

**Bishop Alexander Carter CSS**  
**2024 – 2025**



**Student Handbook**



**BISHOP ALEXANDER CARTER CSS  
STUDENT HANDBOOK  
2024-2025**

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PRINCIPAL**

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**“HOME OF THE GATORS”**

## **PRINCIPAL'S MESSAGE**

I am very pleased to welcome you to the 'Home of the Gators'! I am honoured to lead the Bishop Alexander Carter School Community and to help lead this great school to authentically live out its motto, "Because We Believe". The immense footprint left by this school community is great indeed in terms of academics, spiritual leadership, athletics, and co-curricular opportunities for our youth. Many inspiring teacher and student leaders as well as champions have graced our halls and classrooms, and for this we feel blessed.

We are a vibrant school where academic success, personal growth and Catholic values top the list of our priorities. The staff at Bishop Alexander Carter is very committed, working hard on behalf of your son/daughter, to ensure they receive a curriculum which is challenging, relevant, rewarding as well as enriched with deep faith connections.

Student and parental involvement are strongly encouraged and critical to our continued success as a school community. We offer an impressive and diverse number of Specialist High Skills Programs. We pride ourselves in being innovators, and as proof, we have developed specialized programs to help students pursue their development as an athlete as well as programs to fast-track students into a trade.

As a school, our expectation is that our students will push themselves to grow academically, spiritually, athletically, and artistically. We offer a wide array of courses, programs, clubs, and teams which I truly believe will meet the varied interests of all students. It is up to each student to find something that excites them. We invite all to enjoy the opportunities that are available at Bishop Alexander Carter Catholic Secondary School.

Our skills and talents are God's gift to us; how we use these skills and talents is our gift to God. On behalf of the entire staff at Bishop Alexander Carter Catholic Secondary School we wish all students a very successful school year and we look forward to the opportunity to meet you and help you achieve your personal goals.

Sincerely,

Ms. Stephanie Venturi  
Principal

## BISHOP ALEXANDER CARTER CSS SCHOOL PRAYER

Lord,

We are ever thankful for the abundant blessings that you have poured forth on Bishop Alexander Carter Catholic Secondary School. What was once a prayer is now a reality. From this day forth, we seek to do your will and ask that you continue to protect us with your strength. Holy Spirit, bestow your gifts on our school board, staff, parents, students and everyone in our community. May this school be a shining light in our world and may it be a place where all are welcome. This we ask in the name of Jesus, who reigns with you now and forever, Amen.

## BISHOP ALEXANDER CARTER CSS MISSION STATEMENT

**Mission:**

We will develop the whole person because we believe in a caring, Catholic learning community.

**Vision:**

We will grow *because we believe* that serving our learners' needs and talents inspire hope and success.

**Values - We will succeed *because we believe* in:**

- Catholicity
- Charity
- Collaboration
- Creativity
- Compassion
- Community

## THE SCHOOL DAY

The school is open from 7:30 a.m. to 3:30 p.m. daily. The main office is open from 7:30 a.m. to 3:30 p.m. A warning bell sounds at 8:05am and classes begin at 8:10am. Students are considered late if they arrive to class after 8:10am.

### BELL TIMES

SECONDARY SCHEDULE		ELEMENTARY LUNCH	
WARNING BELL 8:05AM		WARNING BELL 8:05AM	
Period 1	8:10 – 9:25	Morning Classes	8:10 – 11:45
Period 2	9:30 – 10:45	Lunch 7's outside	11:45 – 12:05
LUNCH	10:45 – 11:25	8's in cafeteria	12:05 – 12:25
Period 3	11:30 – 12:45	8's outside 7's in cafeteria	12:20 – 2:05
Period 4	12:50 – 2:05	Afternoon Classes	2:05
		Dismissal	

\*Scheduled times are subject to change.

## **MORNING ROUTINE**

Students who are bused to school are expected to enter the building **upon arrival**. A bell will ring at 8:05am. The bell is an indication that it is time to conclude conversation, gather books and move to Period 1. Students must be in their Period 1 class for 8:10am where the National Anthem, prayer and announcements for the day will be broadcast. During the day, there will be a bell at the end of each period and again at the beginning of the next.

## **STUDENT RESPONSIBILITIES**

Bishop Alexander Carter CSS promotes a safe and inclusive environment. The school also concerns itself with the spiritual and moral development of its students, as well as with their academic success and physical well-being. We encourage our students to integrate traditional Catholic values into their lives and to establish a commitment to the ideals of Christ's teachings. In order to foster growth, a guideline of student responsibilities has been developed. The staff at Bishop Alexander Carter is dedicated to help students reach personal success but to achieve these goals, we **require more of students than minimal academic work**. A specific standard of dress and of student responsibilities are part of the Bishop Alexander Carter Catholic Secondary School philosophy. Students who enroll at Bishop Alexander Carter Catholic Secondary School accept this ideal and agree to abide by the school Letter of Commitment and Uniform Policy.

## **SCHOOL POLICIES, PROCEDURES, PROGRAMS AND SERVICES**

Bishop Alexander Carter CSS is committed to serving staff, students, and families in its diverse Catholic community by incorporating the principles of equity and inclusive education into all aspects of its policies, programs and practices.

## **SCHOOL UNIFORM**

The tradition and spirit of the dress code has been an integral part of Bishop Alexander Carter CSS's proud history since 2002. All students attending Bishop Alexander Carter CSS must be in full uniform while on school property and while representing Bishop Alexander Carter CSS in the community at large. The expectation is that the school uniform will be worn proudly and neatly. As well, parents are asked to support the school in affirming this policy. A student will not be admitted to class if they are not in proper uniform. If a student is not admitted to class, they will be responsible for all work missed.

R.J. McCarthy Ltd. is the official uniform supplier for Bishop Alexander Carter CSS. The store offers students an excellent variety of fashionable uniform items. The physical education uniform can be purchased at the school as well as school hoodies and crewnecks.

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>HOW TO WEAR IT</b>
<b>Pants/ Shorts</b>	-navy blue colour ONLY -no jeans, jogging pants or leggings	-must be hemmed and in good repair -worn at the waist and shorts are not to be rolled up

<b>Kilt</b>	-navy plaid, McCarthy	-worn with solid navy tights or navy or white knee socks -length of the kilt must not be altered
<b>Hoodie, Crew Neck or Sweater</b>	-navy knitted sweater, dryweave hoodie, or jersey pullover, crested	-worn with any bottom (pants, shorts, kilt)
<b>Rugby Shirt</b>	-white and navy, crested, must be purchased from the supplier	-may be worn un-tucked if worn by itself
<b>Golf Shirt</b>	-navy, crested, long or short sleeves (only at McCarthy's)	-may be worn un-tucked if worn by itself
<b>Shoes</b>	-black or white; or a combination of both - no coloured logos or laces	- flip flops and open toed shoes are prohibited

### **OTHER UNIFORM REQUIREMENTS**

- The uniform must be worn at all times during the school day, including the lunch period
- Students on “study period” or taking an eLearning course must be in full uniform
- proper footwear must reflect the activity (ie. Running shoes for gym, steel-toe boots for shop, close-toe shoe for science lab)

### **STUDENT ACTIVITY FEE**

A student activity fee of \$35 will be collected from every student during the first week of September. This fee is used to subsidize student activities during the course of the school year. It includes such things as locks, presentations, student card, awards, student activities sponsored by the Students' Council and other club events held throughout the school year. Families with more than one student at Bishop Alexander Carter CSS will receive a reduction in feeds. Families who require financial assistance in this regard are asked to contact the Principal.

### **SPORTS FEE**

Students participating in a sport will be asked to pay a yearly fee of \$125. This money will be used to pay for facility rentals, bussing, tournament registrations, sports uniforms, etc. a refundable uniform deposit may also be asked of some teams.

### **SPORTS**

Each student-athlete is responsible for contacting their teachers prior to the missed day/class due to a game to make arrangements to catch up on missed work. Student-athletes are also responsible for meeting the attendance and academic policies for all courses. Student athletes will forfeit their ability to play in a sporting game if they miss class on the same day unless otherwise approved in advance by the principal. Should a student miss class and arrive to play, the player will sit out that game. Students are required to be in good academic standing for all classes. Should a teacher contact the athletic department regarding academic concerns, the student will be required to attend to any academic needs before athletics. The school can offer academic support through student success.

## **ATTENDANCE POLICY AND PROCEDURES**

Bishop Alexander Carter CSS concerns itself with the spiritual and moral development of its students, as well as with their academic success and physical wellbeing. We encourage our students to integrate traditional Catholic values into their lives and to establish a commitment to the ideals of Christ's teachings. In order to foster growth, a guideline of student responsibilities has been developed. This guideline reflects a philosophy of mutual respect and clearly outlines a student's rights and responsibilities. It is a positive document designed to build sound character.

### **ATTENDANCE**

Regular attendance is one of the most important factors in ensuring a student's academic success. This administration and staff at Bishop Alexander Carter CSS are always committed to the safety and security of our students. Therefore, we have a stringent attendance policy and procedure in place. We urge parents and guardians to cooperate and support us in this endeavour. Attendance is taken each morning during homeroom, and it is also taken in each period during the school day. Students are expected to be punctual and attend all classes listed on their timetable. Students are also required to attend assemblies, masses and special functions held during the year.

### **PROCEDURES FOR ABSENT STUDENTS**

Parents or guardians are asked to contact the school at 705-674-4231 or send a message through the app as soon as possible to let us know that their child will be absent. If a student is absent and a phone call is not received, the attendance secretary will attempt to contact a parent/guardian. If no contact is made, the student must produce a note from a parent/guardian confirming the absence upon their return to school. **All notes are kept on file.**

### **LATE FOR SCHOOL**

Students who are late for school will report directly to the main office to sign in. Students will not be admitted to class unless parental contact has been made (in person, by telephone, or with a signed note). The student is required to present an admit slip to all the teachers whose classes they attend on this day. Elementary and secondary students who arrive to class after 8:10m are considered late.

Please note that grade 12 students may, at the discretion of the principal/vice-principal, be permitted to sign-in during their study period if it is scheduled period one. Students must see the principal/vice-principal to make this arrangement.

### **LEAVING DURING THE SCHOOL DAY**

#### **APPOINTMENTS**

If a student must leave school during the day (e.g. doctor's appointment), the student must come to the office before homeroom and present a note from their parent or guardian explaining the reason for the early dismissal. The student will be issued a yellow "excuse slip" that she will present to their teacher when they have to leave. If the student does not have a note, the school just receive verbal authorization from a parent or guardian before the student can leave. When the student returns to school they must sign in at the office before going to class. **UNDER NO CIRCUMSTANCES MAY A STUDENT LEAVE THE SCHOOL WITHOUT AUTHORIZATION.** The above procedures must be followed.

**ILLNESS**

A student who becomes ill during the school day must report to the office. If the student is too ill to remain school, the parent or guardian will be contacted and arrangements will be made for the student to leave.

**LEAVING SCHOOL PROPERTY**

Grade 7, 8, 9 and 10 students, regardless of their age, are not allowed to leave school property during the school day unless under parental supervision. Senior students in grades 11 and 12 may leave school property at lunchtime, or during their study period. If they miss a class however, they will still require parent/guardian permission.

**SIGN IN /OUT PRIVILEGES**

Students who are in grade 12 and are at least 18 years of age qualify to apply for Sign In/Sign Out Privileges. These privileges apply only for legitimate reasons such as illness or medical appointments. Students who miss class for any other reason will be considered truant and will be dealt with according to school policy.



## GENERAL INFORMATION

Students at Bishop Alexander Carter Catholic Secondary School have many resources available to them. This section provides some general information about these resources.

### TRANSPORTATION

For all inquiries regarding routes, schedules and services, please contact the Transportation Consortium at 705-521-1234. The school board provides busing for all students who qualify under board policy. **Busing is a privilege, not a right.** Bus time is an extension of the school day. The same rules regarding courtesy, conduct and language that are expected in the classroom apply to the bus. Students who disobey bus rules may have privileges suspended.

### LOCKERS

Students will be issued a locker on their first day of school. If the activity fee is not paid, the locker privileges may be temporarily suspended. Lockers are on loan to students for their convenience and they remain the property of the school. The student is responsible for keeping the locker clean and presentable. Pictures or slogans kept inside must conform to the values of Bishop Alexander Carter Catholic Secondary School. The school provides locks - any other lock will be cut from the locker without notice. **Again, students should not keep anything of significant value in their lockers: lockers are not burglar proof.** As well, the combination to the locker must not be shared with others. **Students, not the school, are responsible for their personal lockers.** Students should be aware that lockers could be opened and searched at any time by an administrator or an agent of the Board for reasonable grounds with or without student consent. Lockers are not to be shared with other students.

### CAFETERIA - CHARTWELLS

The cafeteria is provided to students as a place to eat lunch. Light lunches, snack foods and drinks are available. The food served complies with the Ministry of Education Food and Beverage Policy. After completing lunch, each student is expected to put their garbage in the receptacles provided. It is not the custodian's responsibility to pick up garbage left on tables. **Food or beverages may not be consumed outside the cafeteria. Students in grade 11 and 12 may leave school property at lunch, as long as they return to school on time for period 3. Failure of student(s) to return to afternoon classes on time will result in the loss of the lunchtime privileges for an extended period of time or indefinitely.**

### LEARNING COMMONS

The students and staff of Bishop Alexander Carter Catholic Secondary School are fortunate to have a learning commons to support the curriculum taught at school. The learning commons is open between 7:45 a.m. and 3:00 p.m. In order for students to use the computers in the learning commons, they must sign an acceptable-use policy. If this policy is not followed computer privileges may be revoked. Students will be assigned a username and a password in order to utilize the computers. The computers are to be used as tools to support student research and for the completion of assignments. Students are encouraged to use the learning commons to utilize the software installed on the school's network as well as make use of the curriculum resources on the Internet.

The staff and students who use this facility are responsible for respecting the rights of others. To ensure this respect, the following rules are in effect:

1. Books are available to borrowers for a period of 21 days. Long-term loans for books can be arranged upon request if items are required for the duration of the semester. All reference books must remain in the library.
2. Students who sign an item out of the library are financially responsible for its prompt return in good condition. A replacement charge will be levied for any book that is lost or damaged.
3. The library is a work and study area. Students are expected to behave in an appropriate manner.

### **NUT CONTROLLED ENVIRONMENT**

Our school's anaphylaxis plan conforms to Sabrina's Law and Sudbury Catholic DSB anaphylaxis policy. The plan is designed to ensure that students at risk are identified, strategies are in play to minimize the potential for accidental exposure to allergens. We ask you to read food labels, checking of peanut/nut ingredients prior to sending them to school. We have a number of students who are highly allergic to peanut products and this can cause severe and life-threatening reactions. **For the safety of all, students are asked to refrain from bringing peanut products or snacks to school, i.e., peanut butter sandwiches, and nuts.**

### **ASTHMA PROTOCOL**

It is the responsibility of the parent/guardian and the student to inform the school principal in a timely fashion of any changes in a student's asthma condition along with relevant information in the students file being kept up to date with the medication that the student is taking, including any changes in present emergency contact information. Forms can be obtained by contacting the mail office.

### **MEDICATION**

All medication is to be given to the front office staff for control and administration, except for students with anaphylaxis and asthma who have received training by a physician, nurse, parent or guardian and have written consent of their parent/guardian to carry the medication. Medication kept at the office must be in a clearly marked, original container. It will be kept in a safe and secure location until it is time to administer the medication. Parents/guardians must obtain and complete all necessary forms. It is also the responsibility of the parent/guardian to inform the school when a student is self-administering medication, and the Self-Administration of Medication form must be completed and returned to the main office.

### **ANAPHYLAXIS PROTOCOL**

It is the obligation of the pupil's parent or guardian and the pupil to ensure that the information in the pupil's file is kept up-to-date with the medication that the pupil is taking. In order that the school complies with the Ontario government's legislated requirements (Bill 3: An act to protect anaphylactic pupils), you are strongly encouraged to provide all relevant information and forms to manage your child's life-threatening allergy to the school principal in a timely

manner). These forms can be found by contacting the school, or downloading the forms on the school app (available on all devices). These forms can be found under the “forms” heading. Anaphylaxis Canada is providing the following website dedicated to providing resources and tools for teens and young adults living with severe allergies:  
[www.whyriskit.ca](http://www.whyriskit.ca).

## **RELIGIOUS ACCOMMODATIONS**

Bishop Alexander Carter is committed to the values of freedom of religion and freedom from discriminatory or harassing behaviours based on religion and will take all reasonable steps to provide religious accommodations within the legal rights afforded to the Catholic school system. Such accommodations will be provided to students and their families. Accommodation is based on request and is subject to the Code’s criteria of undue hardship, and the Board’s ability to fulfill its duties under Board Policy and the Education Act.

## **PASTORAL CARE**

As a Christian community, Bishop Alexander Carter Catholic Secondary School is dedicated to the students in every aspect of their lives. A student at Bishop Alexander Carter Catholic Secondary School studies within a home, school and social environment, which are balanced to meet each person’s needs. Bishop Alexander Carter Catholic Secondary School provides care for its students, bridging these areas as well as concentrating on the spiritual needs of students and staff. The chaplain, along with some teachers and students, contribute to the Pastoral Care Service of Bishop Alexander Carter Catholic Secondary School if there is a specific need. (i.e. death, illness, hospital, etc...)

1. Celebrations of the Eucharist are available to all students and staff. School liturgies and masses are celebrated at many times during the year.
2. Faith liturgies and masses for small groups will be celebrated throughout the year in the school chapel.
3. Pastoral 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 staff member.

## **STUDENT COUNCIL**

The Student Council of Bishop Alexander Carter Catholic Secondary School consists of an elected six member Cabinet and one staff moderator and a representative from grade 9.

Student Council members express the opinions and safeguard the interests of the student body at Student Council meetings, which are held twice per month.

Members of Student Council must include:

President (Grade 10, 11, or 12)

Secretary (9,10,11 or 12)

Vice-President (Grade 9, 10, 11 or 12)

Treasurer (9,10,11 or 12)

Communications Representative (9, 10, 11, or 12)  
10)

Junior Vice President (Grade 9,  
10)

Elementary representatives (Grade 7 and 8)

**PARKING AT SCHOOL**

Student parking is a privilege at Bishop Alexander Carter and is available at school provided students are obeying Ministry of Transportation guidelines. If students do not comply with such expectations, parking privileges will be revoked. This will be determined at the discretion of the school administration. Students entering and leaving school property are asked to drive in a safe manner (i.e. no speeding). All students driving to school must register their vehicle in the main office and will receive a parking pass that must be displayed in their window.

**BACKPACKS, PURSES AND BAGS**

Due to safety reasons, backpacks, purses, and other forms of baggage are not allowed in the classroom.

**EXCURSIONS AND FIELD TRIPS**

Excursions and field trips are valuable learning experiences and are an important part of the school program at Bishop Alexander Carter CSS. In all situations, school rules and policies apply. Uniforms must be worn, unless the nature of the activity requires different clothing. Signed parent/guardian permission forms for all excursions and field trips must be given to the homeroom teacher before the day of the event. No verbal permissions are permitted. Students will not be allowed to participate if we do not have a signed permission form from a parent or guardian.

**LOCKERS**

Students are responsible for the care and cleanliness of their lockers. Graffiti and inappropriate pictures are not permitted in the lockers. Students are not allowed to change their locker or lock without permission for the vice principal. Please note that lockers are school property, and they can be opened by school administration with or without student's consent. School locks **MUST** be used on lockers however students are encouraged to bring their own lock for Phys. Ed classes.

**LOST AND FOUND**

Articles found in the school are placed in the Lost and Found in the main office. Please note that all "lost and found" articles will be disposed of if they are not claimed within a reasonable period of time.

## **GUIDANCE PROGRAM**

The Guidance Department is always willing to help students plan ahead by providing:

- individual counseling about courses, careers and personal matters
- interest and aptitude tests to help students understand themselves
- printed information, including Guidance news about jobs, colleges, universities and other opportunities
- a computer service to help students learn about careers and further education, Choices, Apprenticeship Programs
- information about scholarships and financial aid for further education
- help in finding jobs
- referrals to school board and community agencies for help with individual problems
- helping at-risk students succeed in their studies

### **STUDENT SUCCESS**

The school has a student success centre. In the student success centre, students can access one-on-one support or group support from a teacher. Students also have access to computers. Students can be given support to help with classroom work, projects, preparing for tests and/or exams, notebook organization, and much more.

### **EVERY STUDENT, FUTURE READY!**

Xello is an engaging, online program that helps students transform their aspirations into personalized, actionable plans for academic and career success. The program equips students with the tools to be future ready. Greater self-awareness leads to better decisions. Xello invites students to learn about themselves through a series of engaging activities that build self-knowledge and prompt personal reflection. They will make more informed academic and life choices, and you will see improvements in engagement and achievement rates.

Course plans are developed through XELLO. Descriptions of courses offered at BAC can be found on the site under “Goals & Plans”- “Course Planner”. Students have been provided with their login information. You can access the site at the following URL. <https://xello.world/en>

### **PROGRAMMING**

There are a variety of specialized programs that are offered at Bishop Alexander Carter that enhance the regular credits offered at the school.

### **COOPERATIVE EDUCATION**

As part of their studies in secondary school, students may select cooperative 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. Cooperative education courses include a classroom component, comprising pre-placement and integration activities and placement component. Each applicant will go through an application process to determine if the student is suitable for the program.

## **E-LEARNING**

e-Learning gives learners the flexibility they need to succeed. It gives secondary students more learning opportunities while they work towards graduation. Please see the Guidance Counsellor for a complete list of courses offered through e-Learning.

## **ONTARIO YOUTH APPRENTICESHIP PROGRAM**

While enrolled in the cooperative education program, students may be eligible to register for the Ontario Youth Apprenticeship Program (OYAP). In this program, students can accumulate workplace hours that count towards both secondary school and the requirements for the apprenticeship (Level 1) program. To participate in this program, students must be a minimum of 16 years old and have accumulated a minimum of 16 credits towards their OSSD.

## **SPECIALIST HIGH SKILLS MAJOR**

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 OSSD. Bishop Alexander Carter is very proud to be the only Secondary School in the District to offer the SHSM in Information Technology, Health and Wellness (Fitness) and Manufacturing (Green industries). In this program students also gain work experience through Cooperative Education opportunities and also acquire additional training and certifications. For more information about these programs, please visit the guidance department at the school.

## **DUAL CREDIT**

Students who may need learning opportunities outside of high school and who would benefit from a college or apprenticeship experience to complete their OSSD may want to consider enrolling in a dual credit program. While in this program, students earn credits towards their OSSD as well as a postsecondary diploma.

## **RESOURCE PROGRAM**

This program exists to help students learn more efficiently and effectively. Any student who has a special need in any academic subject area may receive help from the Resource Teacher. Some students will have a regular resource period on their timetable (this may include the Learning Strategies credit course). The resource program located in the library could help students in such areas as language, spelling, reading, writing, organization skills, study skills, examination techniques and independent study programs.

## **ACADEMIC RESPONSIBILITIES**

Students are expected to complete all the work that is assigned in each class, and to be prepared for daily work which includes tests, examinations and coming to class prepared with a pen/pencil, paper, notebook/textbook, etc. Students should be familiar with the expectations of each of their teachers. These will be made known to students at the beginning of each semester. Student diligence is important and will determine success or failure in each class.

### **The Ontario Secondary School Curriculum**

In order to earn an Ontario Secondary School Diploma (OSSD), a student must earn a minimum of 30 credits, including 18 compulsory credits and 12 optional credits. In addition to the compulsory credits and optional credits, students must complete 40 hours of community involvement activities and pass the Ontario Secondary School Literacy Test (OSSLT). Students enrolled in the French Immersion program must earn a total of ten credits in courses taught in French.

#### **Compulsory Credits (total of 18)**

- 4 credits in English (1 credit per grade)
- 3 credits in Mathematics (at least 1 credit in Grade 11 or 12)
- 2 credits in Science
- 1 credit in Canadian Geography
- 1 credit in Canadian History
- 1 credit in the Arts (Music, Visual Art, Drama)
- 1 credit in Health and Physical Education
- 1 credit in French as a second language
- .5 credit in Career Studies
- .5 credit in Civics

#### **Plus one credit from each of the following groups:**

- 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 in Health and Physical Education, or the Arts, or Business Studies, French, or Cooperative Education
- 1 additional credit in Science or Technological Education, or Cooperative Education, French or Computer Studies

## **RELIGIOUS STUDIES**

Within the framework of our Gospel values and traditions, we will attempt to provide reasonable accommodation for students' religious beliefs and practices, while also protecting our denominational rights.

Religious Education is not meant to be found in the religion class alone. Catholic values and virtues permeate the school and touch the students in all their classes. Each subject is taught with these values and virtues in mind. Liturgical celebrations, retreats, and community service are all integral to the life at Bishop Alexander Carter. The Ontario Catholic Graduate Expectations are used in lesson planning in all subject areas.

## **ONTARIO SECONDARY SCHOOL LITERACY TEST (OSSLT)**

Students must take the Secondary School Literacy Test in **Grade 10**. Students must pass this test in order to receive their diploma and graduate. Students who are unsuccessful **will take the literacy course** equivalent entitled Ontario Secondary School Literacy Course (OLC400) is offered in Grade 11 or 12.

## **COMMUNITY SERVICE**

All students must complete a minimum of **40 hours** of unpaid community involvement activities before graduating from secondary school. This requirement is in addition to the 30 credits needed for a secondary school diploma. Students will be able to choose their own community involvement activities, within the guidelines that are provided by the school. Students will be responsible for fulfilling this requirement on their own time, keeping a record of their activities on a form supplied by the school, and submitting the form to the Guidance office. A community service document outlining acceptable activities is available in the guidance department.

## **ASSESSMENT AND EVALUATION**

### **LATE AND MISSED ASSIGNMENT**

Students are responsible for not only their behaviour in the classroom and school, but also for providing evidence of their achievement within the timeframe specified. There will be progressive consequences for not completing assignments or for submitting those assignments late. Mark deductions will occur in accordance with the School Boards *Late and Missed Assignments* APG #SS03.

### **EXAMINATIONS**

There will be one compulsory examination at the end of each semester in each course for which a formal written exam is required. The final exam may encompass the entire semester's work. Students may be granted exemptions from examinations for reasons of illness (a doctor's note is required), bereavement or special circumstances approved by the principal. Students late for an examination must



obtain an admit slip from the main office and will not be granted extra time to finish their exam.

The uniform policy is in effect during the examination period, including **proper footwear**. Students will not be admitted to the examination room if they are not in full compliance with the dress code.

### **GRADE 9 ASSESSMENT AND EXAMS**

All students will complete a culminating activity. Grade 9 students with an overall final mark above 75% and with 10 or less days of absenteeism will not be required to write the final exam. The final culminating activity will serve to determine that the student has demonstrated most of the required knowledge and skills, and that the provincial standard has been met. This culminating activity is worth 30%.

Upon completion of the culminating activity, students with an overall final mark below 75% and with 11 or more days of absenteeism will write the final exam. The culminating activity for these students will then count as 15% and the exam will be 15%, giving them additional opportunity to be successful and attain the credit. This will also allow the teacher to formulate the exam so that it is targeted towards students at Levels 1 and 2.

### **ACADEMIC DISHONESTY**

Plagiarism is offering someone else's work as your own, whether one sentence or a whole paragraph(s). It may come from the Internet or another printed source, and/or the writing of other students. It is also dishonest to submit material as your own work or as original work in more than one course. As a general rule, students should limit quotes to a maximum of 10% of their paper (unless directed to do otherwise by the teacher), use quotation marks, or paraphrase and provide a full reference. Consequences for plagiarism will follow the School Boards *Academic Honesty Plagiarism and Cheating* APG #SS07.

### **PLAGIARISM**

Plagiarism is defined as the presentation of another's words or ideas as your own. Plagiarism is wrong and will not be tolerated at Bishop Alexander Carter CSS. 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 printed or electronic medium, including AI software) that is paraphrased or summarized in one's own words must also be properly acknowledged.

### **CHEATING**

Cheating is the use of inappropriate materials, information, or study aids in an academic exercise such as a test or examination. The use of books, notes, and calculators, as well as conversations with others, is restricted or forbidden in certain academic exercises. Their use constitutes cheating. In addition, students cannot submit identical work or portions of it for assessment in two different courses. This is

known as “dual submission”.

### **CODE OF CONDUCT FOR THE SCHOOL BUS**

For all inquiries regarding routes, schedules and services, please contact the Transportation Consortium at 705-521-1234. Students who have the opportunity to ride school buses may do so as long as they display behavior that is reasonable and safe. All students will have their own mtransport card to board and exit the bus beginning in September 2024. The responsibility for student supervision will begin when the student boards the bus in the morning and it continues until the student leaves the bus at the end of the day.

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. The school principal is responsible for determining consequences for misbehaviour and reinstating bus privileges for the offending students should a suspension become necessary. All consequences are at the discretion of the principal. Suspensions can apply to all bus routes; morning and afternoon and bus privileges may or may not be reinstated. The progressive discipline approach will be used in determining consequences for the following bus behaviour offences:

- spitting
- horseplay
- excessive noise
- false identification
- blocking of aisles
- bullying, harassment
- eating or drinking on bus
- disobeying the driver or monitor
- physical aggression
- throwing of any object
- leaving seat/standing while
- profanity, verbal abuse bus is in motion
- obscene gestures or possession of unacceptable material
- riding unassigned bus without permission or using unassigned bus stop
- lack of respect for others on the bus • putting hands or other body parts out of the window and/or touching bus equipment
- lighting of matches, lighters, or any flammable object or substance
- holding onto, or attempting to hold onto, any portion of the exterior of the bus
- unauthorized entering or leaving bus through emergency doors
- tampering of the bus equipment
- riding or attempting to ride any bus after receiving other offences that impede safe school bus riding or contravene the Ontario School Code of Conduct (see previous page).

## **BUS BEHAVIOUR EXPECTATIONS**

Transportation to and from school is a privilege provided by the Sudbury Catholic District School Board. Students should be familiar with the following rules:

1. All riders shall remain seated when the bus is in motion. Keep head, hands and arms inside the bus. Riders must sit in an upright position at all times.
2. Scuffling, fighting, obscene language is forbidden.
3. Bus riders will not litter the bus with food or other debris. For health and safety reasons, eating is not permitted on the bus.
4. The bus driver is asked to report any misconduct to the principal.
5. The bus driver is in complete charge while on the bus.
6. Parents will be notified if the misconduct continues. Bus riders may be denied the privilege of riding.
7. The rider will pay for damage to the bus, other than regular usage.
8. Riders must be at the correct loading area 5 minutes prior to the scheduled pick-up time, morning and afternoon. Students should be waiting for the bus. The bus should not be waiting for students.
9. Riders must follow the recommended procedure when crossing the roadway.
10. Smoking is not permitted on the school bus.
11. It is not permitted to bring animals on the bus.
12. Skates will be permitted if protected by a blade guard and musical instruments only if they can be placed on your lap and don't interfere with the safety of other riders.
13. Students must take the bus that is assigned to them. Taking another student's bus is absolutely not permitted.
14. Bullying toward students or the bus driver is not permitted on the bus.

## **PERSONAL ELECTRONIC DEVICES**

### **STANDARDS:**

This school policy is meant to help maintain an educational focus in the classroom and other study areas and respect the needs of our students to have reasonable access to their phones and other electronic devices. We acknowledge that this is the age of instant communication, but it is also important to maintain a proper and safe learning environment for students, faculty and the educational process.

Cell phones, iPods or other electronic devices are not to be used in the classrooms unless authorized by the classroom teacher. Cell phones and other devices are to be turned off or placed in silent/vibrate mode during class.

Cell phones and other electronic devices may be used before and after school, as well as during lunch periods in the main lobby of the school, hallway, cafeteria or outside only. They may sometimes be used in the classroom with permission and authorization of the classroom teacher but solely for education purposes.

Unauthorized use of these devices in the school is a violation of school policy. Violators of the policy will be subject to disciplinary action: Confiscation of the device until the end of the day for the first offence. Subsequent offences: parents will be contacted and, for repeated offences, will be asked to come to the school to collect the electronic device. Persistent opposition to authority in this matter could result in a suspension.

In an emergency situation, an administrator or faculty member can give a student permission to make a call from a cell phone. - Parents must continue to call the office for any emergency situations. We will then contact your child.

The use of cameras/camera phones is strictly forbidden in private areas such as the change room, washrooms and other areas designated by school authorities. Such use may also be in violation for the criminal code of Canada.

Students must have consent by administration or teachers before taking any pictures or videos.

## CODE OF CONDUCT

We believe that by cultivating a positive school environment, clarifying rules/expectations, and by keeping all staff and students accountable for their actions, we can work toward creating a conducive school environment which supports the learning for all.

Our philosophy for conduct is based on the following 7 principles:

1. Our policy is based on the Sudbury Catholic District School Board policy on discipline and Ministry of Education guidelines.
2. There must be immediate and clear consequences for violence.
3. Consequences must be compassionate, instructive, fair, protective and if possible, flexible.
4. Students must be held accountable for their actions and parents for the actions of their children.
5. Attempts will be made to reach even the most intransigent student. However, when a student's behaviour jeopardizes the safety of others and/or the learning process, action must be taken immediately. The well-being of the students as a collective whole always takes precedence over the well-being of an individual student.
6. There is a formal policy to cover violence and other misconducts at our school. Unacceptable behaviours are defined and the consequences are specific.

All members of the SCDSB school communities must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measure to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- not swear at a teacher or at another person in a position of authority;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching, including ensuring that personal mobile devices are only used during instructional time:
  - for educational purposes, as directed by an educator;
  - for health and medical purposes;
  - to support special education needs.

Bishop Alexander Carter Catholic Secondary School is a place that promotes Catholicity, responsibility, respect, civility and academic excellence in a safe learning and teaching environment.

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

Police and community members are essential partners in making Bishop Alexander Carter Catholic Secondary School and our community safer. Community members need to support and respect the rules of the school. Police investigate incidents in accordance with the protocol developed with our school board. These protocols are based on a provincial model developed by the Ministry of Education.

### **PARENTS/GUARDIANS**

Parents 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 schoolwork and progress
- Encourage their child to follow the dress code and to be fully prepared for class
- Ensure that 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 the school policies
- Encourage and assist their child in following the rules as outlined in the Code of Conduct and assist the staff in dealing with disciplinary issues

Bishop Alexander Carter Catholic Secondary School requires more of students than minimal academic work. A specific standard of dress and of student responsibilities are part of the school's philosophy. Students who enroll at Bishop Alexander Carter Catholic Secondary School accept this ideal and agree to abide by it.

### **THE PROVINCIAL CODE OF CONDUCT**

#### **PURPOSES OF THE CODE**

Subsection 301(1) of Part XIII of the Education Act states that "the Minister may establish a code of conduct governing the behaviour of all persons in schools". Subsection 301(2) sets out the purposes of this provincial code of conduct, as follows:

- To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity
- To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community
- To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility
- To encourage the use of non-violent means to resolve conflict. To promote the safety of people in the schools
- To discourage the use of alcohol and illegal drugs

Education Act, as amended by the Education Amendment Act (Progressive Discipline and School Safety), 2007

Relevant excerpts from the sections of the Education Act, as amended by the Education Amendment Act (Progressive Discipline and School Safety), 2007, are provided below for reference.

## **SUSPENSION**

Activities leading to possible suspension:

306. (1) A principal shall consider whether to suspend a pupil if they believe that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

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

## **SUSPENSION, INVESTIGATION AND POSSIBLE EXPULSION**

Activities leading to suspension and possible expulsion:

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

- Possessing a weapon, including 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 in illegal drugs.
- Committing robbery.
- Giving alcohol to a minor.

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 PROGRESS**

The Sudbury Catholic District School Board aims to maintain a positive and safe environment in the schools for all students, staff, agents 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 their 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 evaluate process for risk and threats, please refer to our Board's website for more detailed information at <http://www.scdsb.edu.on.ca> and/or contact the principal.

### **FIELD TRIPS AND SPORTS PROGRAMS**

Field trips/school excursions and sports programs **are not a right**. Only students who have demonstrated reasonable self-control and exhibited realistic effort during the school year will have earned the privilege to participate. It is advised that students:

- a) demonstrate reasonable effort in class
- b) complete homework and assignments on time and with care
- c) attend on a regular basis (including classes, practices, games)
- d) make positive moral and social choices within the classroom

Students who have not met the requirements listed above may be denied participation in fieldtrips and/or sports programs. An alternative school-based program will be provided in lieu of field trips. Parents will be notified.