

St. Thomas More  
Catholic Secondary School

Student Agenda Booklet  
2018 – 2019



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*Principal*  
Mrs. S. Cannon

Mr. C. Agro

*Vice-Principals*  
Mr. M. Lawlor

Mr. K. Monaco

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THIS AGENDA BOOK BELONGS TO:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Province \_\_\_\_\_  
Postal Code \_\_\_\_\_  
Telephone \_\_\_\_\_  
Student No. \_\_\_\_\_ Home Room No. \_\_\_\_\_

## St. Thomas More School Prayer



Dear God  
Help us to be inspired by the examples of St. Thomas More,

Like him,  
May we be faithful to our moral and ethical values,  
May we acquire knowledge and love of learning.  
May we act in accordance with our beliefs, in spite of criticism,  
May we trust in God and in His promises of justice and  
salvation.

Through the presence of St. Thomas More,  
We are called to live faithfully,  
Never in doubt.  
We are called to live morally,  
Never in dishonesty.  
We are called to live mindfully,  
Never in ignorance.  
We are called to live courageously,  
Never in fear.

This we ask through your Son, our Lord, Jesus Christ.  
Amen.

St. Thomas More...Pray for Us.



Written by St. Thomas More Student  
Marcus Terrana (Class of 2011)

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**HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD**

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Director of Education	Mr. David Hansen
Superintendent of Education	Mr. Corrado Ciapanna
Trustee	Mr. John Valvasori

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**PARISHES**

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Regina Mundi	Pastor Fr. Adam Voisin Parish Minister Mrs. Sue Hamilton
Annunciation of Our Lord	Pastor Fr. Donald Wilhelm Parish Minister Mrs. Tess Perez

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**ST. THOMAS MORE STUDENT COUNCIL 2018-2019**

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President	Julia DeSantis
Vice-President	Bianca Cirillo
Treasurer	Emma Venneri
Recording Officer	Alessandra Chiarot
Social Convenor	Julia Ciaglia
Spiritual Director	Ainello Lombardi
Grade 12 Representative	Ravin Ola
Grade 11 Representative	Mary Odisho
Grade 10 Representative	Abygail Montague
Grade 9 Representative	To be elected from Gr. 9 in September
Technology Representative	Patrick Gagnier
Staff Advisors	Mrs. A. Danielewicz,
Administrative Advisor	Mr. C. Agro

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**DEPARTMENT HEADS**

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Arts	Mr. A. Bukvic
Business / Computers	Mr. S. Begadon
Canadian & World Studies /Social Science	Mr. J. Amatangelo
Chaplains	Mr. M. Blok Mrs. S. Boase (1/2 time)
English/Languages	Mrs. S. McIlveen
Mathematics	Mrs. F. Bozzo
Physical Education /Co-Instructional	Mr. B. Bonitatibus Mr. A. Mulé
Religion	Mrs. S. Gambioli
Science	Mrs. J. Silvestri
Special Education	Mrs. J. Walters
Student Services / Co-op	Mrs. C. Spadoni
Technological Studies	Mr. G. Carboni

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## **ROLE AND ACTIVITIES OF S.T.M. PREFECTS**

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Prefects are senior students who assume the role of a Catholic leader at STM. Prefects model expected behaviour and encourage others to do the same. Prefects are caring, concerned and responsible students of our community who by their leadership encourage everyone to create a place where all members are welcome, and feel that they are an important part of our school team.

The criteria for the position is the following:

- B average
- Participation in co-instructional activities
- Excellent attendance record
- Full time student
- Leadership ability
- Suitable level of maturity

Prefects have 4 main mandates.  
They assist with and help promote:

1. Inclusion
2. Grade 8-9 transition
3. Community Outreach
4. Academic Success

Tutoring is offered every Tues. & Thurs. on lunch periods.

### **PREFECTS 2018-2019**

Marissa Alavata	Azez Alhumaid	Anthony Almonte
Fatema Al-Nabhan	Brianna Anjos	Angela Barber-Pin
Max Betteto	Rhylin Brown	Emilie Calabrese
Kassidy Canlas	Kayleigh Canlas	Makayla Cherret
Marisa Cino	Sophie Cino	Giuseppe Consoletto
Jezreel Dalmeida	Sydney Forrester	Chloe Frias
Kayleigh Frias	Alyssa Giovannangeli	Madeline Heleno
Melak Ifrim	Alayna Inrig	Sherin Jerry
Seanna Joseph	Qais Julani	Tae-Lin Lee
Maya Lepper	Michael Mattei	Soliana Minassie
Yahia Mohamad	Caitlyn Parkes	Claudia Pashkja
Lesley Pinto	Claudetta Pugliese	Nethmi Rajapkse
Olivia Santos	Lukas Spitman	Guy Thongmeesand
Naomi Uzzi	Trudi Vaughan	

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### **BELL SCHEDULES FOR 2018-2019**

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<b>REGULAR BELL SCHEDULE #1</b>			<b>BELL SCHEDULE #2 (MASS / ASSEMBLY)</b>		
Per	Time	Activity	Per	Time	Activity
	8:15 A.M.	Final Warning Bell		8:15 A.M.	Final Warning Bell
1.	8:20 - 8:25 8:25- 9:40	Opening Prayers/ Announcements Class 75 Mins	1.	8:20 - 8:25 8:25 - 9:23 9:23 -10:48	Opening Prayers/ Announcements Class 58 Mins Mass/Assembly 85 Mins
2.	9:42 -10:57	Class/Lunch 75 Mins	2.	10:50 -11:48	Class/Lunch 58 Mins
3.	10:59 -12:14	Class/Lunch 75 Mins	3.	11:50 -12:48	Class/Lunch 58 Mins
4.	12:16- 1:31	Class/Lunch 75 Mins	4.	12:50 - 1:48	Class/Lunch 58 Mins
5.	1:33 - 2:48	Class 75 Mins	5.	1:50 - 2:48	Class 58 Mins
<b>BELL SCHEDULE #3 (12 NOON DISMISSAL)</b>			<b>BELL SCHEDULE #4 (EARLY DISMISSAL DAY)</b>		
Per	Time	Activity	Per	Time	Activity
	8:15 A.M.	Final Warning Bell		8:15 A.M.	Final Warning Bell
1.	8:20 - 8:25 8:25 - 9:08	Opening Prayers/ Announcements Class 43 Mins	1.	8:20 - 8:25 8:25 - 9:20	Opening Prayers/ Announcements Class 55 Mins
2.	9:10 - 9:51	Class/Lunch 41 Mins	2.	9:22 - 10:15	Class/Lunch 53 Mins
3.	9:53 -10:34	Class/Lunch 41 Mins	3.	10:17 -11:10	Class/Lunch 53 Mins
4.	10:36 -11:17	Class/Lunch 41 Mins	4.	11:12 -12:05	Class/Lunch 53 Mins
5.	11:19 -12:00	Class 41 Mins	5.	12:07 - 1:00	Class 53 Mins

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**SEMESTER 1: September 4, 2018 – January 31, 2019**

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September	04	First Day of Classes
	05	Grade Level Meetings – Pd 1 (Gr 9) & Pd 5 (Gr 10)
	06	Grade Level Meetings – Pd 1 (Gr 11) & Pd 5 (Gr 12)
	14	School Picture Day
	21	PA Day
October	08	Thanksgiving Day Holiday
	10	Initial Progress Reports
	14	HWCDSB Pilgrimage
	22	P.A. Day
	25	Parent-Teacher Interviews 1 to 3pm & 6 to 8:00pm
November	03	Parent Conference @ Bishop Ryan CSS
	07	Take Our Kids To Work Day (Gr. 9s)
	07	Last Day of Semester 1 Term 1
	29	Grade 8 Parent Night
December	07	PA Day
	Christmas Break: December 24 - January 4	
January	14	Week of January 15 Grade 9 EQAO Mathematics Test
	22	Grade 8 Orientation
	23-29	Semester 1 Exams
	30	PA Day

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**SEMESTER 2: (February 1, 2019 – June 28, 2019)**

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February	01	First Day of Semester 2
	06	Ash Wednesday
	18	Family Day
March	01	PA Day
	March Break: March 11 – March 15	
	27	Ontario Secondary School Literacy Test
April	04	Parent-Teacher Interviews 1 to 3pm & 6 to 8:00pm
	15	Last Day of Semester 2 Term 1
	19	Good Friday
	22	Easter Monday
May	10	PA Day
	20	Victoria Day Holiday
June	06	Graduation Exercises
	10	Week of June 10 Grade 9 EQAO Mathematics Test
	19	Last Day of Classes
	20-26	Semester 2 Exams
	27	Graduation Formal, P.A. Day
	28	Exam Viewing, School Ends



**Hamilton-Wentworth Catholic District School Board**  
**2018-2019 School Year Calendar – Secondary**  
 Telephone: 905 525-2930 Internet: www.hwcdsb.ca

September							October							November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				

December							January							February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	E	E	E	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	E	E	30	31			24	25	26	27	28		
30																				

March							April							May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1							1							1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	5	6	7	8	9	10	11
9	10	11	12	13	14	15	14	15	16	17	18	19	20	12	13	14	15	16	17	18
16	17	18	19	20	21	22	21	22	23	24	25	26	27	19	20	21	22	23	24	25
23	24	25	26	27	28	29	28	29	30					26	27	28	29	30	31	
30																				

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	E	E	22
23	E	E	E	27	28	29
30						

CALENDAR KEY	
	Professional Activity Day
	School Holiday
	Statutory Holiday

Catholic Secondary Schools	
Friday, September 21, 2018 - P.A. Day	Monday, October 22, 2018 - P.A. Day
Friday, December 7, 2018 - P.A. Day	Wednesday, January 30, 2019 - P.A. Day
Friday, March 1, 2019 - P.A. Day	Friday, May 10, 2019 - P.A. Day
Thursday, June 27, 2019 - P.A. Day	
September 4, 2018 - School Begins	February 1, 2019 - Second Semester Begins*
June 28, 2019 - School Ends	



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## **THE FACTS ABOUT THOMAS MORE**

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Thomas More was born on February 7, 1478 in London, England about the time were printed books were beginning to replace handwritten manuscripts.

- ❖ He began school at age 7, receiving a classical education, studying Latin (the spoken and written language of the educated), music and public speaking with a little English and mathematics. (Studies began at 6:00 a.m.)
- ❖ At age 12, instead of moving to Eton, a middle school, he became a page, such as we have in our House of Commons in Ottawa, serving the Archbishop of Canterbury and Lord Chancellor of England, learning the customs of the influential.
- ❖ At age 14, the usual age, he entered Oxford University on scholarship.
- ❖ At age 16, he began his seven-year study of law. As there were few books, students attended court each day and were required to remember the rulings of judges. Mock trials where students played assigned roles and re-tried the cases of the day occurred each afternoon.
- ❖ Throughout his life, Thomas More attended Mass and prayed each day.
- ❖ More married at age 26. He and his wife had four children, three daughters and a son. (His wife died in childbirth at age 22). Thomas was a major proponent of education for women; his eldest daughter, Margaret became one of the most learned women in England at this time.
- ❖ He was a successful and well-respected lawyer representing many London merchants.
- ❖ In 1509, at age 31, he became a Member of Parliament for the section of London known as Westminster.
- ❖ His work impressed the King who began to use More as a diplomat - to negotiate treaties with other nations, and asked him to serve as a judge to settle property disputes.
- ❖ Thomas had a good sense of humour, was able to make witty replies, although his comments were often made in an apparently serious tone that made it difficult for some to tell "whether he spoke in earnest or in jest".
- ❖ More was also a scholar, an influential writer who had numerous articles and books published; his most famous book is Utopia, a book about "no-place", a mythical island nation striving to create a virtuous society, an ideal republic. Why did Thomas More write Utopia? To incite discussion. To stimulate debate. What would a society truly based on Christian principles be like? How should a Christian government act? How Christ-like are our customs? Utopia is no longer on the "best seller" list, but the debate that Thomas More started is just as important today as it was five centuries ago. Twenty-first century media makes us increasingly aware of what is happening in the world, and in our own country. What should be happening? What should we be doing to make it happen? Perhaps we have a greater responsibility than most to be asking and answering the same questions that our patron saint, St. Thomas More raised those many years ago.

- ❖ In 1517, at age 39, he became a royal counsellor to King Henry VIII, entering public service full-time, giving up the private practice of law. More was a major critic of Martin Luther and an opponent of the Protestant Reformation that Luther began; he helped Henry with his reply to Luther that earned for the King from the Pope the title “Defender of Faith”. More’s own publication, “Response to Luther” was read throughout Europe.
- ❖ In 1523, at age 45, he was elected Speaker of the Parliament, and knighted for his service to the King.
- ❖ More was a charitable man: feeding the poor, up to a hundred a day during one food shortage, refusing to layoff farm workers at his country house even when they were no longer required, establishing a home for the destitute.
- ❖ In 1529, at age 51, he was chosen by the King to be Lord Chancellor, a position comparable to Prime Minister. He was regarded as “an upright and learned man”, “the greatest administrator of his generation”. Despite his powerful position he was modest and unpretentious, with little regard for fashion.
- ❖ While Protestant Reformers believed in prayer, personal interpretation of the Bible, and salvation through faith in God, Thomas More as a Catholic believed in good works, the teaching of the Church, and the sacraments. He believed strongly in the authority of the Pope, as did King Henry in his early years.
- ❖ In 1532, at age 54, at the height of his power, More resigned as Lord Chancellor, on a matter of conscience, to be “in the service of God”.
- ❖ The new Lord Chancellor got Parliament to pass King Henry’s Act of Succession. This legislation annulled the King’s marriage to his queen of eighteen years, Catherine of Aragon, established his new wife, Anne Boleyn, as Queen, established Anne’s children as royal heirs, and ended the authority of the Pope in England. Henry made himself Head of the Church in England because this made him more powerful than the Church itself and because the Pope had refused to grant his annulment.
- ❖ Henry was not content just to pass this legislation; he required that each important person in the kingdom swear that he or she agreed with this.
- ❖ In 1534, when Thomas More refused to swear that Henry was the true, Supreme Head of the Church in England, he was imprisoned in the Tower of London. He entered via Traitor’s Gate. More spent more than a year in his cold, damp cell, attending Mass each day as he was allowed, praying that he would be courageous enough. He would not deny everything he believed. He would not agree that the sacraments, the teachings of the Church, the authority of the Pope should all be abandoned.
- ❖ In 1535, at age 57, when he still refused the Oath of Succession, he was taken to Tower Hill and beheaded. Just before his death he stated that he was still “the King’s good servant, but God’s first”. He became the first English layman to be beatified as a martyr for the Faith.
- ❖ In 1935, the Church made him a Saint.

St. Thomas More was chosen as the patron saint for our school community because he was a highly principled person in difficult times. He was not one to change what he believed because of pressure to do so. He was not concerned with popular opinion. His religious conviction, his willingness to do what was right in the face of his own death, should inspire us all to be Christ-like in our daily lives.

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## CHAPLAINCY

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The chaplaincy leader works collaboratively with all staff to foster the spiritual and faith life of our diverse school community by preparing and co-ordinating prayer, Liturgies and worship services, leading efforts to increase justice and peace both locally and globally, and providing support and comfort to those who are struggling or in crisis. The chaplaincy leader also liaises with local parishes and brings scripture and theological reflection to bear on issues affecting the school or wider community. As well, chaplaincy leaders are a resource to staff on subjects with moral, spiritual and pastoral implications. A chaplaincy leader always endeavours to facilitate faith development in students and staff and to unite diverse groups within the school in a shared calling to witness to the Spirit of the Gospel

St. Thomas More Catholic Secondary School is served by two chaplains, Maciej Blok and Sharon Boase (who is half-time). Their offices are located in the Religion wing, Rm. 118.

At St. Thomas More, we celebrate four school-wide masses each year and two prayer services. We celebrate the Sacrament of Reconciliation during the season of Lent. Our school has a very strong Gr. 12 retreat program. All Grade 12 students are required to attend a retreat during their Gr. 12 year in order to fulfill their Catholic School Graduate Expectations. Students have the option of attending a day or an overnight retreat at Mount Mary Retreat Centre in Ancaster. It is the **student's responsibility** to sign up for a retreat at the beginning of the semester in which they are taking their religion class.

St. Thomas More C.S.S. is a leader in the realm of social justice and charity work. The chaplaincy leaders seek to engage students in living out their faith with concrete action on behalf of the poor and oppressed. Students have many opportunities to do this, including: *The Pilgrimage – Walk with Christ Justice for the Poor; Halloween 4 Hunger; Christmas Miracle Campaign; Thinkfast; Dominican Republic Faith Experience trip; March for Life in Ottawa, STM's Utopia group, Culture of Life group, Me to We group, and Knight Runners.*

We are fortunate to have a Chapel in our school, a place of sanctuary, prayer and reflection. You are invited to spend time in your Chapel, to take time in your hectic day to be in the quiet presence of God.

May God continue to bless us,

Mrs. S. Boase and Mr. M. Blok

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## MORE OUTREACH

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At St. Thomas More we offer an outreach programme for our students and their families. We offer a breakfast programme three mornings a week in Room 116 – drop by for a healthy breakfast! We can assist you in finding clothing for employment or formal occasions through the Boards Precious Moments Boutique. There is also a food bank located in our Chapel. If you need to access any of these services or would like more information, please see your Guidance Counsellor, Student Success Teacher or Chaplaincy Leader. Donations of food items, clothing, STM uniform items and gift certificates for grocery stores are always welcome and appreciated for this program.

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## **SCHOOL PHILOSOPHY AND GOALS**

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The spirit of St. Thomas More is one which sees the Catholic Secondary School as one which must be permeated with Gospel values, which regards each person, staff member or student, as uniquely gifted by God, which presents to its members an alternative vision of life, and which strives to grow as a Christian community. St. Thomas More Catholic Secondary School urges its teachers to be conscious of their prophetic function to challenge, to encourage and to instill in the young people entrusted to them a Christian vision of all aspects of human existence.

St. Thomas More challenges its students to respond to the message of the gospel to reflect in their conduct a commitment to the ideals of Jesus. Therefore, we endorse the following goals:

1. To regard each student as being of unique worth and destiny created in the image of the Living God.
2. To lead each student towards a deeper sense of self-worth and a growing commitment to be of service to others.
3. To foster in students a respect for learning and a desire to increase their understanding of their world, with a recognition of the primacy of intelligence and love over emotion, habit or prejudice in making decisions in life.
4. To encourage a sense of personal responsibility in the use of the gift of freedom.
5. To assist each student in the development of a set of moral values and patterns of conduct which spring from a social conscience formed by the Gospels.
6. To ensure that every student treats all others with the respect, fairness and understanding in recognition and acceptance of the racial, ethno cultural, linguistic and religious diversity that is characteristic of the St. Thomas More school community and of the world as a whole.

Our ultimate goal is to challenge our students to integrate into their lives the values cherished by our school: to become promoters of justice in an unjust world, to become signs of love in the midst of hostility, to become peacemakers on a planet threatened with violence.

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## **ST. THOMAS MORE STUDENT DRESS CODE**

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The concept of a dress policy has a long tradition in the Catholic Secondary School communities in Hamilton. The St. Thomas More community strongly supports this tradition. There are economic and practical advantages to support a school dress policy. The real advantage is that a dress policy supports the school's philosophy; namely, that each individual is unique and his/her richness comes from within and not from external appearance. We also believe that only through working together, learning together and praying together can we as individuals form a greater whole, our Catholic School community. Like a successful team which takes pride in its uniform, we at St. Thomas More take pride in our uniform, in each individual person and in our school community.

We have established a common dress policy, the specifics of which are listed on the pages that follow. While it is possible to list all that may be worn, it is not possible to address all the external trappings that some students might choose to adopt. Suffice it to say that any externals that are not in keeping with the spirit of the dress code will not be acceptable. Any questions or clarification will be addressed by a Vice-Principal.

**EVERY STUDENT WILL BE EXPECTED TO BE IN FULL UNIFORM, WEARING ONLY UNIFORM ITEMS, WHILE IN SCHOOL THROUGHOUT EVERY DAY. OFFENDERS SHOULD EXPECT TO BE SENT HOME.**

NOTE:

Items noted as S.T.M. uniform attire must have a school monogram and be purchased from the school's official supplier. The current supplier is:

Bombardieri Uniforms  
460 Barton Street East  
Hamilton, Ontario  
L8L 2Y6  
Phone: (905) 525-6684  
Fax: (905) 525-5766  
Web: [WWW.BOMBARDIERI.CA](http://WWW.BOMBARDIERI.CA)  
(online shopping available)

<b>GENERAL NOTES</b>
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1. All students are required to be neat, clean and decent in their appearance; **shirts must be buttoned up to the second button. Pant legs are not to be rolled up or tucked into socks, shoes or boots.** There are to be no rips or tears in any parts of clothing. This regulation applies to footwear also. Socks and/or tights must be worn at all times.
2. Students must be in compliance with the dress policy at all times before and during regular school hours including lunch and spares. Students not in compliance will be sent home or detained in the office.
3. **JEANS OF ANY COLOUR ARE NEVER PERMITTED** on any uniform days and exemptions will not be granted. Students will **automatically be sent home** for wearing jeans. **[PARENTS MAY NOT ASK FOR AN EXEMPTION ON "UNIFORM DAYS".]**
4. Garments not supplied by the uniform store for the past **four** years are not permitted (if unsure, check with a VP before wearing any item that is not on the current uniform list).
5. Spirit wear or team or club wear are not part of the uniform, and is therefore not permitted on regular uniform days. Current school year team jerseys and club t-shirts may be worn to promote school spirit on game/club event days **only**. School spirit shirts may be worn only on designated spirit days.
6. Students are not permitted any headwear in a school setting (eg. hats, caps, bandanas etc). Headwear for religious purposes is permitted. Such headwear must have colours aligned with the STM school uniform.
7. **UNIFORM SIZING**  
Uniform items must be size appropriate – not too small nor too large. Undergarments shall not be exposed. Alterations to modify style (e.g. shirts taken in or pant legs tapered or slit) are not permitted.

8. **BACKPACKS**

Bags and large purses are not to be brought to class and are to be secured in students' lockers.

9. **CIVIES DAYS**

"Civies" days may be granted occasionally to afford the opportunity to dry-clean/repair uniform items as necessary. On these days, students may not wear clothes with graphics promoting unacceptable lifestyles or inappropriate or derogatory comments, (e.g. alcohol, drugs, sex, etc.) hats, halter-tops, midriff baring tops, tank tops, low cut pants, spandex pants or shorts, tights or similar inappropriate clothing. **Jeans are permitted on civies days ONLY. Walking shorts are permitted with a hem no shorter than 3 inches (8 cm) above the knee.** Where clothing is judged to be inappropriate for our Catholic school by a school administrator, the student will be required to change or will be sent home.

10. **OUTERWEAR**

Outerwear, including work boots, hats, coats, spring/winter jackets, sweat shirts, non-uniform sweaters, etc. are not permitted in classrooms or anywhere in the school. These items should not be carried from class to class; they are to be placed in the lockers upon arrival at school.

11. **INCLEMENT WEATHER / WINTER MONTHS**

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

12. **FIELD TRIPS**

The school dress policy is in effect for field trips, unless, due to the nature of the trip, a pre-authorized exemption is made by the organizing teacher.

13. **PHYSICAL EDUCATION CLASSES**

Students enrolled in Physical Education classes are required to wear the gym uniform which consists of a S.T.M. T-shirt, and S.T.M. shorts. An optional grey sweat pant and sweat shirt are available. The Physical Education uniform is to be worn for dance classes.

14. **EXAMINATION DAYS**

Regular school dress code is required for all examination days.

**15. THE SPIRIT OF DRESS CODE**

While it is possible to list all that may be worn, it is not possible to address all the external trappings that some students might choose to adopt; this includes chains, jewellery (especially facial piercings), adornments, spiked bracelets / necklaces, excessive make-up, etc. Excessive facial piercings are discouraged and may be addressed by the school administration. Chains and necklaces must be worn beneath the shirt. Suffice it to say that any externals not in keeping with the spirit of the uniform code as judged by the school administration will not be acceptable.

**16. REQUIRED CLOTHING ITEMS**

The items of clothing designated as "Required" are the items that a student must have in order to comply with the dress policy.

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***DRESS CODE REQUIRED***

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**Shirts**

Polo shirts or Rugged shirts are required. All shirts must be buttoned to the second button from the top. Should it be necessary to wear a T-shirt beneath your S.T.M. top, **only a plain** white or black short sleeve T-shirt tucked in will be permitted.

**S.T.M. Black Pants**

Zippers and buttons must be fastened. Uniform pants may not have frayed bottoms, split inseams, flared tailored panels inserted or tapered leg. Must be embroidered with school logo from supplier.

**Shoes with Pants**

Running shoes, dark coloured dress shoes, or dress boots (not work boots or Kodiak) without adornments, laced up with the pant leg fully draped over the boot and/or shoe.

**Socks with Pants/Shorts**

Socks must be worn at the ankle or higher at all times.

**S.T.M. Walking Shorts**

Walking shorts may not be rolled up and must be no shorter than 3 inches (8 cm) above the knee.

**Shoes with Shorts**

Running shoes or dark coloured dress shoes, cut below the ankle may be worn.

**Required S.T.M. Outwear**

All items must be worn ovetop a collared shirt. Students must purchase one of the following: STM Cardigan, STM Zippered Jacket or STM Zipper Front Sweatshirt.

**Shirts**

Polo shirts or Rugged shirts are required. All shirts must be buttoned to the second button from the top. Should it be necessary to wear a T-shirt beneath your S.T.M. top, **only a plain** white or black short sleeve T-shirt tucked in will be permitted.

**Kilt**

To be hemmed within 4" of the knee. It is recommended that enough material be left for future lengthening

**Tights with Kilts**

The solid black tights or leotards are required (sheer nylons and socks are not permitted)

**Shoes with Kilts/Shorts**

Running shoes or dark coloured dress shoes cut below the ankle, with no more than a 1-1/2" heel and no adornments are permitted. Boots of any kind are not permitted with the kilt or short. Ballerina style shoes are not permitted.

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**PHYS. ED. REQUIREMENTS**

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Phys. Ed. T-Shirt

Phys. Ed. Shorts

\*\*\*Garments purchased for Phys. Ed. or Dance may **not** be worn as "regular" dress code. Phys. Ed. Uniforms are to be purchased from the Phys Ed department.

**Optional for Phys. Ed.**

Phys. Ed. Sweatshirt/Sweatpants

Phys. Ed./Dance Joggers: Must be grey for all students.

**STOP DRESS CODE VIOLATIONS!**

1. Hats, bandanas, visors, and other head adornments are not to be worn in the school.
2. If a T-shirt must be worn underneath the S.T.M. top, only plain white or black short sleeved shirts are permitted.
3. Visible piercings are not permitted. Normal earrings excepted.
4. Pants may not be rolled up and zippers and buttons must be fastened.
5. Outer wear including work boots, hats, jackets, non-uniform sweater, etc, are not permitted in the school. These items should not be carried from class to class; there are to be placed in your lockers upon arrival at school.
6. Garments not supplied by the uniform store for the past four years are not permitted. (e.g. hooded sweatshirt, ¼ zipper sweatshirt)



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## **CODE OF STUDENT BEHAVIOUR**

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St. Thomas More is a Catholic Secondary School promoting the development of Christian ideals and behaviour as well as scholastic excellence. Every student has the right to learn in the most conducive environment and to be treated with respect and courtesy by fellow students and teachers. They also have the responsibility to contribute to this atmosphere by demonstrating the values appropriate for a Catholic Community.

Social growth is an important aspect of secondary school education; it includes the adoption of appropriate behaviour as determined by societal expectations and moral values. Students need to learn that every action carries a consequence, either positive or negative. Through the fair and consistent application of consequences, it is hoped that all will develop a healthy respect for the laws of society and for the rights of others. It is our hope that from this respect will evolve a sense of responsibility, self worth and self discipline that will assist in future decision-making.

If all students and staff at St. Thomas More are faithful to this code, then we can rest assured that the traditional respect accorded to this institution will continue. It is our mandate to encourage all to live as Christians and to influence others to do the same. Of this we will be proud.

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## **EXPECTATIONS FOR STUDENTS OF ST. THOMAS MORE**

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- 1. Respect For All Staff:**  
Co-operation with, obedience to, and respect for, all staff is necessary so that all members of the community may benefit from the duties and responsibilities of administration, teachers, support staff, secretaries, custodians and cafeteria supervisors. It is expected that the same respect that is accorded to students by staff members will be reciprocated.
- 2. Respect For Others:**  
In order to receive respect from others, one must respect the rights of all members of our community. Discrimination in any form is unacceptable. Respect should not be denied to any person or group, regardless of perceived differences. Any form of harassment will not be tolerated. HAZING, OR INITIATION, WILL NOT BE CONDONED AND WILL LEAD TO SUSPENSION OR POSSIBLY EXPULSION.
- 3. Respect For Property:**  
The building, grounds and materials belong to each one of us to be used to benefit everyone. It is our responsibility to protect and care for this learning environment. By not littering or vandalizing our campus we are doing a great deal to uphold a safe, secure environment and an inviting, aesthetically pleasing climate.

4. **Locks and Lockers:**

You will normally be randomly assigned a locker prior to the first day of school. All students will have to share a locker. During locker selection days, you will select a locker partner. It is your responsibility to keep your locker clean and free from writing and damage. **REPLACEMENT CHARGES WILL BE LEVIED WHERE STUDENTS PURPOSEFULLY OR CARELESSLY DAMAGE LOCKERS.** Failure to properly maintain your locker may result in loss of locker privileges. Posting of any words or graphics inconsistent with the spirit of our Catholic School Code of Behaviour is prohibited.

**You are not permitted to move to another locker or to exchange or share lockers without permission from the Vice-Principal.** Request may be denied to have a lock removed off a locker, which is not assigned to the student, and if a lock is removed a \$5.00 penalty fee will be levied. Locker assignments must consist of students of the same grade and gender.

Assigned lockers must be secured with a **school issued combination lock.** Failure to meet this requirement will lead to your lock being removed at your expense. (Locks are available for purchase through the Attendance Office at a cost of \$10.00 each.)

Every year personal belongings are lost by students who fail to lock their lockers or who allow others to know their combination. Protect your belongings by making certain that you are not careless. Keep your combination private. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST, MISSING, OR STOLEN BELONGINGS.** All lockers must be cleared by last school day of the year.

During class time, locker visits must be kept to a minimum. By the last day of school in June, all locks and locker contents must be removed. After this day, the lock will be removed and the contents discarded or donated.

***DUE WARNING:***

**Students and parents are hereby notified that school Principals and Vice-Principals have the authority to search personal property and lockers. This right to search is established to assist Principals and Vice-Principals in providing "for the safety and welfare of all students and staff" under the Education Act.**

5. **Valuables:**

You can take precautions to see that you do not lose your valuables and personal items. Try to follow these suggestions:

- i) Buy only a school issued lock and keep your combination private with your locker partner.
- ii) Do not bring large sums of money or valuable personal items to school i.e. cell phone, IPODs, cameras or other electronic devices.
- iii) Do not leave wallets, watches, rings or jewellery in physical education change rooms.
- iv) Lock your bicycles to the bicycle racks, fences or lamp posts on school property.

6. **Punctuality:**

Our concern and commitment to others requires us to be on time for classes, assignments, meetings, practices and games in order to uphold our common courtesy to those involved.

7. **Absenteeism:**  
Being present in class on a regular basis is the prime factor leading to success.
8. **Preparation For And Participation In Class:**  
Active participation of each student in class should improve the possibility for intellectual, social, physical and spiritual development. Each student begins to show his/her co-operation by bringing the necessary assignments, equipment (books, paper, pens, etc.) and school uniform to classes. All of this will contribute to the promotion of an active learning experience.
9. **Public Address Announcements:**  
The public address system is used to communicate with teachers and students. Announcements are made before the start of first period each day. It is important that students stop what they are doing during these announcements so that they may hear the messages clearly. Announcements are posted outside the Main Office for those who wish to check later in the day. This is an expectation for any student not present in Period 1.
10. **Emergency Drills:**  
Each room has a posted fire exit route. When the fire alarm sounds, move quickly and quietly to the indicated exit. **DO NOT RUN**. Once outside, students are to remain in class groupings with their teacher. Move well away from the building and keep roadways clear for emergency vehicles. Help maintain the excellent safety record of S.T.M. by following all safety precautions wherever you are.
11. **Uniforms:**  
The school uniform of St. Thomas More Catholic Secondary School consists of a common attire worn by the students which builds the sense of spirit and belonging to the school community for everyone. In addition, the school uniform is a good way to encourage respect, responsibility and safety in our school.
12. **Smoking:**  
As per government legislation, smoking is totally prohibited in the school building and on the school grounds. City of Hamilton By-law 11-080 also prohibits smoking within city parks and recreation centres. This includes the field and parking lot at the south end of STM's property. Additionally, chewing tobacco and electronic cigarettes (e-cigs) and vaporizers, including but not limited to, hookahs of any type are likewise strictly prohibited in the building and anywhere on school property.
13. **Cafeteria:**  
Please be considerate of others in the cafeteria. The cafeteria supervisors and your fellow students will appreciate your co-operation in:
- i) depositing all lunch litter in waste containers. Use the recycle bins where appropriate;
  - ii) leaving the table and floor around you in a clean condition for others;
  - iii) not consuming food or drinks outside of the cafeteria except for classrooms supervised by a teacher for meetings or club activities;
  - iv) not loitering in the entrance doorways of the cafeteria;
  - v) not bringing coats or bags into the server area;
  - vi) wearing only uniform garments while in the cafeteria.

**14. School Functions and Trips:**

When you attend any school activity, even when away from the school building, you are expected to demonstrate responsible behaviour. These activities include dances, athletic events, concerts, trips, and any other activity sponsored by the school. All school regulations apply to these functions and some, such as trips, have special regulations attached.

**15. Visitors/Trespassers:**

During the school day, the school grounds and buildings are out of bounds to all except registered students of S.T.M. and their parents or guardians, Board employees, or persons having business with the administration or staff. Any other persons must apply directly to the office for permission to be on the school site. Failure to report to the office for approval, and being on the property without approval, may result in a charge of trespassing being laid by the Hamilton Wentworth Regional Police.

**DO NOT INVITE FRIENDS TO VISIT YOU AT SCHOOL DURING THE SCHOOL DAY. MEET THEM OFF SCHOOL PROPERTY.**

Students and staff who notice people who do not belong on the property should immediately notify the Main Office. All of us share in the responsibility of keeping S.T.M. safe.

**16. Public Display of Affection:**

Students are expected to act in an appropriate manner that reflects behaviour consistent with Christian values. Expression of affection such as kissing, embracing and other excessive displays of affection are not considered appropriate in an educational setting.

**17. Student Parking:**

Student parking is limited to those areas so designated in the south parking lot. Vehicles blocking fire routes or in other non-approved areas are liable to be ticketed or towed away at the owner's expense.

Vehicles are for transportation to and from school. Students may not sit in parked cars nor loiter in the parking lot. Do not loiter in or around your vehicle. Immediately enter the building or exit the parking lot. Do not use this area for games of any type in order not to damage parked cars.

Student parking is on a first come, first served basis, and all vehicles are left at the owner's risk.

Students are expected to drive on school property in a safe and responsible manner.

Cars parked on school property are subject to search by the school administration.

**18. DROP OFF and PICK UP of Students:**

In order to:

1. improve the safety of pedestrians
2. provide quick access for emergency vehicles
3. avoid vehicle accidents
4. facilitate transportation for handicapped students
5. minimize time consuming traffic congestion
6. avoid violating a city by-law and being issued a costly ticket by enforcement officers

**PLEASE AVOID STOPPING OR PARKING IN THE IDLE FREE ZONES WHICH ARE CLEARLY MARKED WITH CITY BY-LAW SIGNS (07-160).**

The following are alternative areas for dropping off and/or picking up students:

- a) *Drop off or pick up students on Upper Paradise, near the bus shelter, so they can use the walkways to get to the front door.*
- b) Use the south parking lot.
- c) If you must drop a student off very close to a door, remember that there are 5 entry doors on the north side of the school, and 3 on the south side that may be used.
- d) Use the laneways of the 3 parking sections in the north lot for drop-off and pick-up, rather than the illegal curb-side parking.

In short, where a sign indicates "**NO STOPPING**", please obey it.

**19. Personal Electronic Devices (P.E.D.):**

These devices include but are not limited to cell phones, laptops, personal electronic audio, video, and photographic and telecommunications devices etc.

- The school and Board are not responsible for the safety, security, loss, recovery, repair or replacement of P.E.D. that students choose to bring to school.
- P.E.D. must be used safely, appropriately and only where/when authorized by administration. For example, for safety, students will refrain from texting while walking or using staircases. The use of ear buds/head phones is allowed only in the cafeteria or library as authorized by staff and is strictly prohibited in hallways and stairwells.
- P.E.D cannot be used to infringe on personal privacy or to commit academic dishonesty.
- With teacher permission only, P.E.D. may be used in the classroom and other instructional areas, such as but not limited to the library, to support or enhance student learning.
- P.E.D. may be used in office areas (e.g. Main, Guidance, Attendance, V.P., and Principal) strictly with the permission of staff for school-related purposes.
- The use of P.E.D. in a manner that interferes with or disrupts any classroom or other instructional space is strictly prohibited and is subject to disciplinary action up to and including suspension.
- A student who violates the school's P.E.D. policy may have the electronic device confiscated and returned to the parent/guardian (or student 18 years or older) after the instructional day or as appropriate. Repeated infractions will lead to suspension.
- ***If parents need to contact a student during class time, they are asked to contact the Attendance Office rather than phone or text a student in class.***

<p><b>PERSONAL ELECTRONIC DEVICES ARE NOT TO BE USED, SEEN, OR HEARD DURING AN EVALUATION (TEST, QUIZ, ASSIGNMENT, EXAM, ETC.). STUDENTS WHO VIOLATE THIS POLICY WILL RECEIVE A MARK OF ZERO.</b></p>
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**\* Please visit the Board website  
(<https://www.hwcdsb.ca/board/policies/?fileID=18054>) for the complete  
HWCDSB Policy on Mobile Digital Devices**

20. **Cameras of any type**, whether stand-alone or as part of a communication device, **ARE NOT PERMITTED AT SCHOOL**
21. **Textbooks:**  
Students are expected to care for all school-owned textbooks. At no time should you write in them. You must return at the end of the semester the same text you were issued in the same condition, or you will be charged a replacement fee. **Students who fail to turn in a textbook at the end of the semester will have their marks, transcripts, and their report cards withheld until the book is returned or a payment strategy is agreed upon with a Vice Principal.**
22. **Student Photos:**  
From time to time, student photographs are taken for a number of reasons - yearbook, media reports, competitions, student activities, bulletin boards recognition, etc. Likewise, names may be publicized for the purpose of recognition for accomplishments. If you do **not** wish your picture or name to be used or distributed in any publication, please inform the Principal / Vice-Principal by September 30<sup>th</sup>. Otherwise, we will assume your authorization.
23. **Community Relations:**  
Our school community is very proud of its good reputation within the greater community of Hamilton. In order to maintain this high standard, students are reminded to always behave in a manner that is appropriate and respectful when outside of the school. This is especially important when visiting our neighbouring businesses during the school day and when disposing of litter en route. Businesses in the community have indicated that they will contact police for any incidents considered detrimental to them or their customers while our students are on their property.
24. **Hallways:**  
Our hallways are the travel routes through the school. By working collaboratively, congestion can be minimized. At no time are ball bouncing, yelling, horse play and loitering around lockers permitted. Except for the 10 minute period before or after class, hallways are out-of-bounds without staff authorization.
25. **Gambling:**  
Gambling is a major social issue that often leads to serious personal consequences. Gambling of any sort (eg. chips, dice, etc.) is not permitted on school property and students are reminded that such action is prohibited by law. **Students caught gambling at school will face suspension and possible police involvement.**
26. **Identification:**  
Students are required to provide identification (School Picture ID) at any out-of-school event (e.g. games, dances). **Any student who fails to identify himself or to report to the Attendance Office when so requested by a staff member will be subject to suspension.**
27. **Skateboards/Rollerblades/Wheelie Shoes “Hover Boards”:**  
Because of the hazards presented by skateboards, rollerblades, wheelie shoes, hover board and similar items in school hallways, or paved areas outside this school, they may **not** be brought to school.
28. **Flyers / Promotions:**  
Any kind may not be posted / distributed without authorization by Principal.

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## **ACADEMIC HONESTY AND PLAGIARISM**

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The Hamilton-Wentworth Catholic District School Board promotes academic honesty in keeping with not only Gospel values, but also societal values. Academic honesty is the foundation of true learning and achievement. Since students at each grade level learn to improve their critical thinking and communication skills from assignment practice and teacher feedback, this school requires that all students' products reflect their own effort, thought and expression. It is the responsibility of the student to practice academic honesty and to prove the originality of all work submitted.

In all secondary schools, colleges, universities, and work places, plagiarism has become a major concern with serious consequences. Therefore, it is essential that students and parents/guardians educate themselves in this area and see that the original creators are given proper credit for their efforts.

What is Academic Dishonesty?

Academic dishonesty, or plagiarism, is the act of intentionally, or unintentionally, using or passing off the words, ideas, images, sounds, or the creative expression of others as your own. It is to present as new and original, an idea or product derived from an existing source. For instance, with the internet, it is easy just to cut and paste another's work. Unless you give proper credit, you are stealing, and it is wrong. Plagiarism is a form of intellectual dishonesty and is a serious and punishable offence. Cheating is defined as "the dishonest violation of rules or giving, or receiving unauthorized information in academic, extra-curricular or other school work, so as to give or gain an unfair advantage." For example, cheating is the unauthorized use of study aids, formulas, or information in electronic devices during tests or examinations.

Rationale for Academic Integrity

- When you copy, you cheat yourself. You limit your own learning
- The consequences are not worth the risks
- It is only right to give credit to authors whose ideas you use
- Citing gives authority to the information you present
- Citing makes it possible for your readers to locate your source(s)
- Cheating is unethical behaviour
- Education is about learning to learn

Forms of Plagiarism / Academic Dishonesty

Intentional:

- Submitting an assignment/essay, or part thereof, that has been previously created for another course
- Copying and/or submitting another student's work
- Using another author's ideas as your own
- Copying and pasting from an electronic source without documenting
- Buying material from a research service or an online site
- Media "borrowing" without documentation
- Cheating on tests, exams, culminating activities or assignments

#### Unintentional:

- Careless paraphrasing
- Poor documentation
- Failure to use your own “voice”

#### Prevention Guidelines

- If possible, pick a topic that interests you
- Start the assignment early to allow yourself plenty of time to complete it
- Do not look for “short cuts” ... be prepared to think!
- Be confident in the value of your own ideas
- Be yourself in your writing
- Develop strong research and literacy skills
- Follow the research process and acknowledge your sources
- Adhere to all process work submission deadlines
- When in doubt, ask for clarification

#### Detection Strategies

- Teachers know you and your writing style
- Teachers are content experts and read widely
- Teachers have access to programs that are available to detect plagiarism
- Teachers are vigilant in supervising tests and exams
- Teachers, Teacher Librarians and Administrators work as a team to trace questionable information

#### Consequences

When plagiarism or academic dishonesty occurs, the teacher, using professional judgement and in consultation with the Department Head and Administration, will determine which, if any, options to give to the student to learn from his/her error. Discipline for academic dishonesty may include, but is not limited to:

- Reprimand
- Parent notification
- “0” on the assignment
- Referral to administration
- Dismissal from extra-curricular activities
- Note in student discipline file
- Suspension

#### Works Consulted

“Cheating”. The American Heritage Dictionary. 4th ed. Print. 2000.

Ontario School Library Association. “Academic Honesty: Promoting the Legal and Ethical Use of Information by Secondary School Students”. Accessola.com. 2003. Web. 9 June 2010.

“Research Integrity Policy”. Springfield Township High School Virtual Library. 2 Sept. 2009. Web. 9 June 2010.



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## **ONTARIO SCHOOLS CODE OF CONDUCT**

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A school is a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment.

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-biding citizens and to be accountable for actions that put at risk the safety of others and oneself.

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

The Provincial standards of behaviour apply not only to students, but also to all individuals involved in the publicly funded school system – parents or guardians, volunteers, teachers, and other staff members – whether they are on school property, on school buses or at school-authorized events or activities. Students may also be held accountable, by the school, for behaviour that takes place outside of school should such behaviour be deemed to impact on the school climate.

### **Guiding Principles**

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

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## ***HWCSB CODE OF STUDENT CONDUCT AND DISCIPLINE***

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It is incumbent upon the Hamilton-Wentworth Catholic District School Board to provide and maintain an environment that is safe and secure for all members of the school community. While the vast majority of students are well behaved and responsible, some students occasionally have difficulty adhering to school guidelines and rules. Schools should not and cannot tolerate behaviour that threatens the rights and well-being of individual groups. In an effort to promote the safety and security of its school community, the Hamilton-Wentworth Catholic District School Board ascribes to a non-tolerance code of student conduct. This means that there is a non-acceptance of all behaviours that are in opposition to established rules of acceptable conduct.

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

- Uttering a threat to inflict serious bodily harm on another person;\*
- Possessing alcohol or illegal drugs and/or use thereof;\*
- Being under the influence of alcohol/drugs or other hazardous substances;\*
- Swearing at a teacher or at another person in a position of authority;
- Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school;\*
- Bullying;
- Possessing a weapon, including possessing a firearm;\*
- Using a weapon to cause or to threaten bodily harm to another person;\*
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;\*
- Committing sexual assault;\*
- Trafficking in weapons or restricted drugs;\*
- Committing robbery;\*
- Giving alcohol to a minor;\*
- An act considered by the Principal to be (significantly) injurious to the moral tone of the school and/or to the physical or mental well-being of others;
- A pattern of behaviour that is so inappropriate that the student's continued presence is adjudged to be injurious to the effective learning and/or working environment of others;
- Activities engaged in by the student on or off school property that cause the student's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;

- Any act considered by the Principal to be contrary to the Board or School Code of Conduct which includes, but is not limited to:
  - hate-motivated violence\*
  - gang – related activities\*
  - criminal harassment\*
  - extortion\*
  - supply, sale, distribution or trafficking of alcohol or legal drugs\*
  - persistent truancy
  - profane or improper language
  - habitual neglect of duty
  - persistent opposition to authority
  - wilful destruction of school property

**\*Activities that also necessitate police involvement.**

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

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

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, for others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own actions.

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

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

**Requirements for Students**

"A student shall,

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

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

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

- a) on the school premises;
- b) on out-of-school activities that are part of the school program; and
- c) while travelling on a school bus that is owned by a board or on a bus or school bus that is under contract to a board.”  
[Regulation 298, Section 23 (4), Education Act]

## **DISCIPLINE**

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

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

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

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

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## **STUDENT ATTENDANCE POLICY**

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### **RATIONALE**

Regular attendance by students is vital to the process of learning and improves the opportunity for academic success. Only in class can students benefit from participative learning, social interaction and guided practice of newly learned skills. Absence disrupts the processes and content of learning, and the sequence of instruction. Good attendance is a preparation for the workforce; consequently, unnecessary absence will result in suspension from school. Every effort should be made to attend all scheduled classes. Regular attendance is defined in **ONTARIO EDUCATION LAWS.**

- (i) "A pupil shall attend classes punctually "and" is excused from attendance at school if he/she is unable to attend school by reason of sickness or other unavoidable causes." (Section 21, Education Act)
- (ii) "The parent or guardian of a child who is required to attend school...shall cause the child to attend..."(Section 21 (5), Education Act)
- (iii) "A principal may suspend a pupil...because of persistent truancy." Section 23 (1), Education Act).
- (iv) "Where a student's frequent absences from school are jeopardizing his or her successful completion of a course, the potential consequences include failure to gain a credit." (OSS 6.5)

### **EXPECTATIONS**

1. Students are expected to be in attendance for every scheduled class unless written authorization by the administration is provided.
2. Justifiable reasons for absenteeism include illness, bereavement, unavoidable medical or dental appointments, family emergencies, legal appointment, severe weather, field trips, authorized athletic events or other causes deemed appropriate by the administration.
3. Unjustifiable reasons include working, studying for tests, shopping, vacations, driving lessons, sleeping in, babysitting, hair appointments or other reasons deemed unacceptable by the administration.
4. Students should be **PUNCTUAL. ENTRANCE TO CLASS MAY BE DENIED WHEN LATES BECOME EXCESSIVE.**

### **ATTENDANCE PROCEDURES**

1. i) **DAILY ABSENCE.**  
**Note: To clear up absences parents are encouraged to call the school in the evening accessing our attendance extension and leaving a message on our voice-mail at ext. 3518.** Students who are absent should have their parent/guardian contact the attendance office as soon as possible on the day of the absence. If it is not possible for a parent/guardian to call, the student must call. In the latter situation a note signed by a parent or guardian will be required immediately upon the student's return. This note must be brought to the Attendance Office between 7:50 a.m. and 8:15 a.m. The note must clearly outline the reason(s) for the absence. The student will then be issued an admit-to-class slip. **Forged notes or impersonation of a parent in any form may result in suspension.**
- ii) In any subject for whatever reason, a letter may be mailed home to the parent/guardian regarding the importance of daily attendance. Students may also be interviewed by subject teachers, guidance counsellors and vice- principals for chronic absenteeism.

iii) The school reserves the right to require professional documentation for extended absences.

2. LEAVING SCHOOL PRIOR TO DISMISSAL.

Any student who knows in advance that he/she will have to leave school prior to dismissal must bring a parent/guardian note to the attendance office before period one. He/she will be issued a dismissal slip which the student will give to the teacher in whose class he/she is in at the time of leaving. **Students who do not sign out properly will be subject to a number of penalties including suspension.**

3. STUDENTS WHO ARE ILL DURING THE SCHOOL DAY.

Should a student become ill during the course of the day he/she **must always report to the Attendance Office**. The Attendance Office will contact the parent/guardian to obtain permission to send the student home if that is deemed necessary. If a student is so ill that he/she cannot reach the attendance office then he/she must send a student to the Attendance Office so a staff member can lend assistance.

**NO student is to leave school prior to the Attendance Office informing a parent or guardian. Doing so will result in truancy.**

4. PLANNED EXTENDED ABSENCE/VACATION.

i) An extended absence from school is discouraged as it can seriously jeopardize marks and granting of credits. However, any student planning an extended absence from school must inform the Attendance Office at least one week in advance, obtain the appropriate form and have it signed by each of his/her teachers, the school principal and the parent(s)/guardian in that order. The form must then be returned to the Attendance Office. Students and parents must realize that the student is personally responsible for missed learning and assignments, and that a mark of zero may be given for missed tests, presentations, assignments, etc.

ii) EXTENDED ABSENCE/VACATION AND EXAMINATIONS.

It is the position of the school Board that ample time is provided in the school year calendar for vacations. Under normal circumstances, students will **not** be permitted to miss a final exam date for any reason other than certified medical reasons. Students who miss an examination due to medical reasons will require a medical certificate in order for a new date to be scheduled.

5. LEAVING OF SCHOOL DURING LUNCH HOURS.

Students leaving school during their lunch hour must return in time for their afternoon classes. If you do not return, a parent or guardian must contact the school the same day regarding your illness. A variety of penalties including suspension will be imposed on to students who do not comply.

6. TEAMS OR GROUP MEMBERS.

Team members/groups leaving before dismissal must obtain a permit-to-leave slip from the coach or staff-advisor. These slips are available to coaches and advisors in the attendance office.

**NOTE:** A student is deemed to be unjustifiably absent from a class if he does not have authorization.

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## **LATE PROCEDURES**

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A student is deemed to be late for a class if he/she is not in the classroom when the bell signalling the start of a class rings, or when the start time designated by the teacher has passed. A lateness may be justified for certain reasons (eg. Guidance appointment, co-instructional activity) if it is authorized by a note or slip from a teacher or secretary. Unjustified lateness, however, especially when repeated, shows a lack of respect for the learning process of one's fellow students, for the teacher who is instructing, and for one's own responsibility to act in a mature and responsible way.

Teachers will deal with lates 1-5 through a series of increasing consequences at their discretion. Such consequences may include, but are not limited to, discussions, detentions, assignments, parental contact/interview, and referral to a Vice-Principal.

Such referrals will be made by the teacher when the 6<sup>th</sup> late occurs and escalating consequences will be imposed. The Vice-Principal will determine the consequences for chronic lateness that will include suspension.

All lates will be recorded on a student's attendance record and on report cards. Habitual lateness then becomes perhaps a detrimental notation on one's permanent record. Students who have legitimate difficulty being on time for school or for classes should consult a Guidance counsellor for assistance in dealing with the problem before it becomes a more serious issue.

It is the responsibility of the student to know when exams are scheduled. It is also the student's responsibility to be on time for every exam. When a student is late for an exam the amount of time missed is lost. After the first 60 minutes, the opportunity to write the exam is lost.

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## **STUDENT SUCCESS OFFICE**

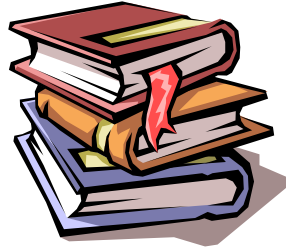
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Are you looking for helping hand? Having trouble with a subject or assignment? Falling behind in your studies? Need someone to talk to? Drop into Room 140 on your lunch or spare or with teacher permission. Our Student Success teachers work closely with students, teachers and administration to ensure that students are on the right path to success.

We can assist student with:

- Subject-specific skills
- Assignment completion and catch-up
- Time management
- Study skills
- Decision-making skills
- Anything that can contribute to academic success
- Arranging for tutoring

We will make every effort to assist you or we will refer you to someone who can.



**YOUR FRIENDS!  
YOUR SCHOOL!  
YOUR CALL!**

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



**1-800-222-8477 (TIPS)**  
**www.crimestoppershamilton.com**  
**\$\$ YOU CAN BE ELIGIBLE FOR A**  
**CASH REWARD \$\$**

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**CRIME STOPPERS**

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**CRIME STOPPERS IS A COMMUNITY RUN PROGRAM, NOT A POLICE PROGRAM.**

ALL STUDENTS, PARENTS, TEACHERS AND STAFF HAVE THE RIGHT TO BE SAFE, AND FEEL SAFE, IN THEIR SCHOOL COMMUNITY. STUDENTS HAVE A RIGHT TO LEARN IN AN ENVIRONMENT WITH NO DRUGS, VIOLENCE OR ABUSE.

**SO HOW DOES CRIME STOPPERS WORK?**

- A crime is committed and you may know who is responsible
- Call **HAMILTON CRIMESTOPPERS AT**
  - **1-800-222(TIPS) 8477**
  - OR
  - **Provide a tip anonymously at**  
**www.crimestoppershamilton.com**
- Your information will be taken in strict confidence. Your anonymity is guaranteed. You never have to give your name, or have to testify in court. Crime Stoppers does not subscribe to Call Display.
- You will be issued with a confidential code number. You **MUST** keep this number a secret to ensure anonymity.
- You will be asked to call back periodically so you can be updated on your tip. You will have to refer to your confidential code number.
- If your tip leads to a successful outcome, you may become eligible for a cash reward.

CRIME STOPPERS BELIEVES YOU DESERVE TO BE SAFE TO LEARN  
AND GROW

**IT'S YOUR CALL! LET'S WORK TOGETHER TO MAKE A DIFFERENCE IN  
YOUR SCHOOL**

**1-800-222-TIPS (8477)**

**www.crimestoppershamilton.com**

**AND YOU CAN BE ELIGIBLE FOR A CASH  
REWARD**

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## WHAT CAN WE DO TO STOP BULLYING?

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### **What is Bullying?**

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

### **Bullying may be:**

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

### **Why be concerned about bullying?**

#### **Bullying must be stopped because:**

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

### **Who is involved in bullying behaviour?**

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

### **What should you do if you are being bullied?**

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

#### **Be sure to clearly describe:**

- exactly what happened;
- when and how often it has happened;
- where the incident(s) took place;
- who was involved;
- who else observed it happen;
- what action you have already taken.

If you can't get anyone's attention or help, try writing it down and give it to an adult you trust.

Sometimes written reports are taken more seriously or make it easier for an adult to give you the help you need.

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

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

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

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

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## **INSURE MY KIDS**

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

We do make available the insuremykids® Protection Plan for students exclusively through Reliable Life Insurance Company. Participation in such a programme is voluntary and the costs are to be paid by the parent or guardian.

This program offers a variety of plans and benefits at affordable prices. Benefits included are:

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

Purchasing Student Accident Insurance is strongly recommended especially if your child participates in athletic or other co-curricular activities on or off school property. All rates are one-time annual premiums. Numerous plans are available to fit any family's budget. Family rates for 3 or more children are offered. Purchase online in the first month of the school year and save further with the 3-Year and 5-Year plans.

**The insurance agreement is between you and Reliable Life Insurance Company. To subscribe, apply 24/7 directly online at:**  
**[www.insuremykids.com](http://www.insuremykids.com)**

**If you have any questions please visit the “Frequently Asked Questions” page at the above website or contact Reliable Life Insurance Company direct toll free at:**  
**1-800-463-KIDS (5437).**

**Sell, Buy for or Give Cigarettes to Anyone Under 19,  
Think Again!  
It can cost you \$365.**

**The Smoke Free Ontario Act, 2006**

**What does the law say?**

- To sell, buy for or give cigarettes (even one) to anyone under 19, can cost you a minimum of \$365 (total payable) on or off school property.
- The maximum fine for supplying someone under the age of 19 with tobacco products is \$4,000.
- Smoking or holding lighted tobacco is not allowed anywhere on school property including any vehicles.
- Smoking or holding lighted tobacco on school property can cost you a minimum of \$315 (total payable).
- The maximum fine for smoking or holding lighted tobacco on school property is \$1,000.

**What are the consequences?**

- If you are 16 or older, you can be charged by a Tobacco Enforcement Officer and given a ticket or issued a summons to appear in court.
- If you are under 16, a summons to appear in court can be issued to you and your parent(s)/guardian will be notified.

**Who can you call if you have any questions?**

- Call your local public health agency:

**City of Hamilton  
Tobacco Hotline  
905-540-5566  
Visit our web site [www.nottokids.ca](http://www.nottokids.ca)  
Not to Kids Coalition**



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## YOUTH MENTAL HEALTH

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1 in 5 children and youth struggles with their mental health. Source: Children's Mental Health Ontario  
Mental health problems often begin in childhood. Early treatment may help prevent life-long problems. When left untreated, mental health problems can lead to school failures, family conflicts, drug & alcohol abuse, violence and even suicide. Help is needed when feelings of sadness, worry, or fear don't go away.

### Warning signs of mental health problems can include:

- Anxiety or fear that does not go away
- Frequent crying and weepiness
- Loss of interest in activities that were a source of pleasure in the past, like team sports or school activities
- Difficulty concentrating
- Lack of energy or motivation
- Problems at school with falling marks
- Withdrawal from family, friends, and school activities
- Increased school absences
- Loss or increase in appetite
- Sleeping too much or too little
- Increased irritability, anger, or aggression
- Neglect of personal appearance
- Frequent stomach aches or headaches
- Increased alcohol or drug use

Source: Offord Centre for Child Studies

### Where to Get Help in Hamilton

CONTACT Hamilton - access to children and youth mental health services  
905-570-8888

If in crisis, call the youth COAST (Crisis Outreach and Support Team) program  
905-972-8338

### Other Supports

Family doctor  
School social worker

### Other Community Resources

Alternatives for Youth - drug, alcohol & tobacco related services for youth ages 13-22 and their families 905-527-4469

Schizophrenia Society of Ontario, Family Support 905-777-9921

YMCA Immigrant Settlement Services of Hamilton, Children's Mental Health Outreach Program 905-667-7476

### Helpful websites

- [www.coasthamilton.ca](http://www.coasthamilton.ca)
- [www.contacthamilton.ca](http://www.contacthamilton.ca)
- [www.connexontario.ca](http://www.connexontario.ca)
- [www.camh.net](http://www.camh.net)
- [www.cmha.ca](http://www.cmha.ca)
- [www.kidsmentalhealth.ca](http://www.kidsmentalhealth.ca)
- [www.mindyourmind.ca](http://www.mindyourmind.ca)
- [www.ay.on.ca](http://www.ay.on.ca)
- [www.offordcentre.com](http://www.offordcentre.com)
- [www.kidshelpphone.ca](http://www.kidshelpphone.ca)
- [www.youthnethamilton.ca](http://www.youthnethamilton.ca)
- [www.stjoes.ca](http://www.stjoes.ca)

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### ***THE SCHOOL SOCIAL WORKER***

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Students, families and staff of the Hamilton Wentworth Catholic District School Board have available to them the services of professional social workers to assist in dealing with issues related to parental separation/divorce; loss and bereavement; relationship difficulties; family matters; abuse, neglect and family violence; student pregnancy; mood disorders and personal matters.

Students seeking an initial, private consultation should confer with the Vice Principal or Guidance Department for a schedule of times when the School Social Worker will be available.

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### ***PUBLIC HEALTH NURSE***

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The Public Health Nurse works with the Health Action Team to help identify health issues that affect the school community and then puts plans into place that will promote the health and wellbeing of all students, as healthy young people learn better and achieve more. The Public Health Nurse is available to students to discuss concerns by drop-in visit, appointment, or by referral and will support referrals to other community agencies as required.

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### ***LOCKDOWN PROCEDURES***

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Each school has developed a lockdown procedure in accordance with the Safe Schools Policy. A lockdown is an emergency procedure initiated in order to ensure the safety of students and staff within school in response to internal or external hazards such as a violent school intruder, an armed individual in the immediate school area, a dangerous animal, severe weather conditions, or external hazardous releases (toxic chemicals in the general school area). This involves removing students and staff from potential danger by keeping them secure inside the school in safe areas during the emergency event, during police response to the situation, and until the area is deemed safe by the police. Our school will conduct regular lockdown drills during the school year.

**CO-INSTRUCTIONAL ACTIVITIES 2018 – 2019**

<b>FALL</b>	
Junior Girls' Basketball	Golf
Midget Girls' Basketball	Junior Football
Senior Girls' Basketball	Senior Football
Cheerleading	Junior Boys' Volleyball
Cross Country	Senior Boys' Volleyball
Girls Field Hockey	
<b>WINTER</b>	
Badminton	Indoor Soccer
Junior Boys' Basketball	Swimming
Midget Boys' Basketball	Junior Girls' Volleyball
Senior Boys Basketball	Midget Girls' Volleyball
Boys' Hockey	Senior Girls Volleyball
Girls' Hockey	Co-ed Volleyball
Curling	
<b>SPRING</b>	
Baseball	Junior Girls' Soccer
Girls' Slo-pitch	Senior Girls' Soccer
Junior Boys' Soccer	Track and Field
Senior Boys' Soccer	Ultimate Frisbee
Tennis	Flag Football
	Rugby
<b>RECREATION</b>	
Intramural Basketball	Step Squad/III-usion Dance Crew
	Recreational Badminton
<b>COMMITTEES</b>	
Retreats Committee	After School Tutoring
Catholic School Council	Breakfast Committee
MORE Outreach	Grad Awards
School Student Success Team	Graduation Committee
Literacy Committee	Teacher Candidates
Numeracy Committee	Teen Tobacco Summit
United Way	Uniform Committee
<b>COUNCILS</b>	
Athletic Council	Prefects
Diversity Committee	Student Council

<b>CLUBS/ACTIVITIES</b>	
Anime Knights	Marketing Challenge
Band – Concert	Math Contests
Band – Guitar	More Earth/Eco Schools
Band – Jazz/Rising Knights	Musical
Blood Donor Clinic	H.A.T. Committee
Business Club	Christmas Miracle
Game Programming	CMOR
Peer Mediation	Cooking Club
Pilgrimage	Culture of Life
Programming Team	Knight Runners
Read More Book Club	Pulse Page
Science Fair/Contest	Halloween For Hunger
Sound/Stage Crew	Health & Safety
Utopia	Yearbook
Vocal Ensemble	Year-end Video
Weight Room	Legal Knights
Yoga	

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**POLICIES CONCERNING  
CO-INSTRUCTIONAL ACTIVITIES**

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**PARENTAL PERMISSION**

All athletes must submit a signed parental form to their coach designated by the school board prior to participating in a practice or game for any school team.

**MEDICALS**

Any athlete who is injured in practice or competition and receives medical treatment may only be released to resume play by a medical doctor. The board approved form to RESUME PLAY must be used prior to any activity.

**TRANSPORTATION**

Where the school does not provide transportation e.g. buses, students are responsible for their own transportation to and from games and practices. Students are not encouraged to drive their own cars, and the school board's insurance covers only drivers duly authorized by the principal, e.g. authorized parent volunteers (and only in amounts in excess of that covered by their own policies, to a specific limit).

**INSURANCE**

Medical and dental insurance may be obtained through the school board endorsed company whose package is offered to the students at the beginning of the year.



## **CODE OF BEHAVIOUR**

Athletes are reminded that their conduct in competitive play is governed by the Board's Athletic Constitution. The constitution clearly defines penalties for inappropriate behaviour towards opponents, coaches and referees.

## **DRUG POLICY**

The St. Thomas More Catholic Secondary School and The Hamilton-Wentworth Catholic Athletic Association are committed to the idea that participation in sports activities be accomplished without the use of "body-building" or "performance enhancing" drugs and the use of such substances (including prescription medication beyond prescribed dosage for the medical condition designated) are expressly forbidden.

If a student is found to have used, distributed or sold "body-building" or "performance enhancing" drugs or substances, they will be suspended from all competitive play for a minimum of 12 months (at least 1 full playing season) in addition to consequences listed in the Safe Schools Policy of the Board.

Everybody loves a winner. However, play fair, don't risk your health, don't break the law, don't risk damaging existing relationships, don't sell yourself short and be sure to get information from the right sources.

Presentations on this policy will be given in grade 9 Physical Education classes and/or by coaches. Pamphlets outlining details on performance enhancing drugs may be obtained from the co-instructional department and/or coach/supervisor.

## **TRANSFER POLICY**

All students transferring into the school must apply for eligibility prior to participation in sports.

## **ACADEMIC ELIGIBILITY POLICY FOR CO-INSTRUCTIONAL ACTIVITIES**

1. A student's eligibility to participate on a school team or club will be determined by his/her overall academic average for the reporting period immediately preceding the beginning of the activity. To be eligible, a student will require in the preceding reporting period, a minimum of:
  - an average of 50%, with no failures
  - an average of 55%, with 1 failure
  - an average of 60%, with 2 failures

\*\*For this policy only, in calculating the average, any mark below 40% will be assigned a minimum value of 40%.

There are 4 reporting periods per year; one at each mid-term and one at the end of each semester. A student's average in June will determine his/her eligibility for the fall activities.

2. A student's summer school mark may replace a previous lower final mark for eligibility purposes. Night school marks may be used in the calculation of the average.
3. An ineligible student may not play with, practice with or participate on a team or club.

4. Any student not meeting the minimum academic eligibility required remains ineligible until the next reporting period.
5. Team or club members may be removed from that activity at any time by the administration for disciplinary or academic purposes.
6. Should there be extenuating circumstances to a student's lack of eligibility based on the above, an appeal may be made to a committee consisting of the principal, a co-instructional leader and a guidance counsellor.

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### ***SPECTATOR CODE OF CONDUCT***

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

- (i) Fan support should be positive and reflect Christian ideals.
- (ii) Spectators should not distract players, other spectators or officials from the game.
- (iii) Obscenities, derogatory comments or offensive behaviour will not be tolerated.
- (iv) Taunting of players, officials, opponents or opposing fans is not acceptable.
- (v) Loud-hailers or similar noise magnifiers are not permitted.
- (vi) Fans must stay off the playing area before, during, and after games, except for authorized cheer-leaders. Fans should not venture into the sections allocated to fans from opposing schools.
- (vii) Provocative signs should not be brought to or posted at games. All signs must be approved by school officials.
- (viii) Damage to any game facility may result in permanent banning from future contests.
- (ix) Disorderly conduct, fights or provocation may result in permanent banning from future contests.
- (x) Fans should not arrive at game sites earlier than 30 minutes prior to a game, or 15 minutes prior if the game is held in a school during school hours.
- (xi) Fans must heed the instructions of school supervisors at all times.
- (xii) Fans must be appropriately dressed.
- (xiii) Fans under the influence of any substance must vacate the premises if requested.

## SCHOOL LETTER AWARD

Students may work toward earning a school letter, by earning 1100 points with a maximum of 500 points in any one area. Points must come from all 3 areas: Academics, Athletics and Activities. Academic points are based on an average of the best 7 completed semesters. Applications are available from Student Services. Applications list eligible activities, possible point allotments, and procedures to be followed.

### CRITERIA

1. Minimum: 1100 points total
2. Maximum: 500 points in any one area.
3. Points must come from all 3 areas: Academic / Athletic / Activities
4. Academic points are based on an average of the best 7 completed semesters using courses taken during the day and part of the student's timetable.
5. Points indicated are a maximum. Reduced involvement will lead to reduced points. Your coach / advisor must award points and initial.
6. If a team or activity does not appear on this sheet, contact your coach / advisor. Other lists may be used for this purpose.
7. If your coach / advisor is no longer available, see Mrs. Spadoni.
8. In some sports, different points are awarded for midget / junior / senior teams.

ACADEMICS	YR 1	YR 2	YR 3	YR 4	YR 5	AVER. BEST 7 SEM.	PTS.	GUIDANCE VERIFICATION
AVERAGE IN EACH SEMESTER								

Calculations based on (1% = 20 pts. Over 55%)  
 55%, 0 Pts.    60%, 100 Pts.    65%, 200 Pts.  
 70%, 300 Pts.    75%, 400 Pts.    80%, 500 Pts.

**ACADEMICS TOTAL PTS.:**

**ATHLETICS TOTAL PTS.:**

ATHLETICS	MAX. PTS. PER YEAR	ATHLETICS	MAX. PTS PER YEAR
Badminton Jr. / Sr.	30/45	Track	60
Basketball	60/80/100	Ultimate Frisbee	15
Baseball / Slo-pitch	60	Volleyball	60/80/100
Cheerleading	100	Football	100
Cross Country	30	Hockey – Boys (Jr. / Sr.)	15/100
Field Hockey	60	Intramurals	15
Hockey – Girls	100	Soccer	80/100
Indoor Soccer	30	Swim Team	45
Participant, City Champ	5	Participant GHAC	5
Participant OFSAA	5	Other	

Golf	30	Touch Football	15
Rugby	30		

**ACTIVITIES TOTAL PTS.**

<b>ACTIVITIES</b>	<b>MAX. PTS. PER YEAR</b>	<b>ACTIVITIES</b>	<b>MAX. PTS. PER YEAR</b>
Student Council	100	YES Environmental Club	15
President	+50	Grad Committee	80
Christmas Miracle	30	Halloween For Hunger	10/30
Chaplaincy	30	Knights Fighting Cancer	30
Marketing Contest	5	Knight Runners	30
Business Heros	30	Library/Reading Club	15
Science(s) Contest (2 pts./contest)	10	Live It Up Committee	15
Mathematics Contest (2 pts./contest)	10	Peer Mediator	10
<i>Peer tutoring</i>	10	Play	100
		Prefect	100
<i>Healthy Action Team</i>	40	STM Cares	15
Anime/KOSAS	15	Right to Life	15
Arts Council	15	Stage Crew	60
Band	80	Step Squad	45
Best Buddies	60	Utopia	60
CMOR/Sound Crew	60	Year End Video Club	60
Co-Instructional Council	60	Vocal Ensemble/Choir	80
Computer Contest	5-15	Year Book	100
Culture of Life	60	MORE Earth	50
Diversity	30	WRITE FOR RIGHTS	15
Drama	30	BREAKFAST CLUB	60
Fashion Show /MORE Extreme	15	Legal Knights	60
Pilgrimage	10	More News Member	60

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## **THE LIBRARY INFORMATION CENTRE**

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The S.T.M. Library is the hub of academic activity in the school. We provide all the tools necessary, from tables to technology and books, for teachers and students to acquire information and be successful in their academic pursuits. Our hours of operation are from 8:00 A.M. to 3:30 P.M. daily.

### **The Collection**

Our library has over 8000 hard copy books, 45 magazines titles, and also many e-books. We continually modify our collection to provide the best, most up to date resources for our students. We always welcome purchasing recommendations from students.

### **Borrowing Resources**

Students are given a STM student card in September, which is also their library card. By presenting their card, students may borrow books for two weeks at a time (renewable). Please note that we expect books to be returned by the due date so that other patrons may borrow the resources. If they are not, a fine of 25¢ a day per resource will be applied. Magazines are for in-library use only and may not be borrowed.

### **Technology in the Library**

The library has 40 computers available to students (as a class or individually). These computers are to be used for academic purposes only. We do not allow students to visit sites like chat rooms, and we do not allow them to be used for recreational purposes like visiting Facebook or playing games. When students log on to an S.T.M. computer, the first page they will see is the school's library web page, where they will have instant access to wide range of resources from our book collection to encyclopaedia to databases to information sheets. Our library website is also fully accessible from home. Some of the resources may require passwords, which students can get from us in the library. It would be wise for all students (or parents) to add the S.T.M. library website to their list of favourites at home so that the full host of resources are available to them when they are away from school. <http://stmo-lib.hwcdsb.ca>

### **Electronic Resources**

Our library has many electronic resources, including: Encyclopaedia Britannica, and many online databases that include newspapers, magazines, journals, e-books. Again, these are fully accessible from our S.T.M. library website. We also have electronic copies of AMA and APA citation guidelines.

### **Services Available**

The library has a colour printer (50¢ per side) and a black and white printer (20¢ per side), as well as a coin operated photocopy machine (20¢ per side). Both the photocopier and the printers will allow students to copy their work onto overhead transparencies which are useful for oral presentations. The cost of the transparency

is 25¢ per sheet. Our library also has two paper cutters, a stapler, a pencil sharpener, and a box full of pencil crayons, markers, pens, etc. that are all free of charge. Students are encouraged to take advantage of the magazine reading corner with leather arm chairs and ottomans and the quiet reading room, also with leather arm chairs and ottomans.

### **Library Behaviour**

The library commons is a place for teachers and students to meet, to learn, and to get work done. It is the biggest classroom in the school. Students are expected to be in complete and proper uniform at all times and to bring textbooks, notebooks, and pens with them. Food and drink of any kind, except water, are not allowed in the library. There are many study carrels available for students to do independent, quiet work, but the library also offers many tables for students to use as collaborative learning stations, where ideas will be discussed and shared amongst the group. Our staff accepts quiet talk, but loud, unruly behaviour is unacceptable and may lead to students being asked to leave the library or further disciplinary action. Vandalism and misuse of computers and other equipment will be reported to and dealt with by the school administration.

**We at the S.T.M. library are here to teach you skills that will last you a lifetime. Enjoy!**

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## **INTERNET ACCEPTABLE USE POLICY**

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The Hamilton-Wentworth Catholic District School Board (Board) provides students and staff access to the HWCDSB digital network that also includes access to the Internet. This service enables students and staff access to electronic mail (e-mail), numerous electronic databases and other social networking tools that facilitate and promote collaboration for educational purposes. In addition it provides users with access to an ever-expanding array of digital content and provides the possibility of communication with others in the school, in the local community and around the globe.

Access to e-mail and the Internet will enable users to explore thousands of libraries and databases, and to communicate and share information with individual or groups of other students and staff throughout the country and the world.

While it is our intent to make Internet access available to further educational goals, families should be warned that some material accessible via the Internet may not be of educational value in the context of a school setting, or may be offensive to some people. Students may find ways to access such material despite school efforts to prevent this. However, we believe that the benefits to students from access to the Internet in the form of information resources, skills development and opportunities for collaboration, exceed any disadvantages.

The Internet is a tool. As with any tool, students and staff must understand and practice proper and ethical use. In-service regarding procedures, ethics and network etiquette will be provided prior to students being given access to the Internet.

Access to the computer network services provided by the Board is a privilege - not a right. Access entails responsibility. Access is given to students who agree to act in a responsible and acceptable manner. Parent permission is required for those students under 18 years of age.

The Internet Acceptable Use Policy document is provided for parents' information. The document outlines expectations and responsibilities of users; and the student agreement form provides the means to ensure that permission for access is given by a parent. (Supervision for access from home is the responsibility of the parent.) The agreement form is to be signed by the student and parent (if student is under 18 years of age) and returned to the school before a student is given access to the Internet and e-mail.

The Board's full Internet Acceptable Use Policy can be found online at:  
<https://www.hwcdsb.ca/board/policies/?fileID=54215>

**DIPLOMA/CERTIFICATE REQUIREMENTS**

<u>Ontario Secondary School Diploma</u>	<u>Ontario Secondary School Certificate</u>
<p><u>Compulsory Credits</u></p> <p>4 credits in English (1 credit per grade) 1 credit in French as a Second language 3 credits in Mathematics (at least 1 credit in Grade 11 or 12) 2 credits in Science 1 credit in Canadian History 1 credit in Canadian Geography 1 credit in the Arts 1 credit in Health and Physical Education .5 credit in Civics .5 credit in Career Studies</p> <p>plus:</p> <p>1 Additional credit in English, or French as a second language **or a Native language, or a classical or an international language, or social sciences and the humanities, or Canadian and world studies, or guidance and career education, or cooperative education***</p> <p>1 Additional credit in health and physical education, or the arts, or business studies, or French as a second language, ** or cooperative education**</p> <p>1 Additional credit in science (Grade 11 or 12) or technological education, or French as a second language, ** or computer studies, or cooperative education***.</p> <p>12 Optional Credits</p>	<p>The Ontario Secondary School Certificate will be granted on request to students who leave school before earning the Ontario Secondary School Diploma, provided that they have earned a minimum of <u>14 credits</u> distributed as follows:</p> <p><u>Compulsory credits</u> (Total of 7)</p> <p>2 credits in English 1 credit in Canadian Geography or Canadian History 1 credit in Mathematics 1 credit in science 1 credit in Health and Physical education 1 credit in the Arts or Technological education</p> <p>Optional credits (Total of 7)</p>
<p>TOTAL: 30 Credits</p> <p>40 Hours Christian Service/ Community Involvement</p> <ul style="list-style-type: none"> <li>The Provincial Literacy Requirement</li> </ul>	<p>TOTAL: 14 Credits</p>

**Ontario Schools: Kindergarten to Grade 12: Policy and Program Requirements 2016**



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### ***THE ONTARIO SECONDARY SCHOOL LITERACY TEST***

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Students who entered Grade 9 in the 2000-2001 school year or in subsequent years must successfully complete the provincial secondary school literacy test in order to earn a secondary school diploma.

Students will normally take the literacy test when they are in Grade 10. The test will be based on the Ontario curriculum expectations for language and communication - particularly reading and writing - up to and including Grade 9. Students who have not been successful after two opportunities may opt to take the OLC 401 course as an alternative to the OSSLT.

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### ***CHRISTIAN SERVICE/COMMUNITY INVOLVEMENT***

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As part of the diploma requirements, students must complete a minimum of 40 hours of Christian Service/Community Involvement activities. Students may begin their Christian Volunteer hours in the summer immediately following their Grade 8 Graduation.

Within The Hamilton-Wentworth C.D.S.B. this requirement has a double purpose. The first is to enable students to show solidarity with people who are in need and who require assistance. The voluntary Christian service provides students with an opportunity to follow the teaching of Jesus Christ on the Corporal Works of Mercy and to put into practice the Social Teaching of the Church. The second purpose is to foster an understanding of civic responsibility and participation and to help young people develop and share their skills with others in the wider community. Please refer to the "Christian Service Program" booklet for complete details.

Christian Service/Community Involvement activities may take place in a variety of settings, including not-for-profit organizations, public sector institutions (including hospitals) and informal settings. An ineligible activity is one that takes place during the time allotted for the instructional program on a school day.

A booklet outlining acceptable and unacceptable activities is available in Guidance. If in doubt obtain approval in advance.

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### ***COURSE SELECTION AND CHANGE***

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At S.T.M. students are expected to choose courses carefully. Choices should reflect academic abilities, interests and career goals. Advice is given at option time and guidance counsellors are available to help students and their parents with educational and career planning throughout the year.

Students are expected to "carry a full load", that is, take four courses in each semester during the first three years of secondary school. Only students who qualify for a diploma at the end of their current programs (usually in fourth year) may then opt for "a spare period".

Before the start of each semester, students will be given the opportunity to review that semester's course selections and make necessary changes. At the beginning of the semester, schedule changes for good reasons are still possible.

Beginning the tenth day of the semester, after 10% of the semester has been completed, timetable changes are no longer possible. Students are expected to commit themselves to the program they have chosen; students are not permitted to drop courses. Exceptions to this policy will be rare. Counsellors are available to discuss possible strategies for success in courses the student may find difficult. A student and parent wishing to meet with the S.T.M. Appeals Committee must arrange this through the guidance counsellor.

The Ministry of Education's "full disclosure" policy regarding course attempts is in effect. The final mark of every attempted course will be noted on transcripts, as well as the venue for the course (eg. day school, night school, summer school). Should the Appeals Committee approve dropping a course after mid-term for special circumstances, the dropped course must appear on the transcript.

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## **NIGHT SCHOOL**

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STM students are eligible for Night School only if:

- I. The course is unavailable at STM during the day
- II. The student obtains written permission from STM principal or designate.

Night School Grades are not calculated into the Honour Roll Calculation. It is the student's responsibility to supply their final grade report card from Night School, to STM Student Services.

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## ***HONOUR ROLL ELIGIBILITY***

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Full-time students in Grades 9 to 12 with an average of 80% in their studies at S.T.M. are recognized on the school's Honour Roll.

Students in Grades 9 to 11 must have taken 8 courses during the year; students in Grade 12 must have taken a minimum of 6 courses (at least 3 per semester). All day-school courses taken are used in the calculation; night school and summer school courses may not be used. Honour Roll calculations will be done once a year. The names of qualifying students are posted in a display case, and usually in the yearbook.

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## **GRADUATION CEREMONY ELIGIBILITY**

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To participate in the June Graduation ceremony at St. Thomas More it must appear likely on the 70<sup>th</sup> day of the semester that the student will qualify for an Ontario Secondary School Diploma at the end of the semester.

As well, the school requires successful achievement in the Grade 12 Religion program (or the Religion course taken in the graduation year if this is not Grade 12).

If a student is not achieving success due to neglect of responsibility or absenteeism, as judged by the principal, he/she shall not take part in the graduation exercises.

Eligible graduates who choose not to participate in their graduation ceremony cannot participate in future STM graduation ceremonies.

To qualify for a diploma, students must pass courses to earn 30 credits (including all compulsory ones), complete the 40 hours of Christian Service and pass either the OSSLT (the Ontario Secondary School Literacy Test) or the Ontario Literacy course.

**It is imperative that every student pick up his/her report card at semester end to ensure that all requirements have been met and he/she has qualified for a diploma. Diplomas will be available in September from the Guidance Office.**

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## **SCHOLARSHIPS AND AWARDS FOR POST-SECONDARY APPLICANTS**

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As the costs of post-secondary education continue to rise, it is important for students to explore all possible resources. Each year there are numerous scholarships and awards available to those who will be attending university or college in the following year. Some of these are offered in recognition of outstanding academic achievement, some for co-instructional or extracurricular involvement and leadership, some for service to others in the community, some for a combination of all of these. The value varies from several hundred dollars to many thousands of dollars. An excellent resource is: [www.studentawards.com](http://www.studentawards.com).

The Guidance Department has information available on some scholarships and awards including eligibility requirements, procedures to be followed by interested applicants, and application deadlines. Each fall, there is a presentation made to explain how to access this information. A brochure identifying helpful web sites along with a Scholarship binder is available to guide S.T.M. students in their search. Students should also consult the Scholarship Notice board outside Guidance. For any scholarships requiring the school's nomination, all applicants must submit their applications to their STM Student Services dept. by the "in-school" deadline. The STM Scholarship committee will meet to select the most suitable nominee from the applications submitted.

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## **GUIDANCE AND CAREER EDUCATION AND THE ANNUAL EDUCATION PLAN**

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To ensure that our students have the skills they need to set and achieve their learning goals now and in the future, students are taught the skills to make successful transitions throughout their lives. Guidance and career education prepares students for the world of work and/or further education and training. As part of the Pathways strategy, the HWCDSB is developing, communicating and delivering a wide range of innovative and effective program pathways that open doors to students' futures. All students will become familiar with "My Blue Print" to help them with their planning.

***Pathway to Success – Yours to Choose*** is an integrated, webpage that brings together many career planning links for students, teachers, parents and community partners. This website provides easy access to the information needed to make informed career related decisions. You may access course selection information for your high school at [www.pathtosuccess.ca](http://www.pathtosuccess.ca).

***For students*** it is a one-stop source for career **information**. You can assess your skills and interests to match potential **careers**, explore opportunities in all four destinations, build and develop an annual education plan with Career Matters and find out how you can get experience in fields of work you may be interested in. You can easily access to information about apprenticeships, college, university and workplace destinations using the many links available on [www.pathtosuccess.ca](http://www.pathtosuccess.ca). This website can be used as a resource to assist students and parents with the process of pathways planning.

Access [www.pathtosuccess.ca](http://www.pathtosuccess.ca) or the MyPath app for mobile devices to access up to date information regarding timetables and locker assignments.



**MY GRADE 9 AND 10 CAREER GOAL AND ACTION PLAN**

Successful people are not just “lucky”; they usually have goals and make plans to help them get to where they’d like to be! Below are numerous goals that a student in Grade 9 or 10 might choose. Check any that might be appropriate for you.

Academic Goals	Non-Academic
<input type="radio"/> Become more organized - Use my agenda planner <input type="radio"/> Improve my learning skills <input type="radio"/> Ask the teacher or a friend for help when I don't understand <input type="radio"/> Complete all homework <input type="radio"/> Keep a neat and up-to-date notebook <input type="radio"/> Be better prepared for class <input type="radio"/> Work to my full capabilities <input type="radio"/> Improve my attendance <input type="radio"/> Review lessons each night <input type="radio"/> Submit all assignments on time <input type="radio"/> Prepare sooner for tests and exams <input type="radio"/> Pay careful attention in class <input type="radio"/> Catch up on all work when I'm absent <input type="radio"/> Achieve a 70% average in ... <input type="radio"/> Pass English or ... <input type="radio"/> Make the Honour Roll <input type="radio"/> Start my 40 hours of Christian Service	<input type="radio"/> Try out for a sports team <input type="radio"/> Live a healthier lifestyle <input type="radio"/> Join a club <input type="radio"/> Become more involved in school activities <input type="radio"/> Try to remain positive at all times <input type="radio"/> Learn more about the School Letter Award <input type="radio"/> Learn to play a musical instrument <input type="radio"/> Be someone that younger people look up to <input type="radio"/> Join the school choir <input type="radio"/> Choose things because I like them and not because my friends are doing them <input type="radio"/> Get involved in worthwhile activities outside of school <input type="radio"/> Become more involved in my parish and the Catholic Community <input type="radio"/> Avoid negative influences that will take me “off track” <input type="radio"/> Be more reliable to my family and friends
Pathways Planning Goals	
<input type="radio"/> Visit the Guidance office at least once this year to learn about available resources <input type="radio"/> Learn how destination courses determine your Pathway <input type="radio"/> Learn more about different career choices <input type="radio"/> Learn more about apprenticeships and OYAP <input type="radio"/> Learn how colleges and universities can enable you to achieve your Pathway goals <input type="radio"/> Gather information on at least one employment (occupation) sector <input type="radio"/> Visit <a href="http://www.pathtosuccess.ca">www.pathtosuccess.ca</a>	

**WHAT ARE YOUR GOALS AND ACTION PLANS FOR THIS YEAR?**

1. Consider the possible achievements checked on the front of this page and any other accomplishments you have in mind. Identify 2 priorities for the up-coming year. These are your goals.
2. Consider the obstacles in your way, the things that might prevent you from reaching your goals.
3. Now consider the steps necessary to reach your goals. Remember that wishing doesn't often make things happen, doing positive things does. (If you need help with the plan, get ideas from a friend, another student in your class or your teacher).

<b>GOALS</b>	<b>OBSTACLES TO ACHIEVEMENT</b>	<b>ACTION PLAN/STEPS FOR SUCCESS</b>
1.		
2.		

**MID-YEAR REVIEW:** What's happening so far? Are the goals achievable? Have you changed your mind? Are you overcoming the obstacles or are there more than you thought? Are your plans leading to success or do you need to change the plans?

**RECAP:** Answer these questions at the final session of the year.

- Did you reach your goals? Why or why not?
- Did the action plan help? Why or why not?
- What did you learn from this goal setting and action planning experience?
- If you were starting Grade 9 again, would you do anything differently?

**MY GRADE 11 CAREER GOAL AND ACTION PLAN**

TEACHER: \_\_\_\_\_

Name: \_\_\_\_\_

**My Current Status: (Summarizing the Credit Counselling Data)**

Credits Earned to Date (Compulsive + Elective) = \_\_\_\_\_

Number of credits to be earned for a diploma: (30 – Credits Earned) \_\_\_\_\_

Compulsory credits needed within the credits to be earned: \_\_\_\_\_

Specify:

Literacy Test Successfully Completed: \_\_\_\_\_ Yes \_\_\_\_\_ No

40 Hours of Christian Service Completed and Submitted: \_\_\_\_\_ Yes \_\_\_\_\_ No  
If no, what still needs to be done: \_\_\_\_\_

Last English course completed \_\_\_\_\_ (e.g. ENG 2P1) + mark received (e.g. 72) \_\_\_\_\_

Last Math course completed \_\_\_\_\_ (e.g. MPM 2D1) + mark received (e.g. 72) \_\_\_\_\_

Math course taken this year (e.g. MCF 3M1): \_\_\_\_\_

**Post-Secondary Paths Open to Me Based on My Grade 11 Courses**

Check any and all pathways open:

- Apprenticeship on-the-job training, career colleges (a diploma often will be needed)
- College (e.g. Mohawk) (you will need to complete ENG 4C1 or ENG 4U1)
- University (e.g. McMaster) (you will need to complete ENG 4U1 plus 5 more 4U/4M)

**Occupations/Types of Work Researched in Grade 10 Career Studies**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

List three reasons why you chose to research these occupations:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Are you still seriously considering these occupations? \_\_Yes \_\_No If not why not?

What new occupations/types of work appeal to you?

\_\_\_\_\_

Do you have all the information you need about the post-secondary paths and the occupations? \_\_\_\_\_Yes \_\_\_\_\_No

If no, what information do you still need (e.g. schooling/training required, schools offering this, mark necessary, details about the work)?

Specify: \_\_\_\_\_

## **GOAL**

Considering everything you have noted so far, what should you do this year to get closer to where you'd like to be after secondary school? It might be to gather more information about occupations, investigate a pathway program or school, improve your marks, arrange for a work experience (Co-op or part-time). This should be your goal!

My Goal for this year is ...

## **ACTION PLAN**

What can you do that will help you reach your goals? Be sure to specify what you will do and when you will do it. Remember that the more detailed the plan, the greater the likelihood of success. e.g. I will do the following ... no later than ...

My action plan for this year is ...

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Recap: Answer these questions at the end of your year.

Did you reach your goals? Why or why not?

Did the action plan help? Why or why not?

What did you learn from this goal setting and action planning experience?

If you were starting Grade 11 again, would you do anything differently?



**MY GRADE 12 CAREER GOAL AND ACTION PLAN**

GUIDANCE COUNSELLOR: \_\_\_\_\_

Name: \_\_\_\_\_

**My Current Status: (Summarizing the Credit Counselling Data)**

Credits Earned to Date (Compulsive + Elective) =

Number of credits to be earned for a diploma: (30 – Credits Earned) = \_\_\_\_\_

Compulsory credits needed within the credits to be earned: \_\_\_\_\_

Specify:

Literacy Test Successfully Completed: \_\_\_\_\_ Yes \_\_\_\_\_ No

40 Hours of Christian Service Completed and Submitted: \_\_\_\_\_ Yes \_\_\_\_\_ No  
If no, what still needs to be done: \_\_\_\_\_

Last English course completed \_\_\_\_\_ (e.g. ENG 3C1) + mark received (e.g. 72) \_\_\_\_\_

English course taken this year (e.g. ENG 4U1) \_\_\_\_\_

Last Math course completed \_\_\_\_\_ (e.g. MEL 3E1) + mark received (e.g. 82) \_\_\_\_\_

Math course taken this year (e.g. MDM 4U1): \_\_\_\_\_

**Occupations/Type of Work being Considered:**

**Post-Secondary Possibilities Being Considered:**

Check any and all pathways open:

- apprenticeship (This requires finding a sponsor who will hire)
- college (This requires ENG 4C1 for admission anywhere. Specific programs require more.)
- university (This requires six 4U/4M courses, including ENG 4U1, with a minimum average of about 70% for admission anywhere. Specific programs require more.)
- entering the workplace
- other (e.g. Career College, Katimavik, Armed Forces) \_\_\_\_\_

**Plans at this Moment:**

Although it might change, today I am thinking that I'd like to do the following:  
(be sure to be as specific as possible)

Plan A:

Plan B:

### What is your Goal for this Year:

What do you need to do this year to get to where you want to be? e.g. Do you need to do any of the following:

- Decide what type of work you would like to do?
- Learn more about certain post-secondary pathways?
- Learn more about which universities, colleges, apprenticeships, career colleges or workplace settings to prepare you for the type of work you want?
- Learn more about the admission requirements for these programs?
- Improve your marks generally or in special subjects?
- Pass specific subjects, complete Christian Service hours, or pass the literacy test to graduate?
- Decide which post-secondary institution is best for you?
- Learn more about post-secondary costs and ways of paying these?
- Learn how to find full-time employment when I graduate?
- Explore other possibilities like Katimavik, Armed Forces, working abroad, etc.

Having considered these possibilities and others:

My Goal(s) for the Year is ...

### What is your Action Plan?

**What can you do that will help you reach your goals?** Be sure to specify what you will do and when you will do it. Remember that the more detailed the plan, the greater the likelihood of success. E.g. I will do the following ... no later than ...

My action plan for this year is .....

---

Recap: Answer these questions at the end of your year.

Did you reach your goals? Why or why not?

Did the action plan help? Why or why not?

What did you learn from this goal setting and action planning experience?

If you were starting Grade 12 again, would you do anything differently?

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## **ST. THOMAS MORE ESSAY FORMATTING GUIDE**

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### Assignment Procedures

1. Student identification would be placed in the top left hand corner of the front page. Students should use a smaller font than size 12 (standard for the assignment) i.e.: size 8 to 10.  
  
Student Name  
Teacher Name  
Course Code  
Date  
Task (at teacher's discretion)
2. Pages must be numbered in the top right corner.
3. The margins of the assignment should be 1 inch all around.
4. The assignment is double spaced and in a 12 point font. Usually the font is Times New Roman, but students may change the font at their teacher's discretion.
5. The title is centred and placed right above the assignment. You may leave an extra space after the title before starting your assignment.
6. Students must indent for new paragraphs.
7. See suggested MLA sample first page of an essay on the next page for clarification.

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## STUDY TIPS

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1. Be prepared. Start studying now!
2. Review regularly.
3. Study your weakest subject first.
4. Understand vs. Memorize. Make up acronyms, riddles, sentences that help you memorize the information and recall it quickly.
5. Most teachers give outlines, test reviews, and/or clues. Use these as a basis for your studies.
6. Review semester tests – these are a good indication of what your teacher believes is important in each unit.
7. Break up study periods into manageable periods. Try frequent 20 minute sessions. Know what the best time of the day is for you to study. Where is the best place?
8. Find a quiet, well-lit place to study. It should be comfortable – but not too much so. Turn off any devices that will be a distraction for you!
9. One of the biggest problems for students is the lack of concentration while studying. Consciously focus your attention on the job at hand. When your mind wanders, get it back on track immediately; this will eventually become a habit.
10. Be an active student. Take notes. Highlight material. Draw diagrams. Make charts. Create questions and answer them.
11. Eat well – fruit will give you energy. Avoid sugar, caffeine, and soft drinks. They give you a quick, but short-lived, surge of energy.
12. Be Proactive! Ask for help as soon as you start experiencing difficulties. Help is available! Contact your teacher, guidance counsellor or Student Success teacher. Tutoring is also offered. Be responsible for your own achievement!

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## EXAM PREPARATION GUIDE

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*“Successful people have learned to make themselves do the thing that has to be done when it has to be done, whether they like it or not.” – Aldous Huxley*

Exam preparation does not need to be overwhelming or difficult if you prepare your self properly. Consider the following:

### Getting Organized

- ✓ Go through your **notes** and make sure everything is **organized**.
- ✓ If you are **missing some notes**, ask your teacher or your peers **for a copy**

### Preparing to Study

- ✓ Keep your **personalized exam schedule** and other important information in a **safe place**.
- ✓ Use your exam schedule to **create a personalized study schedule** to help you organize your time, and alleviate stress.
- ✓ If necessary, **focus** more time towards the subject areas that you find more difficult.
- ✓ Select a **study space** that is uncluttered and has as few distractions as possible.
- ✓ Make sure to identify things that could interrupt or ruin your study plan, and find a solution to avoid or eliminate these problems. (for example the television, the telephone, talking to friends for extended periods of time, etc.)

- ✓ **Set work periods with short breaks.** If your breaks become too lengthy, then lengthen the time between breaks. You know yourself best, so adjust accordingly!

### Studying

- ✓ There are many different ways to study for different types of tests/exams.
- ✓ **Make sure you know the format of the exam** so that you can study accordingly.

#### Studying for Multiple Choice/Matching/Fill in the Blanks/Short Answer

- ✓ These types of questions require you to **memorize shorter, more detailed pieces of information.**
- ✓ **Use memory aids** to help you study.
- ✓ Do not just read and re-read the information.
- ✓ **Highlight key terms, and jot down key words.**
- ✓ **Make up a test for yourself** to see if you can recall the terms and/or definitions required.
- ✓ For **short answer sections**, make sure you are able to **recall not just facts, but also a few details** about each fact or issue.

### Studying for Essay Sections

- ✓ You will **need to know facts, but you must apply facts and main points to a larger issue.**
- ✓ To study for this type of exam section, go through all of your notes and **make a list of themes** that were covered in the course.
- ✓ If you see a particular issue mentioned more than once, that is a good indication that may be included somehow in the essay question(s).

### Studying for Problem-solving or Math-based Questions

- ✓ Pay close attention to questions you had difficulty with previously.
- ✓ **Re-do the questions you had difficulty with** and check your work.
- ✓ **Make sure** to show all of your work **and** are able to explain your steps involved in solving a problem or equation.

### Memorization

- ✓ **Colour-coding, underlining, or highlighting** important information helps in memorization.
- ✓ Read **your information** thoroughly. **Close your eyes and** try to visualize **and recall the information you just read.**
- ✓ **Auditory learners may benefit in** reading the information aloud, **creating a rap, or explaining the information** to a friend, parent, etc.
- ✓ Acronyms **may assist in the memorization process.** For instance, **“HOMES”**, can help you remember the names of the Great Lakes (Huron, Ontario, Michigan, Erie, Superior).

### A Few Hours Before the Exam ...

- ✓ Make sure you have at least **7 hours of sleep** the night before. Sleep is important!
- ✓ **Eat a nutritious meal** before your examination to help in your academic performance.
- ✓ Make sure you have all of the materials you need **for the exam.** **Bring extra** pens/pencils, your study notes, a calculator or dictionary if required, a bottle of water, and any textbooks that need to be returned.
- ✓ **Wear a watch!** Be aware of the time throughout your exam so that you can manage your time appropriately according to the different sections of the exam.
- ✓ **Arrive early** at school so that you have time to double-check the time and location of the exam.

### **Make a Plan of Action Upon Receiving the Exam**

- ✓ Once you have received the exam, **look over all of the sections** first. Make sure you clearly understand the instructions, as well as the questions.
- ✓ **Figure out how much time** you will spend on each section and use your watch to stay within your time limits.
- ✓ Tackle the easier questions first, leaving the more difficult questions for the end.
- ✓ **If you are unclear on a question, put a star beside it, and move on.** Do not waste valuable time on a question you do not understand, attempt them again near the end of examination
- ✓ **Keep written answers clear and concise to save time.** Writing too much increases your chances of repetitive responses that usually do not make sense.
- ✓ **The mark value should help you determine how much time you should spend** on a question.
- ✓ **When you have completed your exam, read it over, and go back to the questions you were unable to answer.**
- ✓ Make sure your name is on each sheet, number the pages, and hand in the paper.
- ✓ **Remember** – *Exam preparation does not need to be overwhelming or difficult if you prepare yourself properly.*

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## **RELIGIOUS ACCOMMODATION**

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The student population of secondary schools in the Hamilton-Wentworth Catholic District School Board reflects the face of our country in becoming increasingly multicultural, multilingual and multifaith.

The Equity and Inclusive Education Policy of the HWCDSB states that “it is the policy of the Board to provide in all its operations an educational environment which supports and enables diversity within its Catholic community.” In this regard, any request for religious accommodation in areas such as feast days or holy days, fasting, religious attire should be presented in writing to the principal as soon as possible. In keeping with the Board’s Equity and Inclusive Education Policy, it is the hope of the school administration to be able to honour any requests which do not place undue hardship on the school. All requests will be responded to in a timely fashion.

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## **ST. THOMAS MORE PRAYER GUIDE**

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### **Sign of the Cross**

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

### **Our Father**

Our Father, who art in heaven, hallowed be thy name; thy kingdom come; thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. (For the kingdom, the power, and the glory are yours, now and forever.) Amen.

### **Hail Mary**

Hail Mary, full of grace. The Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen

### **Prayer of Praise**

Glory be to the Father, and to the Son, and to the Holy Spirit; as it was in the beginning, is now, and will be for ever. Amen.

### **The Nicene Creed**

We believe in one God, the father, the Almighty, maker of heaven and earth, of that is seen and unseen. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, one in Being with the Father. Through him all things were made. For us men and for our salvation he came down from heaven: by the power of the Holy Spirit, he was born of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate; he suffered, died, and was buried. On the third day he rose again in fulfillment of the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end. We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father and the Son. With the Father and the Son he is worshiped and glorified. He has spoken through the Prophets. We believe in one holy catholic and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come. Amen.

**Apostles' Creed**

I believe in God, the Father Almighty, Creator of heaven and earth; and in Jesus Christ, His only Son, our Lord: Who was conceived by the Holy Spirit, born of the Virgin Mary; suffered under Pontius Pilate, was crucified, died and was buried. He descended into hell; the third day He rose again from the dead; He ascended into heaven, is seated at the right hand of God the Father Almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the Holy Catholic Church, the communion of Saints, the forgiveness of sins, the resurrection of the body, and life everlasting. Amen

**Morning Offering**

Most holy and adorable Trinity, one God in three Persons, I praise you and give you thanks for all the favours you have bestowed on me. Your goodness has preserved me until now. I offer you my whole being and in particular all my thoughts, words, and deeds, together with all the trials, I may undergo this day. Give them your blessing. May your divine love animate them and may they serve your greater glory. I make this offering in union with the divine intentions of Jesus Christ who offers himself daily in the holy sacrifice of the Mass, and in union with Mary, his Virgin Mother and our Mother, who was always the faithful handmaid of the Lord. Amen.

**Act of Faith**

O my God, I firmly believe that your one God in three divine Persons, Father, Son, and Holy Spirit; I believe that your divine Son became man and died for our sins, and that he will come to judge the living and the dead. I believe these and all the truths which the holy Catholic Church teaches, because you revealed them, who can neither deceive nor be deceived. Amen.

**Act of Hope**

O my God, relying on your infinite goodness and promises, I hope to obtain pardon of my sins, the help of your grace, and life everlasting, through the merits of Jesus Christ my Lord and Redeemer. Amen.

**Act of Love**

Oh my God, I love you above all things, with my whole heart and soul, because you are all good and worthy of all my love. I love my neighbour as myself for the love of you. I forgive all who have injured me and I ask pardon of all whom I have injured. Amen.



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## **SCHOOL CASH ONLINE**

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### ***Pay for student Items Online***

Parents now have the convenience of paying for school trips, spirit wear, and other items online.

After registering for School Cash Online, you will receive emails notifying you of school trips, events, activities, and other items available for purchase online.

### ***How to Register***

Visit <http://hwcdsb.schoolcashionline.com>

Click "Get Started Today" and enter your information.

A confirmation email will be sent to your email.

View the email and follow the steps to log into School Cash Online.

Find your child / Add additional child

Start viewing items!

Any questions or concerns, please contact [parenthelp@schoolcashionline.com](mailto:parenthelp@schoolcashionline.com) or 1-866-961-1803

# September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
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						

# October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	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 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	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	

# December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
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					

# January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	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		

# February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	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		

# March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	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						



# April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	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				

# May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	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	

# June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
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						