

**Bishop Alexander Carter CSS**  
**2025 – 2026**



**Student Handbook**



**BISHOP ALEXANDER CARTER CSS  
STUDENT HANDBOOK  
2025-26**

**Mr. Karl Dreger  
PRINCIPAL**

**Ms. Kim Coluzzi  
VICE-PRINCIPAL**

**Mr. James Michaud  
VICE-PRINCIPAL**

**Mr. Jason Michelutti  
VICE-PRINCIPAL**

**539 Francis Street  
Hanmer, Ontario P3P 1E6**

**Telephone (705) 969-2212**

**Website: [baccss.sudburycatholicschools.ca](http://baccss.sudburycatholicschools.ca)**

**Email: [schl207@scdsb.edu.on.ca](mailto:schl207@scdsb.edu.on.ca)**

**Facebook: Bishop Alexander Carter CSS**

**SchoolCashOnline: <http://sudburycatholicschools.schoolcashonline.com>**

**“HOME OF THE GATORS”**

## PRINCIPAL'S MESSAGE

Dear Students, Parents, and Guardians,

Welcome to **Bishop Alexander Carter Secondary School—Home of the Gators!** Since opening our doors in **2002**, our school has been guided by the motto "*Because We Believe.*" For over two decades, we have proudly served students from Grades 7 through 12, building a community rooted in faith, respect, and excellence.

At Bishop Alexander Carter, we are committed to providing students with a wide range of pathways to success. We offer strong academics, competitive athletics, meaningful spiritual leadership, and a variety of co-curricular opportunities. We also place a strong emphasis on the trades and are proud to deliver a **Specialist High Skills Major (SHSM) program**, which gives students hands-on learning, valuable certifications, and career-focused experiences that prepare them for college, university, apprenticeships, or the workforce.

We believe education is most powerful when school, home, and community work together. By supporting the whole student, we help them grow not only in knowledge and skill, but also in confidence, compassion, and leadership—qualities that prepare them to make a difference in the world.

On behalf of our dedicated staff, I thank you for entrusting us with your children's education. We look forward to an exciting and successful school year ahead—because we believe, and because we are Gators.

Warm regards,

Karl Dreger  
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 and community.

### **Vision:**

We will grow *because we believe* that serving our learners' needs and talents will 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 also 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 – 11:30
Period 2	9:30 – 10:45	LUNCH	11:30-12:10
LUNCH	10:45 – 11:25	Afternoon Classes	12:10 – 2:05
Period 3	11:30 – 12:45		
Period 4	12:50 – 2:05		

\*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 sound 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, and this time, the National Anthem, Morning 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 strives to support the spiritual and moral development of students, and 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 an effort to foster growth, a guideline of student responsibilities has been developed. The staff at Bishop Alexander Carter CSS is dedicated to helping students reach personal success, and to achieve these goals, **we require more of students than just minimal academic work**. A standard of dress and student responsibilities are part of the Bishop Alexander Carter CSS philosophy. Students who attend Bishop Alexander Carter CSS 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 its inception in 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.

ITEM	DESCRIPTION	HOW TO WEAR IT
<b>Pants/ Shorts</b>	-navy blue colour ONLY -no jeans, jogging pants or leggings	-must be hemmed and in good repair -must be worn at the waist and shorts must be of an appropriate length
<b>Kilt</b>	-navy plaid, McCarthy	-worn with solid navy tights or navy or white knee socks -kilt must be worn at an appropriate length
<b>Hoodie, Crew Neck or Sweater</b>	-navy knitted sweater, dryweave hoodie, or jersey pullover, crested	-worn with any bottom (pants, shorts or kilt)
<b>Rugby Shirt</b>	-white and navy, crested, must be purchased from the supplier	
<b>Golf Shirt</b>	-navy, crested, long or short sleeves (only at McCarthy's)	
<b>Shoes</b>	-black or white; or a combination of both - no coloured logos or laces	- flip flops, crocs, Birkenstocks and open toed shoes or sandals are not permitted

#### OTHER UNIFORM REQUIREMENTS

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

#### 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, e.g., locks, student photo 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 fees. Families who require financial assistance in this regard are asked to contact the Principal/Vice-Principal.

## **SPORTS FEE**

Students participating in a sport will be asked to pay a yearly fee of \$95. This money will be used to pay for facility rentals, bussing, tournament registrations, uniforms, SDSSAA fees, etc. A refundable uniform deposit may also be asked of some teams.

## **SPORTS**

Student-athletes are 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 Vice-Principal. Should a student miss class and arrive to play, the player will not be permitted to play. 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**

Regular attendance is the most important factor in 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 Period 1, 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 705-969-2212 or send a message through our Student Information portal - **Edsby** 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 8:10 are considered late.

Please note that grade 12 students may, at the discretion of the Vice-Principal, be permitted to sign-in during their study period if it is scheduled period one. Students must see the their respective 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 they will present to their teacher when they have to leave. If the student does not have a note, the school must 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 CAN A STUDENT LEAVE THE SCHOOL WITHOUT AUTHORIZATION.**

### **ILLNESS**

A student who becomes ill during the school day must report to the office. If the student is too ill to remain in 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 permitted 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 18 years of age can 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 accordingly.

### **GENERAL INFORMATION**

Students at Bishop Alexander Carter CSS have many available resources to support their academic success.

### **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. Travelling on the bus is considered an extension of the school day. The same rules regarding courtesy, conduct and language that are expected in the classroom apply on the bus. Students who do not comply with bus and school rules may have their privileges suspended or revoked entirely.

### **LOCKERS**

Students will be issued a locker on their first day of school. 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 with the values of Bishop Alexander Carter CSS. Students must use the school-supplied lock and unauthorized locks can be removed without notice. **Students should not keep anything of significant value in their lockers. The school is not responsible for lost or stolen items.** As well, the lock combination 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 available to students as a place to eat lunch. Light lunches, snack foods and drinks are available for sale in the cafeteria. 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 to return to afternoon classes on time will result in the loss of the lunchtime privileges.***

### **LEARNING COMMONS**

Students can enjoy the use of a Learning Commons to support research, studying and other school-related activities. The learning Commons is open between 7:45 a.m. and 3:00 p.m. Students must sign an Technology Acceptable Use Agreement before using the computers. If this policy is not followed computer privileges may be revoked. Students will be assigned a username and a password to gain access to 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.

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 can be borrowed 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 with Sabrina's Law and the Board's anaphylaxis policy. The plan is designed to ensure that students at risk are identified, and strategies are in place to minimize the potential for accidental exposure to allergens. We ask that you read food labels, and check for 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, Nutella products 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 main office.

## **MEDICATION**

All medication must given to the front office staff for control and administration, except for students with sever allergies and/or asthma who have received training by a physician, nurse, parent/guardian, and have written consent to carry the medication, e.g. EpiPen. Medication kept at the office must be in a clearly marked pill 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/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. 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).

## **PASTORAL CARE**

As a Christian community, Bishop Alexander Carter CSS is dedicated to students in every aspect of their lives. A student at Bishop Alexander Carter CSS studies and learns within a home, school and social environment, which are all balanced to meet

each person's needs. Bishop Alexander Carter CSS 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 CSS 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 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 CSS consists of an elected six-member Cabinet, one staff moderator and a representative from grade 9. Student Council members express the opinions and wishes of the student body, and safeguard their interests at Student Council meetings, which are held twice per month.

Members of the 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) (Grade 9, 10)	Junior Vice President
Elementary representatives (Grade 7 and 8)	

### **PARKING AT SCHOOL**

Student parking is a privilege that we offer to students who are licensed drivers provided that they obey Ministry of Transportation guidelines and laws and school policies. If students do not comply with these 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. Even though these activities occur off-site, all 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 appropriate teacher before the day of the event. Verbal permissions are not permitted. Students will not be allowed to participate if signed permission forms from a parent or guardian are not in the school's possession.

## **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, pathways and careers.
- interest and aptitude tests to help students understand themselves.
- information, including Guidance news about jobs, colleges, universities and other opportunities.
- information about scholarships and financial aid.
- help in finding jobs.
- referrals to school boards and community agencies for help with individual issues.
- assistance for at-risk students to succeed in their studies.

## **STUDENT SUCCESS**

The school has a Student Success Program that students can access to assist with classroom work, projects, test and/or exam preparation, 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.

## **PROGRAMMING**

There are a variety of specialized programs that are offered at Bishop Alexander Carter CSS 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 a placement component. Each applicant will go through an application process to determine if they are a suitable candidate 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 in 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 CSS is proud to offer 4 SHSMs in Information Technology, Health and Wellness (Fitness) and Manufacturing and Green Industries. In this program students also gain work experience through Cooperative Education opportunities and they 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 a regular secondary school setting 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 and a postsecondary diploma.

## **RESOURCE PROGRAM**

This program exists to help students learn more efficiently and effectively. Any student who has a special academic 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, and independent study programs.

## **ACADEMIC RESPONSIBILITIES**

Students are expected to complete all of the work that is assigned in each class, and to come to class prepared to learn. Students should be familiar with the expectations of each of their classroom teachers. Teachers will discuss these expectations on the first day of class. Student diligence is important and will determine success in each class.

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

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)
- 4 credits in Religion (1 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
- 1 STEM-related course group

#### **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 BusinessStudies, French, or Cooperative Education
- 1 additional credit in Science or Technological Education, or CooperativeEducation, French or Computer Studies.

## **RELIGIOUS STUDIES**

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

Religious Education is not just taught in the religion class alone. Catholic values and virtues permeate the school and touch the students in all aspects of school life. 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 CSS. The Ontario Catholic Graduate Expectations are used in lesson planning in all subject areas.

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

Students must write the Secondary School Literacy Test in **Grade 10**. Students must be successful on this test in order to receive their OSSD and graduate. Students who are unsuccessful **must take the literacy course** entitled Ontario Secondary School Literacy Course (OLC4O0) which 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 required 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**

Students will be required to complete culminating activities or formal written

examinations or both. Students may be granted exemptions from final examinations for reasons due to illness that is supported by a physician's note, bereavement or special circumstances approved by the principal/vice-principal. Family vacations and travel, and summer employment are not considered to be valid reasons for an exam exemption. Students who are late for an examination must obtain an admit slip from the main office and they might 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.

### **ACADEMIC DISHONESTY**

Plagiarism is offering someone else's work as your own, whether one sentence or a whole paragraph. It may come from the Internet (including AI) 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. Consequences for plagiarism will comply with the School Board's *Academic Honesty Plagiarism and Cheating* APG #SS07.

### **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, unless permitted by the teacher, as well as conversations with others, is restricted or forbidden in certain academic exercises. 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 use the school bus must display behavior that is reasonable and safe. Students are responsible for their behavior beginning when they board the bus in the morning and 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 will report all infractions to the principal/vice-principal and the driver has the authority to assign seats. School and Board policies will be strictly enforced. The school principal/vice-principal is responsible for imposing consequences of violating bus rules and procedures, which might include a suspension of bus privileges. All consequences are at the discretion of the principal. Suspensions could apply to all bus routes, morning and afternoon. The progressive discipline approach will be used in determining consequences for the following bus 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 inside and outside of the bus
- 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).

## **PERSONAL ELECTRONIC DEVICES**

### **STANDARDS:**

This provincial, board and 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 classroom 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. 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 measures. Consequences could include: 1. Confiscation of the device. 2. Parents/guardians will be asked to collect the device. 3. The short- or long term loss of cell phone privileges.

And/or 4. Suspension from school.

In an emergency situation, an administrator or teacher can provide a student permission to make a call from their 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 of Canadian Criminal Code.

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 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 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 will always take precedence over the interests 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 a disagreement;
- respect and treat others fairly, regardless of race, ancestry, place of origin,

- colour, ethnic origin, citizenship, creed, gender, sexual orientation, gender identity, gender expression, age, 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 conflicts peacefully;
- 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.

Bishop Alexander Carter CSS 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 comply with 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 support the Code of Conduct and school policies.

Bishop Alexander Carter CSS requires more of students than minimal academic work. A specific standard of dress and student responsibilities are part of the school's philosophy. Students who enroll at Bishop Alexander Carter CSS 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

The *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 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:

- 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 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 evaluation 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 and school excursions and sports programs **are not a right**. Only students who have demonstrated reasonable self-control and exhibited realistic efforts 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 on field trips and/or sports programs. Parents will be notified.