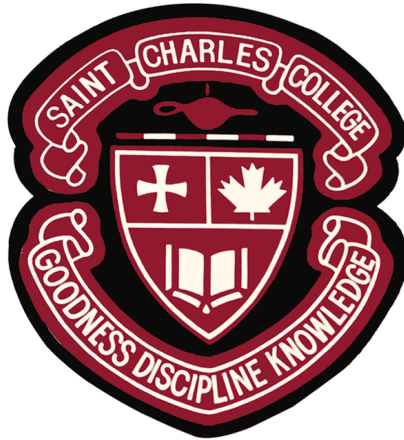


St. Charles College



2023/2024 Parent & Student Handbook

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“Goodness Discipline Knowledge”

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PRINCIPAL'S MESSAGE

It is an honour to be welcoming everyone as Principal of St. Charles College for the 2023-2024 school year. I have had the privilege of working with the staff in previous years, and you will come to realize as I have, that they are committed and caring professionals who will support your individual needs. The staff of St. Charles College is proud of our dedication, providing you with the best possible setting in which you can develop spiritually, academically, physically, and emotionally.

To those returning, I wish you continued success in the pursuit of your goals and for those new to the St. Charles College family, and to those who are new to the school community, I extend a special welcome to you.

This handbook contains useful information about St. Charles College, as well as a clear statement of expectations. We are requesting that parents and students new to our school make the same commitment by carefully reviewing the contents together.

I challenge all of our students to achieve their potential. Realising that there is a relationship between student involvement and achievement, I urge you to participate in some of the many clubs, activities, and athletic teams available.

Work hard and enjoy school by participating and cooperating with your fellow Cardinals in making this the best possible year ever!

A handwritten signature in black ink, appearing to read 'A. Barry', with a stylized flourish underneath.

Mr. A. Barry, Principal

ST. CHARLES COLLEGE MISSION STATEMENT
GOODNESS DISCIPLINE KNOWLEDGE

St. Charles College is a caring co-educational community that challenges all staff and students to ask God to “teach me goodness, discipline and knowledge.” We exist to inspire and reveal student potential and to provide an optimal environment for student learning where a living witness to God’s saving message is delivered through all our works including our academic and co-curricular programs. We dedicate ourselves to foster a supportive and personalized learning environment, understanding our special duty of care to all our students during times of need. We envision a school community rooted in Gospel Values that supports the well-being and learning of all.

PHILOSOPHY OF ST. CHARLES COLLEGE

GOODNESS

We believe that individuals are worthy of respect, dignity, service and love. It is our goal to promote Christian education and the principles of faith, hope and charity in developing Christian persons who respond actively to community needs. Essential to spiritual development is the understanding of the scriptures, the history and traditions of the Roman Catholic Church.

DISCIPLINE

The aim of discipline is to develop, within the individual, self-control and the ability to cooperate with others. It is our goal to develop self-discipline, and good citizenship. It is our goal to develop tolerance and respect for societal differences.

KNOWLEDGE

The goal of education is for each student to achieve his/her full potential. The acquisition of knowledge requires effort. The acquisition of education or training is a partnership of parents, students and teachers.

BELL TIMES

Secondary (Grades 9-12)	Elementary (Grades 7-8)
Homeroom 8:26 - 8:33	Homeroom 8:20 - 8:30
Period 1 8:33 - 9:48	Period 1 8:30 - 9:10
Period 2 9:48 - 11:03	Period 2 9:10 - 9:45
LUNCH 11:03 - 11:48	Period 3 9:45 - 10:25
Period 3 11:48 - 1:03	Period 4 10:25 - 11:05
Period 4 1:03 - 2:18	Period 5 11:05 - 11:45
	LUNCH 11:45 - 12:25
	Period 6 12:25 - 1:05
	Period 7 1:05 - 1:40
	Period 8 1:40 - 2:10

STUDENT RESPONSIBILITIES

St. Charles College requires more of the students than minimal academic work. A specific standard of dress, and of student responsibilities are part of the St. Charles College philosophy. Students who enrol at St. Charles College accept this ideal and agree to abide by the St. Charles College Uniform Policy.

SCHOOL UNIFORM POLICY

St. Charles College has had a dress code since its inception in 1951. Parents & Guardians are highly encouraged to support this long standing tradition. All students are required to wear a uniform to school each day. Uniforms are to be worn coming to and from school during the day and while representing St. Charles College in an official capacity in the community. It is expected that the school uniform be worn neatly. RJ McCarthy is our uniform supplier located at 1955 Lasalle Boulevard.

Please Click here to read our [Uniform Policy](#)

HATS AND CAPS

Baseball caps, bandanas, and other headwear must not be worn inside the school, unless for Religious reasons. These items may be confiscated and stored in the main office if students are not in compliance.

STUDENT ACTIVITY FEE

The Student Activity Fee of \$35.00 is payable during the first two weeks of school. The cost for additional siblings is \$20.00.

Payments can be made through School Cash Online, our online fee payment system that allows parents to pay for student fees and other school items (trips, athletic fees, pizza days, graduation or any other activity or item you have to pay for student purchase). Parents can enrol by registering online at: <https://sudburycatholicschools.schoolcashonline.com>

The fee supplements the costs of:

- locks/locker maintenance
- co-curricular field trips
- student council spirit activities
- student recognition activities
- guest speakers

ATTENDANCE POLICY AND PROCEDURES

MORNING ROUTINE

A warning bell will ring at 8:21 a.m.. This bell is an indication that it is time to conclude conversations, gather books and move to period 1. Students must be in their period 1 class before opening exercises begin. The National Anthem and Prayer will be broadcast at 8:26 a.m. They will be followed by the announcements. All staff/students are expected to honour and respect the National Anthem and daily prayers.

BREAKFAST PROGRAM

Fruit cups, toasted bagels, vegetables & dip, yogurt, and other nutritious snacks are available to all students in the main lobby every morning. This Breakfast Program is sponsored by The Human League, Better Beginnings/Better Futures and Breakfast Clubs of Canada.

ABSENCE FROM SCHOOL

Parents/guardians are to phone, email, or leave a voicemail with the school, the day before or morning of each day of absence. The student will present a note from his/her parent/guardian on the first day back following his/her absence if telephone contact has not been made. Notes are kept on file.

LEAVING SCHOOL EARLY IN THE DAY

Students who must leave during the school day must bring a note or parents must email the

main office. An excuse slip will be issued and the departure time recorded. Students returning from the appointment must check in at the main office before being admitted to class.

Students may leave the premises only under conditions mutually agreed upon by the office and the parent prior to the student departure from the school. Students must sign-out from school at the office upon confirmation of permission from administration and parent. Students must exit through the front entrance doors.

Unacceptable requests to sign-out include but are not limited to:

studying for tests, completing work for other classes, missing evaluation or submission of evaluated materials because of lack of preparation, avoidance of detentions.

Grade 7-10 Students are not permitted to leave the school property at lunch, unless they are picked up by a parent at the office.

LATE FOR ANNOUNCEMENTS

Students who are not in period 1 at the start of the National Anthem are considered late. Students will stop all movement and conversation during the National Anthem and morning prayer..

LATES

Students who are late for school, will report directly to the Main Office to sign in. Consistent tardiness will not be tolerated as it becomes a significant distraction to the school administrative team and classroom instruction. Parents/guardians of students who live outside of the school's catchment area and who do not qualify for school bussing, must ensure that their children arrive at school on time . Consequences will be issued for chronic lateness. This may include a phone call home, detentions and/or suspensions.

TRUANCY

Any absence without prior authorization is considered truancy. Parents or guardians will be notified. Consequences will be at the discretion of the administration and may include detentions and/or suspensions.

TEACHER ABSENCES

Students may receive an occasional study period when their regular classroom teacher is absent. Students must report directly to the assigned location for a supervised study period.. Parent/guardians are requested to NOT sign their son/daughter out of study halls where work completion, remediation, and studying can and should occur.

SMOKING/VAPING

Our priority at St. Charles College is to provide a school environment that promotes healthy lifestyle choices for all our students. Grade 7 - 10 students are not permitted to smoke/vape and it is strongly discouraged by St. Charles College. There is no smoking/vaping on school property in accordance with Ontario Law. Students that disobey that law will be subject to school consequences and/or a possible substantial fine under the provincial law.

TEXTBOOKS

Textbooks are on loan to students. They must return the textbook issued to them in good condition. Students will be assessed the cost of replacement or repair if either is required. This will be done prior to admission to final examinations. The lending of textbooks for home use may be withheld until all books are either returned or paid for.

BACKPACKS AND HANDBAG POLICY

Backpacks are a necessary item to transport large amounts of equipment, supplies and/or laptop to and from school. However, these same items present a safety and security hazard (i.e. trip and fall in the classroom). Students must leave their backpacks in their lockers during the school day. Slim line laptop bags are permitted. Students who fail to comply will be referred to the Principal and Vice Principals.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices are permitted before school, during lunch, and after school. Personal electronic devices are permitted in class for academic purposes with the teacher's permission. Students must always keep cell phones on silent to avoid disrupting the school environment. Cell phones may be temporarily confiscated and stored in the office for non-compliance. The use of cell phones on school property is considered a privilege. *Parents are asked not to call the school to give messages to students during the day, unless it is an emergency.* Classes will not be interrupted for student messages.

PARKING

Students must park in the designated parking lot for students. Students are not permitted under any circumstance to park near the pool area or staff parking. Cars parked in these areas might be ticketed. Maximum speed on school property is 10 km/hour. Any student-driver seen speeding or driving recklessly on or near school property will have their parking privileges revoked and police will be called. Students are not to loiter in the parking lot.

THE NEIGHBOURHOOD

St. Charles College expects its students to be respectful of our neighbours. Our tradition is that our school community has a positive relationship with our friends and neighbours.

Loitering and smoking in the neighbourhood are not permitted.

For safety purposes, the pool area behind the school is out of bounds to students. Furthermore, the railway tracks beyond the football and soccer fields are also out of bounds. Trespassing on CN property is a federal offence under the Railway Safety Act which carries a substantial fine. Students failing to adhere to these policies may be subject to an automatic suspension from school.

LOCKERS

Students will be issued a locker on their first day in school. Lockers are loaned to students for their convenience but are the property of the school. The student is responsible for keeping it

neat, tidy and clean. Locks are provided by the school and only these locks are permitted on the locker. Any others will be cut from the locker. Students should not keep anything of significant value in their locker as they are not burglar proof. Students must not share lockers. As well, no one else should know the combination to their locker. **STUDENTS, NOT THE SCHOOL, ARE RESPONSIBLE FOR THEIR PERSONAL LOCKERS.** At the end of the school year, students are responsible for cleaning out their lockers. The school is not responsible for any items left behind. Students should be aware that lockers can be opened and searched at any time by an administrator or agent of the Board without notice.

VALUABLES

Students are asked not to bring items of value to school. Do not leave money or other valuables in your locker or the change room. The school is not responsible for lost or stolen items.

ACCESSIBILITY STANDARDS FOR CUSTOMER SERVICE

In compliance with the Customer Service Standard (Accessibility for Ontarians with Disabilities Act), please advise the school if you require assistance to access the facility or any other type of assistance.

CAFETERIA

The cafeteria is provided to students as a place to eat lunch. Light lunches and snack foods as well as drinks such as milk, juice, and soft drinks are available. After completing lunch, each student is expected to put the garbage in the receptacles provided.

PASTORAL CARE

As a Christian community, St. Charles College is dedicated to the students in every aspect of their lives. The chaplain provides pastoral care to the St. Charles College community.

CELEBRATION OF FAITH

Celebrations of the Eucharist are available to all students and staff. School Liturgies and Masses are celebrated many times during the year.

CHAPEL

The chapel is located in Room 1227 and is always open as a place of quiet and private prayer.

COUNSELLING

Pastoral and personal counselling is available at all times for students and staff. Problems and difficulties relating to school, home, and spiritual life can be discussed in confidence with the chaplain or a certified mental health worker.

SCHOOL ACTIVITIES

St. Charles offers a wide range of activities through which students may develop and express their individual skills and talents. These activities which we consider to be co-curricular usually take place after normal class hours and take the form of clubs, organizations, student government or athletics. Students can find out about these by listening to the daily announcements and by checking the bulletin boards. We strongly encourage students to get involved.

STUDENT COUNCIL

The Student Council of St. Charles College consists of an elected Cabinet. Social conveners appointed by the Cabinet, staff moderators and a representative from each grade.

Class representatives are elected by a majority vote of all the students in their grade. The Class Representative represents and expresses the opinions and safeguards the interests of their respective grade at Student Council meetings, which are held once a week.

2023-2024 St. Charles College Student Council

Teacher Moderators: Mrs. J. Demore, Mrs. Humphrey & Mrs. Montgomery

President: Jerrell Alexander

Vice President: Alexis Teixeira

Finance Minister: Stephanie Hutchinson

Social Media Coordinator: Emma Belli

Secretary: Arianna Bedgood

International Ambassador: Renato Zegarra

Executive: Kemi Toki

CLUBS/ORGANIZATIONS

Clubs serve a variety of interests and their purpose will vary according to the type of activity. It may be to:

- 1) channel artistic self-expression
- 2) to acquire an advanced understanding of specialized skills
- 3) to afford an opportunity for intellectual recreation and a pleasant form of intellectual exercise
- 4) to facilitate social interaction
- 5) to acquire a sensitivity or appreciation of the habits or customs of other people;
- 6) to afford situations to develop leadership abilities.

The following clubs/organizations invite student participation:

Liturgy Committee	Yearbook	Reach for the Top
Choir	Stage Band	Rock Band
Concert Band	Jazz Ensemble	Chess Club

Art Club	Robotics Club	Dance
World Issues Club	Coding Club	Respecting Differences

ATHLETIC COUNCIL

St. Charles College’s Athletic Council is responsible for promoting and encouraging school interest in athletics.

2023-24 ST. CHARLES COLLEGE ATHLETICS

President:

Teacher Moderator: Mr. D. Michelutti & Mrs. K. Hebert

The St. Charles Cardinals have a long history of outstanding achievement in sports. Each year new students come to join our teams to carry on our fine tradition. Our teams consistently fare well in competition as part of SDSSAA (Sudbury), NOSSA (N. Ontario), and OFSAA (Ontario). This is a reflection of the dedication of our coaches and our strong belief that the discipline, dedication and courage demanded in these activities will help to strengthen the character of each participant.

The following sports are offered:

Rowing	Bowling	FlagFootball	Hockey
Football	Badminton	Golf	Tennis
Basketball	Track and Field	Skiing	Volleyball
Curling	Soccer	Cross Country	Wrestling
Football	Swimming	Gymnastics	

SHADOWING

Individuals who attend other schools and who are interested in pursuing an education at St. Charles College are welcome to accompany or “shadow” a student for the day. Students must seek permission through the Guidance Department and from parents or guardians.

EXCURSIONS AND FIELD TRIPS

Excursions and field trips are valuable learning experiences and are an important part of the school program at St. Charles College. In all situations, school rules and policies apply. Uniforms must be worn, unless the nature of the activity requires different clothing.

GUIDANCE SERVICES

The Guidance Department at St. Charles College focuses on student orientation, education, and career planning. The Guidance staff also focuses on providing linkages with post-secondary institutions such as universities and community colleges, as well as apprenticeship and workplace initiatives. The monitoring of student progress, and the development of special programs such as peer tutoring and remediation programs for at-risk students are also key programs. Large and small group sessions in guidance related topics are integrated into the total school program. Individual counselling is available to students and parents who may have concerns about social, emotional, and educational development. Referrals to school resource personnel and community and social services are facilitated by the guidance counsellor.

The Guidance staff also assist students plan their career paths by providing:

- individual counselling about courses and careers, as well as interest and aptitude tests to assist students to discover their interests
- printed information, including Guidance news about colleges, universities, and workplace opportunities and computer services to assist students learn about careers
- information about scholarships and financial aid for further education and help in finding jobs

Students can request an appointment on Sign Up Genius using the links provided below:

Grade 9: <https://bit.ly/SCCGuidanceGr9>

Grade 10: <https://bit.ly/SCCGuidanceGr10>

Grade 11: <https://bit.ly/SCCGuidanceGr11>

Grade 12: <https://bit.ly/SCCGuidanceGr12>

THE CO-OPERATIVE EDUCATION PROGRAM

As part of their studies in secondary school, students may select Co-operative Education courses to assist them with their career planning. These courses allow students to explore chosen career fields and experience learning and working in the workplace. On-the-job learning opportunities must be accompanied by an in-school pre-placement and integration curriculum which prepares students for their new experiences and integrates the theory and application of the course to which the Co-operative Education experience relates. Students must apply and go through an interview process. The purpose of this initial interview with the applicant is to ensure that the student meets certain expectations such as attendance and punctuality, completion of compulsory courses, and to ensure that the applicant is ready to undertake learning in the workplace. Students/parents/guardians will be required to sign the Co-operative Education Statement of Understanding to indicate their commitment. Failure to adhere to the responsibilities and procedures outlined in this Statement may result in the loss of credits and dismissal from the program. The program offers students the opportunity to explore career opportunities through a regular co-op and new and exciting programs.

Level 1 In-School is available for:

- Welder
- General Carpenter
- Heavy Duty Equipment Technician

Students receive their Level 1 Apprenticeship. No secondary school credits are earned. Secondary school credits are earned if a Co-operative Education class is taken with the Level 1.

Dual Credit Courses allow students to earn a number of credits by participating in apprenticeship training and post secondary courses that count towards both their secondary school diploma and post-secondary diploma or apprenticeship certification. Some dual credit options in the trades may have a co-op component to them. Different courses are offered in different semesters. Registration is free.

- Apprenticeship Plus (College's Chef Training Program, Basic Cook Apprentice Level 1)
- Baking and Pastry Arts - Baker Apprentice (College's Baking and Pastry Arts Program, Basic Baker Apprentice Level 1)
- Exploring Business 14
- Automotive Technician Service and Management -Career Exploration
- Introduction to Mining (online)
- Energy Systems Technology Social Understanding (online)
- Precision Measuring (online)
- Introduction to Health Sciences Careers
- College Connection

OYAP (Ontario Youth Apprenticeship Program) is structured within the Co-operative Education program (some exceptions). A student is signed on when an employer agrees to sponsor the student. Students then have the opportunity to gain work experience in an apprenticeable trade, have their time count towards their apprenticeship hours, and have certain skill sets and competencies signed off. Students have an opportunity to pursue an apprenticeship while earning high school credits.

SPECIALIST HIGH SKILLS MAJORS

“HEALTH AND WELLNESS”

“TRUCK AND COACH”

“SPORTS AND RECREATION”

“BUSINESS”

WHAT IS A SPECIALIST HIGH SKILLS MAJOR (SHSM)?

The SHSM is a ministry-approved specialized program that allows students to focus their learning on a specific economic sector while meeting the requirements for the Ontario Secondary School Diploma (OSSD) and assist in their transition from secondary school to apprenticeship training, college, university, or the workplace. An SHSM enables students to gain sector-specific skills and knowledge in the context of engaging, career-related learning environments, and helps them focus on post secondary goals.

Ontario Ministry of Education, 2008. Reach Every Student

Pursuing a Specialist High Skills Major enables students to further explore careers in specific area of interest. These programs:

- are offered to grade 11/12 students
- are 2 years in duration
- enhance the high school experience with learning outside the classroom
- provide opportunities to meet with employers and experts in the field
- enable students to earn sector-recognized certification and training
- provide a diversity that allows for apprenticeship, college, university or workplace destinations

These students are given the opportunity to:

- explore, identify and refine career goals
- make informed decisions regarding post-secondary destinations
- access resources, equipment and expertise that may not be available in their home secondary school
- network with potential employers
- receive a SHSM designation on their diploma

STUDENT SUCCESS CENTRE

This centre exists to help students learn more efficiently and effectively. This help may be provided on a one-to-one basis during short-term withdrawal from the classroom, before school, during lunch or after school. Some students might have a Learning Strategies course listed on their timetable. This program could help students with their organizational and study skills.

THE COMPREHENSIVE PROGRAM

The Comprehensive Program is part of Special Education Services at St. Charles College. Each student in the Comprehensive Program has an individual education plan and is working at his/her skill level. The evaluation and strategies used are modified to meet the individual student's needs. Students are placed in the comprehensive program after school based meetings with the Special Education team and parents/guardians.

THE LIFESKILLS PROGRAM

The mandate of the Lifeskills Program at St. Charles College is to prepare each student, as much as possible, to be an independent and self-fulfilled member of society.

GENERAL INFORMATION

ONTARIO CATHOLIC SCHOOL GRADUATE EXPECTATIONS (CGE)

The CGE's are distinctive expectations that the Catholic community has for graduates. The knowledge, skills and values should be infused into the curriculum in each subject area to guide the education and faith development of students. The CGE's enhance the expectations of the Ontario Ministry of Education curriculum documents. Teachers will select those expectations from the list that apply and incorporate them.

The following is a list of the overall Catholic Graduate Expectations. The graduate is expected to be:

- a discerning believer formed in the Catholic faith community
- an effective communicator
- a reflective and creative thinker
- a self-directed, responsible life long learner
- a collaborative contributor
- a caring family member
- a responsible citizen

ONTARIO SECONDARY SCHOOL DIPLOMA REQUIREMENTS

COMPULSORY CREDITS (TOTAL OF 18)

Students must earn the following compulsory credits in order to obtain the OSSD:

- 4 credits in English - 1 credit per grade
- 1 credit in French as a Second Language
- 3 credits in Mathematics (at least 1 senior credit)
- 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

plus:

- 1 additional credit (group 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
- 1 additional credit (group 2): additional credit in Health and Physical Education, or the Arts, or Business Studies, or French as a second language, or Cooperative Education
- 1 additional credit (group 3): additional credit in Science (grade 11 or 12), or Technological Education, or French as a second language, or Computer Studies, or Cooperative Education

OPTIONAL CREDITS (TOTAL OF 12)

In addition to the 18 compulsory credits, students must earn 12 optional credits. Students may earn these credits by successfully completing courses that they have selected from the courses listed as available in the school course calendar.

ONTARIO SECONDARY SCHOOL LITERACY TEST

As part of the diploma requirement, students must successfully complete the OSSLT. This test is first written in Grade 10. Unsuccessful students will have the opportunity to re-write it or take the Ontario Literacy Course to fulfill their requirement. The OSSLT will be administered on March 30, 2017.

PROVINCIAL ASSESSMENT OF GRADE 9 MATHEMATICS

Students are required to write a provincial test in grade 9 math during the semester in which they are taking mathematics.

COMMUNITY INVOLVEMENT ACTIVITIES

As part of the diploma requirements, students must complete a minimum of 40 hours of community involvement activities. These activities may be completed at any time during their years in the secondary school program. Tracking sheets are available in the guidance office.

THE ONTARIO SECONDARY SCHOOL CERTIFICATE

The 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 14 credits as

follows:

COMPULSORY CREDITS (TOTAL OF 7)

- 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

OPTIONAL CREDITS (TOTAL OF 7)

7 credits selected by the student from available courses. The provisions for making substitutions for compulsory credits (described in Section 3.2: Substitutions for Compulsory Courses) also apply to the Ontario Secondary School Certificate.

THE CERTIFICATE OF ACCOMPLISHMENT

Students who leave school before fulfilling the requirements for the Ontario Secondary School Diploma or the Ontario Secondary School Certificate may be Granted a certificate of accomplishment.

SUBSTITUTIONS FOR COMPULSORY COURSES

To meet individual student needs, principals may substitute up to three (3) compulsory credit courses with courses from the remainder of those that meet the compulsory credit requirements. A substitution will only be made if the student's educational interests are best served by such a substitution. Each substitution will be noted on the student's Ontario Student Transcript.

THE INDIVIDUAL PATHWAYS PLAN

Each student in Grades 7 to 12 will prepare an individual pathways plan. Students in Grades 7 to 11 will prepare their plan with the assistance of their parents and guidance counsellor.

French Immersion Certificate

10 courses 4 Courses in French Immersion 6 Courses in other subjects taught in French

Extended French Certificate

7 courses 4 Courses in French Immersion 3 Courses in other subjects taught in French

XELLO

As a student, you have access to Xello, an online program that helps you discover a future pathway that is right for you! Xello uses an investigative, discovery-based learning process with four key components. These are: building self-knowledge, exploring options, creating a plan and learning and reassessing. Interactive self-assessment quizzes help you uncover your best career matches. Explore your options and learn about the training and education required for each career. Then build your high school course plan to achieve your goals.

To login, visit: <https://srcdsb.elearningontario.ca>. Students will then use their Office 365 and wifi login and password.

ACADEMIC RESPONSIBILITIES

COURSE REGISTRATION

During the month of February, courses are selected for the following year. The school's master timetable will be constructed based on these course selections.

All changes after the initial registration must comply with the master timetable in order to be accepted.

Note: It is imperative that students and their parents consider the initial course selections held in February with great care. Any changes instituted by students or their parents after this initial selection will not be guaranteed.

Students who attend Summer School and successfully complete their course(s) will be permitted to modify their requests. The students have the responsibility to contact the school during the last weeks preceding the opening of school in September or the first week of school to have any course changes effected. All changes must be made no later than 10 teaching days after the beginning of the semester.

COURSE CHANGE PROCEDURE

Students who wish to change courses are asked to consult with his/her Guidance Counsellors, and may only do so with the permission of the Principal.

Note: Dropping a course may only occur under rare circumstances and applies only to graduating students. *No course may be dropped after mid-term.*

ADMISSIONS AND TRANSFERS

ADMISSIONS

Students who transfer from an Ontario school to St. Charles College have their credits transferred and accepted. Students from outside Ontario will have their credits assessed by the principal who will be guided by "equivalent diploma requirements", of Ontario schools intermediate and senior divisions.

TRANSFERS

Students are asked to inform their guidance counsellor and the office as soon as they know they are going to move from our school. On the last day of attendance, all school property such as musical instruments, library books, etc. must be returned. Make sure you pay all debts owed to the school for such things as lost texts and library fines must be repaid.

ASSESSMENT AND EVALUATION

The school year includes the examination period and students must be present for each of their scheduled examinations. The examination period and final evaluations are taken very

seriously and are of very high priority at St. Charles College. Arrangements to re-schedule examinations will NOT be made, please keep this in mind when arranging family vacations. Medical notes are required for students absent from exams. Textbooks and other material not previously collected by the teacher will be collected at the beginning of the examination. All notes, textbooks, electronic equipment are not permitted in the exam room unless prior arrangements have been made with your teacher. Students are not permitted in the hallways during exam periods. A reminder that the dress code and behaviour policies are in effect during the exam period. Buses arrive and depart at the regular time. It is the responsibility of each student to read their exam schedule carefully and be present and on time for each examination.

There are two sets of final examinations, one in January and one in June of each year. Students should be in the school fifteen (15) minutes before the start of examinations. The cafeteria will not be serving lunches. If you bring your lunch, it must be eaten in the cafeteria.

In the event of inclement weather, the exam schedule will be moved back one day.

REPORT CARDS

A report of each student's progress will be issued after the final exams. As well, interim reports (five weeks into the term), and mid-term reports will be issued in the fall and the spring. Students are encouraged to talk to their parents, their teachers and the Guidance Department about these reports.

HOMEWORK

Homework is a vital part of school and a daily requirement for St. Charles College students. Academic success is affected by the way this responsibility is handled.

Home study program should include:

- a) completion of daily assignments;
- b) review of work previously taken;
- c) preparation of projects; preparation for tests, and
- d) previewing lessons to be taken.
- e) use of student organizer.

A reasonable daily amount of homework for an average student in the various grades is as follows:

Grades

7 - 8	1 hour
9 - 10	1 hour
11 - 12	1 ½ hours

LATE ASSIGNMENTS

Students are expected to submit all assignments by the established due date.

If the student cannot meet the deadline because of exceptional circumstances, the student must consult the teacher before the due date. Late assignments will be accepted after the due date if the teacher has agreed that the exceptional circumstances are legitimate. Regular submission of assessment is required for teachers to make a professional judgement on the

final grade.

MISSED TESTS

Students who are absent for a test should make up the test on the first day they return.

NON COMPLIANCE

Students are expected to be prepared for each class: to have notebooks, textbooks and materials required by the teacher, to have any assigned homework completed, to hand in all assignments to the best of their ability by the due date, to be prepared for tests and exams. If students do not come to class prepared, hand in work that is done in a haphazard manner, or refuse to hand in assignments, then a consequence may be imposed at the discretion of the teacher. Persistent cases of non-compliance may be referred to the office which could result in detention, suspension or exclusion from class.

ACADEMIC INTEGRITY

At St. Charles College, academic integrity is paramount in all programs. Academic integrity means that all assignments, tests, exams, reports, and other academic efforts are solely the product of the student. Students must assume responsibility for maintaining an honest position in all work submitted to teachers. There are a number of ways in which academic integrity is violated:

PLAGIARISM

Plagiarism is taking another person's words (written or spoken), theories, facts (that are not considered general knowledge), statistics, artwork, etc. and passing them off as our own. Simply changing the language of the information you are using also constitutes plagiarism if you do not acknowledge your source.

To avoid plagiarism, every direct quotation must be identified by quotation marks, and it must be properly cited. Likewise, any material retrieved from another source such as a print or electronic medium that is paraphrased or summarized in one's own words must also be properly acknowledged. In order to teach proper methods of documenting sources, students will be taught the proper style of documentation appropriate to the assignment, either (MLA or APA)

CHEATING

Cheating shall be defined as the impermissible use of materials, information, study aids, or conversations with others (verbal, written or electronic) in any academic assessment that would result in an improper advantage. In addition, students cannot submit identical work or portions of it for assessment in two different courses. This is known as "dual submission."

FABRICATION

Fabrication is the falsification or invention of information or citations in an academic exercise. For instance, invented information, or fudged data, may not be used in laboratory experiments or other academic exercises.

FACILITATING ACADEMIC DISHONESTY

Students who knowingly or negligently allow their work to be used by other students or who assist others in academic dishonesty are in direct violation of this policy.

CONSEQUENCES OF ACADEMIC DISHONESTY

Any violation of academic integrity is a serious offence and is, therefore, subject to consequences. The first offence will result in a student/teacher conference. As well, the teacher will contact the student's parents or guardians and the incident may be brought to the attention of the Vice-Principal. A subsequent offence will result in a referral to the Vice-Principal.

LEARNING SKILLS

The following learning skills will be assessed regularly and recorded on the report card:

RESPONSIBILITY

- fulfils responsibilities and commitments within the learning environment
- completes and submits class work, homework, and assignments according to agreed-upon timelines
- takes responsibility for and manages own behaviour

ORGANIZATION

- devises and follows a plan and process for completing work and tasks;
- establishes priorities manages time to complete tasks and achieve goals;
- identifies, gathers, evaluates, and uses information, technology, and resources to complete tasks

INDEPENDENT WORK

- independently monitors, assesses, and revises plans to complete tasks and meet goals;
- uses class time appropriately to complete tasks;
- follows instructions with minimal supervision.

COLLABORATION

- accepts various roles and an equitable share of work in a group;
- responds positively to the ideas, opinions, values, and traditions of others;
- builds healthy peer-to-peer relationships through personal and media-assisted interactions;
- works with others to resolve conflicts and build consensus to achieve group goals;
- shares information, resources, and expertise and promotes critical thinking to solve problems and make decisions.

INITIATIVE

- looks for and acts on new ideas and opportunities for learning;
- demonstrates the capacity for innovation and a willingness to take risks;
- demonstrates curiosity and interest in learning;

- approaches new tasks with a positive attitude;
- recognizes and advocates appropriately for the rights of self and others.

SELF-REGULATION

- sets own individual goals and monitors progress towards achieving them;
- seeks clarification or assistance when needed;
- assesses and reflects critically on own strengths, needs, and interests;
- identifies learning opportunities, choices, and strategies to meet personal needs and achieve goals;
- perseveres and makes an effort when responding to challenges.

ST. CHARLES COLLEGE CODE OF CONDUCT

St. Charles College is a caring Catholic co-educational community that fosters a positive school climate so that our students learn to become self-directed, responsible life-long learners. Appropriate student behaviour and early, ongoing intervention, along with preventative education is integral to ensuring the safety of our students. The code of conduct is enforced through a progressive discipline program which supports bully prevention, character education, student leadership and community partnerships.

STUDENT RIGHTS AND RESPONSIBILITIES

St. Charles College requires more than minimal academic work.

Students are expected to conduct themselves in a positive manner as articulated in the motto: *Goodness, Discipline, Knowledge*.

To achieve this, students have certain rights and responsibilities which include, but are not limited to the right to:

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 action.

DUTIES OF STUDENTS

The Ontario Education Act, Regulation 298, Section 23 states:

(1) A pupil shall,

- (a) be diligent in attempting to master such studies as are part of the program in which the pupil 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 pupils 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.

(2) When a pupil returns to school after an absence, a parent of the pupil, or the pupil where the pupil is an adult, shall give reason for the absence orally or in writing as the Principal requires.

(3) A pupil may be excused by the Principal from attendance at school temporarily at any time at the written request of a parent of the pupil or the pupil where the pupil is an adult.

(4) Every pupil is responsible for his or her conduct to the Principal of the school that the pupil 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 under contract to a board.

STANDARDS OF BEHAVIOUR

RESPECT, CIVILITY AND RESPONSIBLE CITIZENSHIP

All school members must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is a disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment of learning and teaching.
- not swear at a teacher or another person in a position of authority.

SAFETY

All members of the school community must not:

- engage in bullying behaviours;
- commit sexual assault;
- traffic weapons or illegal drugs;
- give alcohol to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school

ACTIVITIES LEADING TO POSSIBLE SUSPENSION

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

1. Uttering a threat to inflict serious bodily harm on another person.
2. Possessing alcohol or illegal drugs.
3. Being under the influence of alcohol.
4. Swearing at a teacher or at another person in a position of authority.
5. Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
6. Bullying.
7. Any other activity that is an activity for which a principal may suspend a pupil under a policy of the board.

ACTIVITIES LEADING TO SUSPENSION AND POSSIBLE EXPULSION

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

1. Possessing a weapon, including possessing a firearm.
2. Using a weapon to cause or to threaten bodily harm to another person.
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
4. Committing sexual assault.
5. Trafficking in weapons or in illegal drugs.
6. Committing robbery.
7. Giving alcohol to a minor.
8. Any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the board that the pupil be expelled.

Fair Notice to Parents/Guardians re/Violence Threat Risk Assessment Process

The SCDSB aims to maintain a positive and safe environment in its schools for all students, staff, parents and visitors. Any violence or harassment of any kind is taken very seriously. As a result, when a student's behaviour poses a serious threat to his or her safety or the safety of others, the Board reserves the right to activate a Violence Threat Risk Assessment (VTRA).

When a VTRA is activated, parents/guardians will be notified. If a concern for safety still exists, and parents/guardians cannot be reached, or if they choose not to provide consent to share information, the threat assessment process will proceed. In sharing personal information with community partners and agencies, each individual's right to privacy will be balanced with the need to ensure the safety of all. Student safety is our first priority.

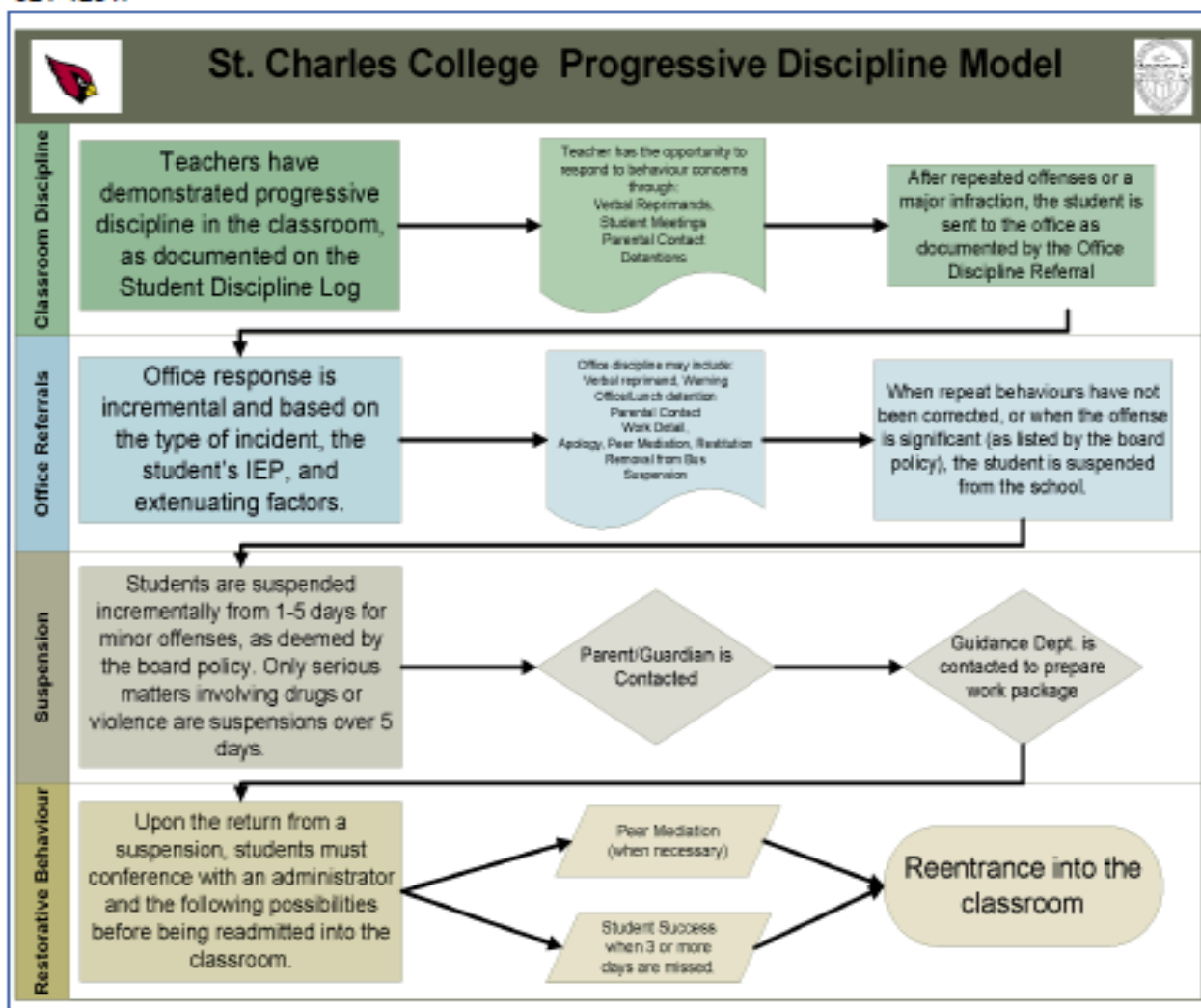
If you have any questions regarding the evaluation process for risks and threats, please refer to our Board website for more detailed information at <http://www.scdsb.edu.on.ca> and/or contact the school principal.

PROGRESSIVE DISCIPLINE MODEL SCHOOL BUS DISCIPLINE POLICY GUIDELINES

For all inquiries regarding routes, schedules and services, please contact the Transportation Consortium at 521-1234.

Students who have the opportunity to ride school buses may do so as long as they display behaviour that is reasonable and safe.

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Students who have the opportunity to ride school buses may do so as long as they display behaviour that is reasonable and safe.

The responsibility for student supervision shall begin when the student boards the bus in the morning and is retained until the student leaves the bus at the end of the day.

NOTE: As stated in the Ontario School Code of Conduct the bus is an extension of the school day. The bus driver reports to the principal and has the authority to assign seats. School Board policies will be strictly enforced on the school bus as well as at school.

Offences	Consequences
<ol style="list-style-type: none"> 1. Spitting; 2. Excessive horseplay; 3. Excessive noise; 4. False identification; 5. Riding unassigned bus without permission or using unassigned bus stop; 6. Eating or drinking on the bus; 7. Leaving seat/standing while bus is in motion; 8. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material; 9. Blocking of aisles; 10. Lack of respect of others on bus; 11. Disobeying driver and/or monitor; 12. Putting hand out of the window and/or touching bus equipment (emergency door handle, etc.) 13. Other offences as reported by driver or principal and/or scenarios that impede safe school bus riding 	<ol style="list-style-type: none"> a. First Offence Warning or 1-5 days suspension b. Second Offence 5-10 days suspension c. Third Offence 10 days minimum suspension Possible loss of all bus service Parent/Principal meeting d. Fourth Offence Indefinite loss of bus service
<p>Level 2 Offences</p> <ol style="list-style-type: none"> 1. Hanging out of windows; 2. Throwing/shooting of any object; 3. Physical aggression against any person; 4. Lighting of matches, lighters, firecrackers or any flammable object or substance; 5. Holding onto or attempting to hold onto any portion of the exterior of the bus; 6. Unauthorized entering or leaving bus through emergency door/tampering of the equipment; 7. Constant opposition to authority; 8. Riding or attempting to ride any bus after receiving a suspension; 9. Other offences as reported by the driver or principal and/or scenarios that impede safe school bus riding; 10. Bullying; 11. Any offence committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, (etc.) will carry a minimum penalty of a level 2 offence. 	<ol style="list-style-type: none"> a. First Offence Warning or 1-5 days suspension b. Second Offence 5-10 days suspension c. Third Offence 10 days minimum suspension Possible loss of all bus service Parent/Principal meeting d. Fourth Offence Indefinite loss of bus service

<p>Level 3 Offences</p> <p>As stated in the Ontario School Code of Conduct the bus is an extension of the school day. The school principal is therefore required to consult the mandatory suspension in the Ontario Safe Schools Act for the following offences.</p> <ol style="list-style-type: none"> 1. Uttering a threat to inflict serious bodily harm on another person; 2. Possession of alcohol or illegal drugs; 3. Being under the influence of alcohol; 4. Swearing at a teacher or at another person in a position of authority (school bus driver); 5. Committing an act of vandalism that causes extensive damage to school property (extends to the school bus) – reinstatement may follow only once the damage is paid for by the student, parent or guardian) the school will also contact the police; 6. Engaging in another activity that, under a policy of the board, is one for which a suspension is mandatory. <p>Indefinite or possible permanent suspension</p>	<p>Indefinite or possible permanent suspension</p>
<p>D. Level 4 Offences</p> <p>As stated in the Ontario School Code of Conduct the bus is an extension of the school day. The school principal is therefore required to consult the mandatory expulsion in the Ontario Safe Schools Act for the following offences.</p> <ol style="list-style-type: none"> 1. Possessing a weapon, including possessing a firearm; 2. Using a weapon to cause or to threaten bodily harm to another person; 3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner; 4. Committing sexual assault; 5. Trafficking in weapons or in illegal drugs; 6. Committing robbery; 7. Giving alcohol to a minor; 8. Engaging in another activity that, under a policy of the board, is one for which expulsion is mandatory. 	<p>Indefinite or possible permanent suspension</p>

The school principal is responsible for determining consequences for misbehaviour and for the reinstatement of bus privilege for the offending students should a suspension become necessary. All consequences are at the discretion of the Principal.

A suspension applies to all buses (am & pm).

Bus privileges may or may not be reinstated.