, they will no longer be welcomed into our school.

ATTENDANCE & ABSENCE POLICY

The Goal:

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. 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.

(Ministry Policy - Ontario Secondary Schools Grades 9 to 12 – Program and Diploma Requirements, 1999)

The Process:

(a) Students Under the Age of 18 Years

Parents are requested to telephone our office before 8:30am on the day of the absence to indicate a daily absence. Please note that our **voice mail system** is available 24 hours a day at **519.836.7913 (press 1)**. Our attendance secretary can be reached daily between 8:00am and 4:00pm at **519.836.2170 ext 103509**. A phone call is necessary to avoid having your son/daughter receive an unconfirmed absence (skip).

A student will not be allowed into class if a phone call has not been received (unconfirmed absence).

If the student has to leave school for any reason during the day, they must report to the Main Office. A phone call or a note signed by the parent or guardian is required to excuse a student from school. When the student leaves, **they must check out through the Attendance Secretary whether they have a note or not.**

If a student is ill or injured, the student must report to the Main Office. The school will contact the parent/guardian at this time.

Note: Absence from regular school days for vacations is strongly discouraged. If it is done and agreed to by administration, schoolwork will be assigned for completion. Absenteeism for the purpose of paid employment is not acceptable.

(b) Students 18 Years of Age or Older

When a student has attained the age of 18 years, the student must give permission for the school to contact his/her parents. Students 18 years of age and older must call in to the school prior to 8:30 am to report an all day absence. If a student does not call in, this absence will be considered a skipped day. The student is responsible for reporting to the Main Office to sign in/out. Absences of students will be monitored and treated accordingly. Absences will be considered skipped classes if the student does not sign in/out correctly at the Main Office.

(c) Attendance during days of Liturgy / Mass / Assembly

Students must not be signed out by parents / guardians on these days. In the event of serious illness, we will allow students to leave on phone calls. It is the expectation for all of our students to be in full attendance during times when we gather as a school. Signing out your son / daughter because they do not want to attend is not appropriate and not acceptable.

The Procedure:

There are two main reasons for a student missing a class:

- (a) the student is excused in order to participate in some school activity,
- (b) the student is absent from class due to illness or appointments.

Note: Parents are asked to contact the school to report extended illnesses as soon as possible. A doctor's note may be required for extended absences beyond three days.

Late to Class

Students are expected to be on time for opening exercises and for every subject class. Punctuality shows consideration for other people. Being late for class inconveniences the teachers and your fellow students. Infrequent lateness, for a verifiable reason, may be excused. If repeatedly late, however, the student will be required to make up time either with the subject teacher or by means of office detentions. Entrance to class may be denied. Parents will be advised of tardiness and asked to assist the school in helping the student achieve the habit of punctuality.

We will continue with our Late Blitz activity and will look at various ways of decreasing lates, including the removal of Civics day privileges for those students who are habitually late. It is necessary for teachers to record all students arriving late to class. Lates are listed on the Student's Progress Report. If students are habitually "late", the teacher will meet with the student and discuss some strategies to resolve the problem. If tardiness continues, the teacher will discuss the situation with the parent / guardian and again look at strategies to correct this situation. If both conferences are unsuccessful, the students will be referred to their Vice-Principal.

DRESS CODE EXPECTATIONS

By choosing to attend Our Lady of Lourdes Catholic High School, students and their parents have made a serious and long-term commitment to Catholic Education. The dress code is part of that commitment. It is a reflection of who we are, how we see ourselves and how others see our school. As a student at Our Lady of Lourdes, you are an ambassador of all that our school symbolizes. Because of this, the dress code should be worn proudly and in good repair.

All students will begin full dress code starting the first day of school and end the last day of classes.

Though we recognize our individuality, the dress code at Our Lady of Lourdes Catholic High School is what unites us as one community. Like everything else, in a larger society, there are rules and regulations pertaining to the dress code; since you agree to the wearing of the dress code by coming to our school, we ask that you respect, understand, and comply with the following information. **School dress code items, as outlined in the school's dress code policy, must be purchased from the board-approved supplier. The board-approved supplier is:**

Halpern's Ltd. Guelph Store

66 Arrow Rd, Unit E

Guelph, N1K 1T4

519 824 1300 / guelph@halperns.ca

You can also place orders on-line at www.halperns.ca

The list of prescribed dress code articles is available at the time of purchase. **DO NOT** purchase articles that are not on this list.

Guidelines

1. Students are to be in full uniform every day upon arrival at school until they leave the property. While in the school building and on Our Lady of Lourdes property, there will be no changing into other attire during school lunch hours or spares. This pertains to all articles of clothing including footwear.
2. **School dress code must be worn at all times.** Students must be in full dress code everywhere in the school (foyer, hallways, classrooms, cafeteria, and library). Furthermore, students must arrive to class and depart in full dress code. Students should not be changing clothes between class for any reason. This also includes lunch time. If you are at school, you are in School Uniform. Students who are not in uniform will be sent to the Main Office.
3. Coats and/or jackets are not be worn in the library or cafeteria. Coats and jackets are not to be worn in hallways or the foyer unless students are entering or leaving the building or changing classes. Coats and/or jackets will not be a substitute for a school sweater at any time.

4. **Only short sleeve plain white T-shirts may be worn under shirts/blouses (no writing, pictures, logos).**
 5. Baseball caps, hats, bandannas, head wraps (or other inappropriate headwear) are not permitted during school hours. If students choose to wear these items to and from school, they are to keep them in their lockers or personal knapsacks. **NO HATS AT ALL IN THE BUILDING.** Students who wear this type of head-wear risk losing it.
 6. When wearing Oxford Shirt with school tie and kilt/dress pants, the shirt must be completely tucked in and buttoned at all times – in classrooms and all areas of the school including the foyer, hallways and cafeteria.
 7. The dress code items are to be kept in good repair (no rips, no cut-off sleeves, no unhemmed pants, etc.). Students/parents are advised to use Civies Days, statutory holidays, and weekends to have the dress code items cleaned, repaired, and/or laundered.
8. Students who are not in full uniform will not be admitted to class. They will report to the Main Office to see a Vice Principal, where they will receive a Uniform Infraction Letter. The Uniform Infraction Letter will be mailed to the parents/ guardians at the listed address, except for students who are 18+ years of age. For any future uniform infractions, students will not be admitted to class until they are in “Full uniform”.
9. Student infractions of our dress code policy will be dealt with in a progressive fashion. Suspension from class, home contact and suspension from school will be employed for non-compliance.
 10. Students who wear the kilt must wear Halpern’s tights on their legs.
 11. Students who wear their kilt at a length that is not considered modest will be asked to make corrections to the attire. Should this situation continue, parents / guardians will be contacted. Should this not resolve the issue, the student will lose the privilege of wearing the school kilt.

DRESS CODE FOR REGULAR SCHOOL DAYS

Only items with the SCHOOL LOGO are allowed

Females

- Bottom
- school plaid kilt (no shorter than 5 cm above the knee)
 - black or grey dress pants secured at the waist with plain black belt
- Top
- plain white french cut blouse
 - plain white/blue short sleeve golf shirt
 - plain white/blue long sleeve golf shirt
 - plain white oxford shirt with school tie
 - blue rugger shirt
 - if an undershirt is worn, it must be plain white.
- Legs
- Blue tights must be worn by all students wearing a kilt.
- Shoes
- All Black – **NO COLOURED STRIPES OR LOGOS**
- Flip Flops, sandals, open toed are not considered shoes.
Should be solid black, closed heel.

Males

- Bottom
- black or grey dress pants secured at the waist with plain black belt
- Top
- plain white/blue short sleeve golf shirt
 - plain white/blue long sleeve golf shirt
 - plain white oxford shirt with school tie
 - blue rugger shirt
 - if an undershirt is worn, it must be plain white.
- Legs
- socks must be worn
- Shoes
- All Black – **NO COLOURED STRIPES OR LOGOS**
- Flip Flops, sandals, open toed are not considered shoes.
Should be solid black, closed heel.

Optional Dress Code for All Students

Navy blue monogrammed school v-neck sweater or vest with a dress or golf shirt underneath.

DRESS CODE FOR CIVIES DAYS

The key is to be neat, clean, modest and presentable for a Catholic educational setting at all times. Civies days are an earned privilege and school administration will reserve the right to waive civies day for students who are non-compliant with the school uniform.

COMMON SENSE IS IMPORTANT.

- Shorts
- they must be reasonable in length and modest (mid thigh).
 - “cut off” shorts and “short shorts” are unacceptable.
 - physical education shorts, cycling shorts, spandex shorts, etc. are also unacceptable.
- Skirts
- they must be modest and reasonable in length.
- Pants
- they must be neat and clean to be acceptable. Excessive patches and holes are unacceptable.
- Tops
- must be appropriate.
 - bare midriff, muscle shirts, tank tops, spaghetti straps and low necks are unacceptable.
 - logos must be appropriate for a Catholic high school.
 - Attire which exhibits offensive suggestions and/or inappropriate statements or pictures are not permitted. A student may be sent home to change in these situations.
- Footwear
- shoes, flip flops or sandals must be worn. Slippers are not allowed.
- Hats
- are **NOT** to be worn.

DRESS CODE FOR PHYSICAL EDUCATION

The Physical Education Dress Code at Our Lady of Lourdes Catholic High School is **mandatory** and must be worn in all Physical Education classes. Our Physical Education Dress Code is to be purchased from our school Tuck Shop.

The following is a list of mandatory and optional dress code items:

- Mandatory**
- Our Lady of Lourdes P.E. T-shirt
 - Our Lady of Lourdes P.E. Shorts or solid blue or black shorts
 - White athletic socks, non-marking athletic shoes
- Optional**
- Our Lady of Lourdes sweat top / sweat pants.

CRUSADER ATHLETICS

Get involved! Join a team! There is something for everyone!

<p>Fall Sports & Activities (September, October, November)</p> <p>* most programs begin within the first week of school</p>	<ul style="list-style-type: none"> • Cross Country (open, co-ed) • Tennis (open, co-ed) • Boys' Soccer (junior & senior) • Girls' Basketball (junior & senior) • Boys' Volleyball (junior & senior) • Football (open) • Golf (open) • Hiking Club (open)
<p>Winter Sports & Activities (October, November, December, January, February & March)</p> <p>* breaks for Christmas & exams * Hockey begins in late October * most sports begin in late November</p>	<ul style="list-style-type: none"> • Boys' Hockey (open) • Girls' Hockey (open) • Wrestling (co-ed, open) • Girls' Volleyball (junior & senior) • Boys' Basketball (junior & senior) • Swimming (co-ed, open) • Curling (co-ed, open)
<p>Spring Sports & Activities (February, March, April, May & June)</p> <p>* not all sports run all spring * Badminton begins in February * most sports begin in March & April * some sports like Jr. Hockey and Girls' Softball are just preparation for tournament play</p>	<ul style="list-style-type: none"> • Junior Hockey • Badminton (co-ed, junior & senior) • Girls' Soccer (competitive & recreational) • Boys' Soccer (senior) • Track & Field (open, co-ed) • Boys' Baseball (open) • Girls' Softball (open)

- Open means all age groups are on the team.
- Co-ed means both boys and girls are part of the team.
- Juniors are usually full time students who are in Grade 9 or 10.
- Seniors are usually students who are in Grade 11 and 12.
- If you are interested in an activity check the Athletic Bulletin Board, listen to announcements or ask Mr. Tschirhart.



ATHLETICS 2011 - 2012

The Responsibilities of the Student Athlete

Athlete Conduct

Student-Athletes are ambassadors of our Catholic school and should conduct themselves accordingly. Athletes are first and foremost, student ambassadors.

- A student athlete must show respect to all teachers, school staff, coaches, referees, players, parents / guardians, spectators, and school property.
- All student athletes must conduct themselves in a manner consistent with the Catholic Code of Conduct.

In addition, all student-athletes shall:

- Understand the overall philosophy of our athletic program and abide by the policies and procedures expected of all students at Lourdes.
- Have parental/guardian and medical clearance to try-out, practice, and participate. Refer to the forms provided at the start of each sport season:
 - Athlete permission form
 - Athlete Medical Consent Form
- Exhibit exemplary sportsmanship on the courts and playing fields.
- Recognize that it is a privilege to participate and be part of the Lourdes athletic program.
- Student athletes must abide by all the team rules set out by their respective coaches (Failure to do any of the above may result in a minimum one game suspension)
- Arrive to classes, practices and games on time. Unless excused by medical note, attend all classes on game days.
- Wear the school uniform in a manner that is consistent with expectations and in good taste.
- Treat visiting teams as guests.
- Be a role model for others in the school to follow and emulate.
- Be responsible for all equipment and supplies.
- Remain in good academic standing.
 - Act on possible Letters of Referral made by teachers to coaches concerning academic standing and make a renewed commitment to studies.
 - Strive to achieve his/her credits.
- Meet all course requirements such as completing all missed homework, assignments, or unit evaluations due to an athletic activity.
- Inform teachers of upcoming school-related absences and make arrangements with their respective teachers to complete in-class assignments well in advance of an upcoming athletic activity and school-related absence.
- TESTS - give advance notice to his/her teacher, allowing the teacher to administer the test prior to the student's departure, or other reasonable alternative.

**75 Woolwich Street
Guelph, Ontario N1H 6N6
519-821-4600**

Senior Administration:

Director of Education
D. Drone
Superintendent of Education
L. Clifford
Superintendent of Program
P. Dawson
*Superintendent of
Corporate Services & Treasurer*
D. Duszczyszyn
*Assistant Superintendent of
Corporate Services*
T. McLennan

Trustees:

M. Gazzola, *Chair*
S. Redmond, *Vice-Chair*
N. Anderson, J. Coffey,
S. DalBo, V. Dupuis

Catholic Elementary Schools

Holy Rosary	519-824-5620
Holy Trinity	519-821-0156
Mary Phelan	519-821-1060
Sacred Heart	519-824-2751
St. Francis of Assisi	519-821-9160
St. John Brebeuf	519-833-9994
St. John - Arthur	519-848-2445
St. John - Guelph	519-824-4710
St. Joseph - Fergus	519-843-3810
St. Joseph - Guelph	519-836-2671
St. Mary - Elora	519-846-9921
St. Mary - Mount Forest	519-323-2586
St. Michael	519-823-2455
St. Patrick	519-822-0200
St. Paul	519-824-9470
St. Peter	519-836-3730
St. Ignatius	519-822-6192

Catholic High Schools

Our Lady of Lourdes	519-836-2170
St. James	519-822-4290
Bishop Macdonell	519-822-8502

Visit us at our board website:
www.wellingtoncdsb.ca



**Wellington Catholic
District School Board**
We Have Faith in Education

Welcome to the Wellington Catholic District School Board. Our Board of Trustees and Central Administrative staff wish you much success during this academic year.

We are committed to four significant goals:

Catholic Tradition

We believe in Jesus Christ, the hope of salvation, and the importance of integrating our faith in your studies.

Achievement

We want you to succeed and will provide you with the tools to help you. This agenda book is one of these tools.

School Improvement

We are committed to continuous improvement in all that we do. This involves administrators, faculty, staff and you. Your positive attitude will be an integral part of this success.

Quality

We believe in quality service that meets your needs and those of our community. You can contribute to this by your attitude and behaviour in class and in the community.

Thank you for your commitment to and participation in Catholic education. Our purpose is to prepare you for work life and for the challenges of life itself.

Don Drone
Director of Education

MISSION STATEMENT

To continue to build a vibrant Catholic community committed to the celebration of each individual by fostering a love of learning, through quality educational experiences, enabling all to respond in a Christian way to the challenges of life.

Ontario Catholic Graduate Expectations

The Ontario Catholic Graduate Expectations represent an integral component of the Wellington Catholic District School Board students' character formation.

We envision students who are:

- discerning believers formed in the Catholic faith community who celebrate the signs and sacred mysteries of God's presence through word, sacrament, and prayer: forgiveness, reflection and moral living;
- effective communicators who speak, write and listen honestly and sensitively, responding critically in light of gospel values;
- reflective, creative and holistic thinkers who solve problems and make responsible decisions with an informed moral conscience for the common good;
- life-long learners who develop and demonstrate their God-given potential;
- collaborative contributors who find meaning, dignity and vocation in work which respects the rights of all and contributes to the common good;
- caring family members who attend to family, school, parish, and the wider community;
- responsible citizens who give witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

Roles and Responsibilities

Parents

Catholic education is a gift that provides us with a unique opportunity to share our faith tradition with each of the students entrusted to our care. The Wellington Catholic District School Board delivers a faith-based education to approximately 8,000 students in the City of Guelph and the County of Wellington in sixteen elementary schools and three high schools. Parents and guardians play an important role in the education of their child and have a responsibility to support efforts of school staff in maintaining a safe and respectful learning environment.

We encourage parents to fulfill this responsibility by:

- Showing an active interest in their child's school work and progress;
- Communicating regularly with the school;
- Helping their child to be neat, appropriately dressed and prepared for school and ensuring their child attends school regularly and on time;
- Promptly reporting to the school their child's absence or late arrival;
- Becoming familiar with the Code of Conduct and school rules;
- Assisting school staff in dealing with disciplinary issues.

As a system, we hope to inspire each child to deepen their relationship with God as they prepare to become responsible citizens. A positive and constructive working relationship between the school, home and parish is essential to the fulfillment of our mission.

Students

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, policies and local codes of conduct and
- takes responsibility for his or her own action.

Guiding Principles

- To enhance the mission of our Catholic schools and enable all to work in harmony as a community of believers committed to putting the values of our faith into practice in the daily life of the school, the home and in all of society.
- To ensure that all members of the school community are treated with respect and dignity.
- To promote responsible citizenship by encouraging appropriate participation in the civic and spiritual life of the school community where all persons are aware of their rights and accept responsibility for protecting their rights and the rights of others.
- To maintain and foster the development of learning environment where conflict and difference can be addressed in a manner characterized by respect, civility and gospel values.
- To create a school-wide climate characterized by mutual respect where disruptive behaviour, disrespect, aggressive, violent behaviour and bullying are not tolerated.
- To promote the safety of all individuals within the school community through the use of non-violent means to resolve conflict.
- To discourage the use of alcohol and illegal drugs by working cooperatively with police and community agencies to promote prevention strategies and respond to members of the school community who are in possession of illegal drugs or alcohol.

Standards of Behaviour

The Wellington Catholic District School Board does not tolerate any anti-social or violent behaviour that impacts on learning environments. Standards of behaviour must promote respect, civility, responsible citizenship and Catholic values.

All school members must:

- Respect and comply with all applicable;
- federal, provincial and municipal laws;
- Demonstrate honesty and integrity; respect differences in people, their ideas and opinions;
- Treat one another with dignity and respect at all times, especially in times of conflict;
- Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- Respect the rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Respect persons who are in a position of authority;
- Respect the need of others to work in an environment of learning and teaching
- Seek staff assistance, if necessary, to resolve conflict peacefully;

Progressive Discipline

The Wellington Catholic District School Board supports the consistent implementation of a progressive discipline approach that includes a variety of supportive strategies to teach responsible behaviours. A continuum of interventions, supports and consequences are used to address inappropriate student behaviour while building on strategies that promote positive student behaviour.

Bullying Prevention

The Wellington Catholic District School Board prohibits any form of bullying behaviour and is committed to bullying prevention strategies in all of our schools.

Bullying is a form of repeated, persistent and aggressive behaviour directed at an individual or individuals. It is intended to cause fear, distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance. It can be physical, verbal or social and may occur through a variety of means including technology.

Code of Conduct

The Wellington Catholic District School Board as a faith community honours the dignity of all persons and recognizes that all members of the school community, including pupils, staff, parents, volunteers and visitors have an obligation to comply with the standards of behaviour outlined in the Board's Safe Schools policies and procedures.

Bill 212 provides a discretionary model for suspensions and expulsions. Mitigating factors are to be considered when a principal is deciding on whether to proceed with a suspension and when determining the length and the extent of the suspension. The minimum duration of a suspension is one school day and the maximum is twenty school days.

A principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- Uttering a threat to inflict serious bodily harm to another person.
- Possessing alcohol or illegal drugs.
- Being under the influence of alcohol.
- 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 or to property located on the premises of the pupil's school.
- Bullying
- Any other activity that is an activity for which a principal may suspend a pupil under a policy of the board.

Under Board policy, activities for which a principal may suspend a pupil include:

- Persistent opposition to authority;
- Habitual neglect of duty;
- Willful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises;
- Use of profane or improper language;
- Use of tobacco in any form;
- Theft;
- Aid/incite harmful behaviour;
- Physical assault;
- Being under the influence of illegal drugs;
- Sexual or racial harassment;
- Fighting
- Possession or misuse of any harmful substances;
- Hate-motivated violence;
- Extortion;
- Distribution of hate material;
- Inappropriate use of electronic communications/media;
- Any conduct injurious to the moral tone of the school or to the physical or mental well being of others.

The discretionary model provided by Bill 212 includes suspension, investigation and possible expulsion. A principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- Possessing a weapon, including 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 in weapons or in illegal drugs;
- Committing robbery;
- Giving alcohol to a minor;
- Possession of explosive substance;
- Serious or repeated misconduct;
- Any other activity that is an activity for which a principal must suspend a pupil under a policy of the board.

The following infractions may result in a suspension pending possible expulsion in accordance with Board policy:

- Possession of explosive substance;
- Serious or repeated misconduct;
- Refractory conduct; and/or
- any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

Educational programs will be provided to students who are suspended or expelled from all schools of the board.

Mitigating Factors

In considering whether to suspend a pupil or whether to recommend to the Board that a pupil be expelled, a principal will take into account any mitigating factors or other factors prescribed by the regulations.

Additional Expectations:

- Act morally and legally as a person formed in, and/or respectful of Catholic traditions;
- Participate in the spiritual life of the school;
- Accept accountability for one's actions;
- Respect the environment and use resources wisely;
- Contribute to the common good;
- Adhere to the rules established within the Code of Conduct;
- Fulfill expected academic obligations;
- Dress appropriately and in accordance with established school standards;
- Use respectful language free from profanity;
- Work cooperatively with staff and other students.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

September 2011

Dear Parent/Guardian and Student 18+ Years:

The Municipal Freedom of Information and Protection of Privacy Act sets guidelines that Boards of Education must adhere to when protecting the personal information of their students. The Act requires that students and parent/guardians of students under the age of 18, be informed of the uses, disclosures and maintenance of their personal information and that they be given the opportunity to make inquiries about the same.

During the 2011/2012 school year, your child(ren) will be involved in a variety of school-related activities and events consistent with the purpose of educating students in accordance with the Education Act. We bring to your attention the following areas that you and/or your child's personal information may be revealed without notification to you, so that you may express any concerns you may have:

- i) Home phone numbers may be released to create telephone lists for distribution as follows:
 - emergency procedures - to volunteers and bus operators for the purpose of making contact during an emergency, such as inclement weather situations, the safe arrival program etc.,
 - Parent Associations - to be used for soliciting parent involvement in a variety of school-related activities that will benefit your child,
 - Safety Patrols - to be used for emergency purposes only, i.e., a student is sick and needs a replacement.
- ii) Mailing addresses and names of secondary schools' graduating students, as well as students who have achieved special accomplishments, may be shared with the offices of a Member of Parliament and/or a Member of Provincial Parliament for the purpose of the student receiving a congratulatory letter.
- iii) Medical information, the school will share and update necessary student information with the Wellington-Dufferin Guelph Health Unit. The information will include, your child's birth date, address, home telephone number and work number of parents, for the purpose of "establishing and maintaining a school health record according to the Health Protection and Promotion Act and Immunization of School Pupils Act".
- iv) Students' work with their first and last name and possibly grade levels, may be displayed in the classroom or school hallways, or may be shared with the public through science fairs, art projects, bulletin board displays, school newspapers and the Board's Administration Offices.
- v) The media may take photos of students and write articles about student achievements, graduations or special events. Once again, the student may be identified by first and last name and grade level. The information gathered is used as part of the school's communication plan to share newsworthy events that occur at the school. Students in a special education program, however, would be photographed only after the school receives parental consent.

- vi) Photographs and videos of students (with their names and grade), collectively or individually, may be taken by Wellington Catholic District School Board. Staff and/or professional photographers that have been approved by the Board and may be used in the following manner:
- bulletin boards that are displayed in the classroom and in school hallways,
 - school yearbooks, school newsletters, or for school identification purposes,
 - during classroom activities, open house or parents' night, etc.
 - in local newspapers and on local television,
 - on some school buses, to monitor student behaviour. All tapes will be copied over and/or erased daily. When deemed necessary, the tape would be viewed by the school principal, driver, student and parent/guardian and then be kept for a minimum period of twelve months as per the Municipal Freedom of Information and Protection of Privacy Act.
 - in secondary schools and some elementary schools, video cameras are placed in strategic locations of the school such as hallways, exit/entrances, outside of the building, etc., for the purpose of monitoring visitors to the school, the behaviour of students and to prevent acts of vandalism (*Safe Schools Act*). Notifications pertaining to this action will be placed in visible areas of the building.
 - Child Video Identification Programme (in Wellington County only) for kindergarten and grade four classes. The Royal Canadian Legion in conjunction with the Ontario Provincial Police carries out this activity. The taped video is sent to the Board Office immediately following the taping, to be kept in a safe and viewed by the police only in the case that a child is reported missing. One week prior to the video taping, parents will receive information that will detail what the programme is about and allow parents to contact the principal in writing if they do not wish their child to participate.
- vii) Class lists with students' first and last names only, may be distributed to other parents for addressing greeting cards or invitations about Halloween, Christmas, Valentines Day, birthday parties, etc.
- schools may post class lists, showing the student's new placement for the next school year, inside the school **only on the morning of the first day of school** for parent/student information. The same class list may be posted on the **outside door the morning of school opening in September**.
- viii) Personal Information may be provided to school photographers such as student's first and last name, student's number, student's three letter identification, school name and grade. This information will be provided on a computer disk and used for the purpose of providing the student with a security identification card. The card will allow the student to have access to library books and may be used in the school office for identification purposes. The photographer signs a confidentiality clause that states that the information may only be used for the purpose that it was collected and no other purpose.
- ix) Internet Use: Students have been instructed not to disclose personal information over the Internet. Parents should be sure to read the Appropriate Use of Information Technology (Board Policy R.GSA.F.3 that is distributed by the school and/or included in the school handbook (in schools that produce a handbook).

- x) Board and School Web Sites: Photos of students and students' work (example - art, writing, and science projects) may be used but will not include students' first or last names.
- xi) The Board is in a consortium with three other boards to manage student information. There is one person at each board who is able to access student information from the other Boards (this is the Board's Super User). Student information is maintained through ESIS –an electronic student management system. Student information would be shared electronically with
- the transportation consortium
 - the Wellington-Dufferin-Guelph Health Unit
 - the Ministry of Education through the OnSIS project
 - Ontario College Application Centre (OCAC) and Ontario University Application Centre (OUAC)
 - professional photographers approved by the Board (re. transfer student information electronically) each school receives a CD of all pictures
- xii) The Board may disclose the name address of secondary students to a professional mailing service, approved by Canada Post, for the purpose of distributing the newsletter in the most cost efficient manner. The mailing list is destroyed after the mailing and is not used for any other purpose.
- xiii) As students progress from elementary school to secondary school, important information is shared which eases a student's transition to secondary school. Sharing it also improves our ability to program effectively to the benefit of all students. Select student information will be shared at different times as required. This is authorized under the Education Act. Please note that all information used for the transition process is limited, secure and protected at all times. Please contact the Superintendent of Education(Larry Clifford, Paula Dawson, Dom DiBartolomeo) if you would like more information about the transition process. Mr. Clifford may be reached at 519-821-4640 x 243; Ms Dawson x240; Mr. DiBartolomeo x241.

IMPORTANT: If you have any objections to the use and/or disclosure of your child's personal information in any or all of the above related activities, please contact the principal of the school, in writing, as soon as possible. **Otherwise, the school will assume your approval.**

NOTE: It is the responsibility of each parent to instruct their child on the procedures to follow when they are asked for their personal information, i.e., first and last names, address, and phone number(s).

Technology

As implications related to safety, privacy and the intrusive use of such devices as cell phones, video/camera cell phones, palm pilots, cameras, video cameras digital voice recorders, listening devices etc. continues to expand, it is important to govern their use to ensure the safety of the teaching/learning environment and of board staff and students. Cell phones and other personal electronic devices must be turned off during any class time and may be restricted to specific times or parts of the site and at school or board sponsored events as determined by the principal of the school.

Students are reminded of the Wellington Catholic District School Board's Appropriate Use Of Technology policy. Parents /guardians and their children are asked to review and sign their understanding of the policy at the beginning of each school year.

Access To Schools

The Wellington Catholic District School Board welcomes involvement of all members of the school community in establishing a safe, warm, welcoming environment. All visitors to the school are required to report to the office, where they will be asked to sign a visitor's book and be provided with a visitor identification tag. Persons authorized to be on school premises are entitled to access only the designated areas, which have been approved.

Volunteers in the Schools

Volunteers contribute their unique talents, skills and knowledge to our school communities and significantly enhance the quality of education in our system. The extent and degree of screening of volunteers will be contingent upon the volunteer activity, the amount of interaction and responsibility for students and the proportion of direct supervision of the volunteers. Volunteers having direct contact with students, under minimal supervision by staff, will be required to provide a recent Criminal Reference Check.

Special Education Services

The Wellington Catholic District School Board believes all students have the right to learning opportunities that are committed to individual needs. Our educational philosophy encourages program adjustments for students to ensure success. Curriculum implementation involves careful and perceptive adaptation of courses and programs developed from curriculum guidelines, a constant awareness of standards, flexible organizational structures, and for exceptional pupils, supportive special education programs and services.

Health Care Assistance

The Wellington Catholic District School Board recognizes that there will be occasions when it may be necessary to provide Health Care Assistance during the school day to enable the continued education and well being of the students in its charge. For a child to receive any medication, or be involved in any health care procedure at school, a "School Assistance in Health Care" form must be completed.

Accident Insurance

Accident insurance is available, at minimal cost, to all students at the beginning of the school year. Parents are encouraged to participate as it provides excellent coverage for a wide variety of injuries, particularly dental. **Board policy requires students to have accident insurance in order to participate on any school team.**

BOARD POLICY: STUDENT ACCIDENT INSURANCE 2011-2012

THE BOARD DOES NOT provide any insurance for students to cover dental and other injuries that may occur as a result of accidents incurred during school activities.

Each year, in accordance with the Education Act, the Board makes available a student accident insurance program. Purchase is voluntary.

In reviewing the recent history of student accidents it is clear that a significant percentage of accidents occurred frequently during a school-sponsored athletic event where participation is optional. Consequently, in an effort to reduce potential financial hardship, the Board now requires that all students participating in a school-sponsored extra-curricular activity purchase student accident insurance or have private coverage in effect.

The cost of the minimal required coverage is two dollars per year. For details regarding the purchase and extent of this coverage parents and guardians are requested to review the insurance package sent home at the beginning of the school year. Below is a copy of Board Policy regarding student accident insurance.

"The Board acknowledges that participation in school athletic events are activities that require appropriate instruction and training but are also activities that involve an inherent risk.

Participation in these activities is voluntary and requires parental consent. The Board does not provide any accident insurance for students to cover dental and other injuries that may occur as a result of accidents incurred during such school activities.

The Board, recognizing the possible financial hardship to a student's family, requires that all students participating in a school sponsored extra-curricular athletic activity, either interschool or intramural, purchase Student Accident Insurance or have private coverage in effect.

The Wellington Catholic District School Board, empowered by the Education Act, will annually make available to parents and legal guardians an accident and Life Insurance Program for students." (P.SMW.G6)

Parents or guardians are requested to acknowledge that they have read the Board Policy on Student Accident Insurance and understand the mandatory expectation of the School Board regarding student participation in optional extra-curricular athletic events and the need for minimal student accident insurance.

Inclement Weather

In the event of inclement weather, the Director of Education will make the decision to close schools or cancel transportation by 6:00 a.m. Announcements are made by local radio stations to indicate transportation cancellations and/or school closures. This information is also posted on the Board's website. If transportation is cancelled in the morning it will not be available at dismissal. If you drive your children to school, please be prepared to arrange transportation home.

Extreme Weather Conditions

During extreme weather conditions, there may be times when the schools will be closed, buses are cancelled or students are sent home early. For information on any of these situations:

- If the weather is severe and you suspect that the schools could be closed, please check Wellington Catholic District School Board Web site (wellingtoncdsb.ca) or listen to Radio CJOY-1460 AM or MAGIC-106.1 FM for details.
- If you suspect that buses may be cancelled due to bad weather, please listen to Radio CJOY-1460 AM or MAGIC-106.1 FM beginning at 6:30 a.m.
- If students are dismissed early due to sudden severe weather conditions or any other unexpected situation, our expectation is that they will travel directly home using the usual means of transportation, eg. walkers will proceed on foot, bus students will go on the school or city bus as on a normal day.

If you have any questions or concerns, please contact the school at 519-836-2170.

Child and Family Services Act

The Wellington Catholic District School Board considers the health, welfare and safety of its students to be a matter of highest priority. Therefore in cooperation with the appropriate social service agencies, the Board will strive to better promote the best interests, protection and well being of children. In compliance with the Child and Family Services Act, the Wellington Catholic District School Board mandates all employees whose duties include any services to pupils enrolled in schools, to report suspected cases of child abuse and children in need of protection.

Child Custody

If a custody order exists, a copy should be kept on file in the child's Ontario Student Record. Without proper documentation, child access cannot be denied.

Hold and Secure

(Emergency in the Community)

- Staff and students who are outside shall come into the school immediately.
- Staff and students in portables **should remain** in their portables.
- Exterior doors will be immediately secured by school personnel as directed in the emergency response plans.
- Normal activities will continue, unless directed.
Exterior doors are not to be opened by staff or students.

Tornado

- Move away from the glass.
- Take cover under the desk.
- Assume safe position (crouch / raised knees, hands over head).
- Time Permitting:
 - Move to inner core of school and hallways.
 - Move from 2nd to 1st floor.

Lockdown

(Emergency in the School)

Staff upon initial encounter:

- Shout, “**LOCK DOWN**”
- Take cover, Lie low, Get inside a secured room as quickly as possible
- Get as many students as possible out of the way
- If safe, communicate to the office
- provide description of suspect/incident

Teachers must:

Lock all doors and assemble in areas not visible through windows and glass panels. **DO NOT RESPOND** if the FIRE ALARM SOUNDS. **DO NOT UNLOCK** the doors for anyone until the ALL CLEAR signal is given.

- **Classrooms:** secure all doors and windows, make the room look empty, remove items from desktops, assemble in areas away from doors and windows, take cover or lie low, lights out, blinds pulled, BE QUIET – phone ringers turned off, remain in the room until the ALL CLEAR is given.
- **Portables:** secure all doors and windows, make the room look empty, remove items from desktops, assemble in areas away from doors and windows, take cover or lie low, lights out, blinds pulled, BE QUIET – phone ringers turned off, remain in the room until the ALL CLEAR is given.
- **Cafeteria, Library, Gym, Washroom and other open areas:** take cover, lie low and get inside a secured room when safe to do so.
- **Outside Areas:** any students outside (i.e., gym, lunch) are to remain outside in the predetermined safe area.

Parents:

In the event of a lockdown, parents are directed to attend St. Joseph’s Health Care Centre (adjacent to OLOL) where a communication room will be set up in the auditorium. This is located to the left of the building (as you face St. Joseph).

Please do not use the front entrance.

Please **do not** direct calls to St. Josephs, Lourdes or any students, as this will place an additional stress on the communication lines.



2011 - 2012 SCHOOL YEAR

SEPTEMBER 2011

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4 5 6 7 8 9 10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30

OCTOBER 2011

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2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31

NOVEMBER 2011

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20 21 22 23 24 25 26
27 28 29 30

DECEMBER 2011

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25 26 27 28 29 30 31

JANUARY 2012

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29 30 31

FEBRUARY 2012

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MARCH 2012

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APRIL 2012

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22 23 24 25 26 27 28
29 30

MAY 2012

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27 28 29 30 31

JUNE 2012

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10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 29 30

Visit the Courdes website for calendar updates!



*There are no strangers here,
only friends we have not met.*

