



ST. PETER'S SECONDARY SCHOOL

School Handbook

2016-2017

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Visit us at
<http://pet.schools.smcdsb.on.ca/>

Follow us at
@SMCDSB_PET
@PeteyPanther

Mr. H. Bebie
PRINCIPAL

Ms. J. Cinnamon
VICE PRINCIPAL

Ms. D. Neville-Verardi
VICE PRINCIPAL

Understanding the logo: the fish represents Peter's life as a fisherman and that he was called by Jesus to follow him and fish for people. Jesus announces that he will build his Church on "Peter, the rock." The dove of peace is carrying the key to the kingdom that Jesus gave Peter.

**ST. PETER'S CATHOLIC SECONDARY SCHOOL
DAILY SCHEDULE 2015-2016**

DAY	TIME
Warning Bell #1	7:55
Warning Bell #2	7:59
Music	7:55 – 8:00
Period 1	8:00 – 9:15
Homeroom	9:15 – 9:20
<i>Travel Time</i>	9:20 – 9:25
Period 2	9:25 - 10:40
"A" Sequence <i>Lunch A</i> <i>Travel</i> Class 3A	10:40 – 11:20 11:20 – 11:25 11:25 – 12:40
"B" Sequence <i>Travel</i> Class 3B <i>Lunch B</i>	10:40 – 10:45 10:45 – 12:00 12:00 – 12:40
<i>Travel Time</i>	12:40 – 12:45
Period 4	12:45 – 2:00

2016-2017 DATES TO REMEMBER

September 2016 6 Classes Begin 30 PA Day	January 2017 9 School Resumes 19-25 Moratorium and Blackout 26-31 Semester One Examinations	May 2017 1-5 Catholic Education Week 12 PA Day
October 2016 5 World Teacher Day 10 Thanksgiving	February 2017 2-3 PA day 6 Semester 2 Classes Begin 20 Family Day	June 2017 16-22 Moratorium and Blackout 21 Last Day of Classes 22-28 Semester Two Examinations 29 Secondary Graduation
November 2016 7 Term One ends 8 Term Two begins 7-11 Blackout Period	March 2017 13-17 March Break 30 OSSLT	July 2017
December 2016 23 Christmas Vacation	April 2017 14 Good Friday 17 Easter Monday 19 Term One ends 20 Term Two begins 13-21 Blackout Period	August 2017



MISSION STATEMENT

We are a dynamic, Catholic community built on love and faith.

We respect the dignity of all individuals.

We aspire to our highest potential in academic, spiritual, physical, and social growth by promoting a love of learning.

We believe the spirit of God is guiding us.

PRINCIPAL'S MESSAGE

Dear Students,

Each day as we enter our school, we see our School Motto "We are built on love and faith" and our School Mission Statement proudly displayed in the front foyer. These words capture the spirit and purpose that bind us together as a faith and learning community. We are called to work together in respectful and trusting relationships to help each other be successful. By serving others and using the gifts that God has given us, we fulfil our greater mission of proclaiming Jesus to the world and grow by love and faith.

This Agenda Book is an immensely powerful and valuable tool to help you be successful. This book contains information about the policies and procedures that help the school run smoothly. Please read, practice and respect the expectations addressed in the Standards of Behaviour. Use this Agenda Book each day to record your homework, assignments, quizzes and tests so that with proper planning, you will be successful.

Mr. H. Bebie
Principal

Janet Cinnamon
Vice Principal

Deanna Neville-Verardi
Vice Principal



School Year Theme

"Know that the Lord is God, it is he that made us, and we are his, We are his people." Psalm 100:3

Every year, our board chooses a spiritual theme, which serves as our inspiration and spiritual focus. The theme for the 2016-2017 school year, is Celebrating God's Family.

We are all brothers and sisters created and loved by God and this theme helps us to reaffirm that basic truth. Each person is blessed with special gifts and talents which make us unique. As part of God's family, we are called to celebrate our uniqueness and we rejoice in our diversity.

In our school communities, we teach our students to honour the differences among us and we value the many learning styles, interests and cultural backgrounds of our students, staff and families. Our Board will continue to foster openness and respect. Our focus this year will be to celebrate each individual's unique gifts and encourage our staff and students to use them to serve God's family.

Mission of the SMCDSB

Our inclusive Catholic learning community is dedicated to excellence. We give witness to the teachings of Jesus Christ, as we journey in faith and learning, to develop the God-given abilities of each person.

Vision of the SMCDSB

Nurturing hands, illuminating minds, inspiring hearts, and empowering hands – we are working together to transform our world.

PRAYER LIFE AT ST. PETER'S

Faith Dimension

St. Peter's Secondary School is a Catholic school community. As such, we are fundamentally guided by the teachings of Jesus Christ and the values taught in the gospels. Our faith touches all aspects of our lives at St. Peter's. Faith can be found in the teaching that takes place in all our classrooms, our involvement in co-curricular activities, our interactions with one another in our school and the manner in which we treat our neighbours and guests.

One important part of the celebration of our faith at St. Peter's occurs when we meet together to pray as a community. Such opportunities occur in our morning prayer and in the liturgical celebrations that are held throughout the school year. Participation, reverence and respect during these celebrations of our faith are a basic responsibility for the students of St. Peter's Catholic Secondary School.

Our Core Catholic Values include:

Faith, Truth, Compassion, Service, Family, Forgiveness, Justice, Hope and Love.

Ontario Catholic Graduate Expectations

Catholic education views human life as an integration of body, mind, and spirit. Rooted in this vision, Catholic education fosters the search for knowledge as a lifelong spiritual and academic quest. The expectations of Catholic graduates, therefore, are described not only in terms of knowledge and skills, but in terms of values, attitudes and actions.

We expect our graduates to be...

- A discerning believer
- An effective communicator
- A reflective, creative and holistic thinker
- A self-directed, responsible, lifelong learner
- A collaborative contributor
- A caring family member
- A responsible citizen

(Institute for Catholic Education, 2003)

STUDENT CREED

I am a student

I was born the moment my first question was asked, and I continue to seek knowledge on a daily basis.

I am a warrior, I face the daily challenges of peer pressure, prejudice, negativity, fear, conformity and ignorance, but I have the ability to overcome these obstacles.

My strength and determination and my ability to make my own decisions, will guide me.
I understand that the outcomes of my decisions will affect my future and that of others.

I am a lifelong learner. Since learning is a continuous journey, my role as a student will never end. Even though I may not enjoy sitting in a classroom hearing a lecture or taking notes, I know that I am able to learn through everyday experiences.

I am unique. Although it is sometimes difficult for me to accept other people's styles, interests, and characteristics, I understand that each person is special and that I must accept everyone equally, regardless of their race, religion, colour, or appearance.

I am uncertain about my future. Throughout the course of any day, I am bombarded with many questions about what I want to do with my life and I am unsure. There are so many choices and opportunities. I realize that I am in control of my own life and I hope that in my search to find myself, that I gain control of my future.

I am gifted. Whether I play an instrument, create an artistic masterpiece, play a sport, share my voice, write poetry, or use my gifts of listening, leadership, persistence, patience, strength or courage, I am able to use these God given gifts to help build my relationships with all those I encounter on the journey.

Written by students of St. Peter's Catholic Secondary School

"There is no difference between the man who sows, and the man who waters: God will reward each one according to the work he has done. For we are partners working together for God."

(1 Corinthians 3:7)



POLICIES AND PROCEDURES

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1. UNIFORM POLICY

PLEASE NOTE: As of September 2014 St. Peter's Catholic Secondary School went with a new uniform provider, "DGN Kilters." As a result of this change St. Peter's has taken the opportunity to update the school uniform. The new uniform is available at:

DGN Kilters @ 132 Commerce Park Blvd., Barrie ONT L4M 4S7 (1-800-437-5872)

Students are permitted to wear the already existing McCarthy's uniform as outlined below or the new DGN Kilters uniform also outlined below.

The St. Peter's Uniform serves multiple purposes.

- It serves to ensure uniformity so that everyone is seen to be equal in God's eyes and will be treated as such.
- It serves to ensure the safety of our students by identifying them as a member of the St. Peter's community.
- It serves as a statement of pride within the borders and beyond the borders of the St. Peter's community.
- It serves as a way for our students to indicate that they are prepared to succeed. When a student dresses contrary to the St. Peter's School Uniform Policy their statement is not one of success. At St. Peter's we wear the school uniform properly and proudly. Registration at St. Peter's Catholic Secondary School implies that the student and the parents/guardians understand and accept the commitment to the expectations of the school regarding the school uniforms.

Please help us support your son or daughter's success by reviewing together the St. Peter's Uniform Policy.

Our uniform policy is outlined as follows:

- **STUDENTS ARE TO BE IN FULL SCHOOL UNIFORM EACH DAY.**
- **STUDENTS WILL NOT BE PERMITTED INTO CLASS IF OUT OF UNIFORM. *IF A PARENT/GUARDIAN IS CONTACTED BY THE SCHOOL TO ADDRESS THEIR CHILD'S UNIFORM INFRACTION PLEASE KNOW IT IS THEIR CHILD WHO IS INCONVENIENCING THEM AND NOT THE SCHOOL.***
- **KNOW THERE WILL BE NO CHANGING INTO OTHER CLOTHING ATTIRE**

THROUGHOUT THE SCHOOL DAY INCLUDING:

- 1. Bus Arrival Times**
- 2. Lunch Periods**
- 3. Bus Departure Times**

Students must wear their uniform on school buses to and from school, throughout every day including examination days and on all field trips, excursions and retreats unless otherwise approved by the Principal.

- Coats/Jackets are permitted only for travel to and from portables, leaving the school during the lunch hour, school arrival and dismissal times. Coats/Jackets and non-uniform sweaters, hoodies are NOT permitted in the classrooms, hallways or the cafeteria.
- Hoodies are not permitted under school uniform pieces at any time.

- Chain belts, chain link, spiked collars and related items are banned from St. Peter's Catholic Secondary School at ALL times.
- Hats, bandanas and other forms of headwear are NOT to be worn within the school at any time including class rotation and lunch periods
- Uniform items must fit properly and be worn appropriately. Ripped, torn, patched, frayed and clothing that is not hemmed is NOT acceptable at St. Peter's Catholic Secondary School. Pants must be belted at the waist.
- All uniform pants must be purchased through DGN Kilters and they must display the school logo appropriately

UNIFORM SHIRTS

The following shirt/blouse options **MAY** be worn with or without a PLAIN WHITE OR PLAIN BLACK crew-neck t-shirt underneath (no lace, no graphics or coloured clothing) :

- St. Peter's Dress shirt (tucked, buttoned to second top button)
- St. Peter's French-cut blouse (buttoned to top button)
- St. Peter's Golf shirt
- Shirts/blouses must be sized in a manner which is keeping with the spirit of the school uniform

McCarthy's/DGN Kilters RUGBY SHIRT, ¼ ZIP SWEATER, CARDIGAN PULLOVER VEST, CARDIGAN V-NECK SWEATER, CARDIGAN

The following top options **MUST** be worn with a **PLAIN WHITE OR PLAIN BLACK crew-neck t-shirt** underneath:

- Rugby shirt
- Half-zip sweatshirt
- Cardigan sweater (**must be buttoned at all times unless worn with a logo uniform shirt**)
- Vest
- Black zip fleece (**must be zipped at all times unless worn with a logo uniform shirt**)
- Black zip jacket (**must be zipped at all times unless worn with a logo uniform shirt**)

SCHOOL JUMPER IS BEING PHASED OUT FOR NEW STUDENTS

The school jumper will no longer be available; therefore, the item will be phased out of the uniform policy and may only be worn by grade 11-12 students (no exceptions).

- Jumpers must be worn at or slightly above the knee, to a maximum of 4 inches above the knee
- Recommendation that 'jumper shorts' be worn underneath the jumper.
- Plain white or black crew-neck t-shirt must be worn under the jumper (**no lace**)
- Plain white t-shirt, turtlenecks or white dress shirts only are allowed for wear underneath a school jumper. (**No lace, graphics or coloured clothing**)

BLACK DRESS PANTS / COTTON WALKING SHORTS

- McCarthy's dress pant (with PAW logo), DGN Kilters dress pants, DGN Kilters girl's capris.
- Yoga pants are **NOT** acceptable uniform attire
- McCarthy's walking shorts with PAW logo or DGN Kilters walking/Bermuda shorts may be worn at the knee level and a maximum of 4 inches above the knee. At no time shall the shorts be worn beyond the knee level. Shorts must be worn at the waist level and be appropriate to the spirit of the uniform. Cargo shorts/cut-offs/gym shorts are NOT acceptable uniform attire.

BLACK DRESS PANTS / COTTON PANTS

- As per McCarthy's standard (style, cut, fit), NO BACK POCKETS, paw logo or DGN Kilters standard dress pants.
- Variations in pants which are unacceptable include: cargo pants, yoga/spandex pants, flared pants, denim pants, black athletic attire, capri pants, corduroy pants and other styles that do not meet the McCarthy/DGN Kilters standard.
- The fit is as important as the style and tight-fitting or baggy, oversized pants are unacceptable.
- Pants must be worn at waist level and must be appropriate with regard to the spirit of the school uniform

UNIFORM SHOES

- Dress shoes, running shoes and open toed leather sandals are acceptable
- All visible parts of footwear must be in the spirit of the school uniform
- Leather Sandals may be worn from Easter to Halloween
- Boots should be below the knee.

ACCESSORIES

All items, such as jewellery and hairstyles must be appropriate with regard to the spirit of the school uniform

- Socks and tights – white, black or green – no fishnet stockings, thigh high socks or footless leggings.
- Suspenders - black
- Hair accessories appropriate to professional business attire. Absolutely no bandanas are permitted at any time.

CIVVIES DAYS

Periodically, out of uniform Civvies Days will take place at St. Peter's. These will be scheduled by the school Principal **ONLY**.

On these days, you may choose to wear casual clothes, provided they are clean, decent and appropriate

CASUAL business attire.

On the above noted Civvies Days, casual clothes may be worn with the following restrictions.

- No inappropriate slogans
- No tank tops, no spaghetti straps, no sleeveless tops less than 3 inches wide, no halter tops and no bare midriff
- No short shorts or other inappropriate attire
- The School Administration reserves the right to deem appropriateness of clothing

SPIRIT WEAR FRIDAYS

Every Friday students are permitted to wear "Spirit Wear" tops. These tops can be purchased through the Panther Athletic Club (PAC) office or from coaches, clubs, teams at St. Peter's. **Proper DGN/McCarthy pants must be worn.**

FURTHER UNIFORM GUIDELINES

Students who are not in proper school uniform WILL NOT be admitted to class. Parents/Guardians will be responsible for bringing the necessary uniform items to the school, whenever possible.

Students who, due to exceptional circumstances, (i.e. medical issues), are unable to comply with the school uniform policy must report to the main office to discuss the situation with an administrator.

Students who are persistently in violation of the school uniform policy are in neglect of their duty as outlined in our Code of Conduct and may be subject to detention and/or suspension.

Parents can not give permission for their child to be out of uniform. Permission to attend classes out of uniform is only given from the Principal or a Vice Principal.

Final discretion in all uniform matters rests with the school's Principal and Vice Principals.

PURCHASING INFORMATION

Uniform items may be ordered or purchased through:

DGN Kilters
132 Commerce Park Blvd. – Unit D,
Barrie, Ontario L4M 4S7
www.dgn-kilters.com
1-800-437-5872

“So God created humankind in God’s own image, in God’s image God created them; male and female God created them.” Genesis 1:27

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2. ATTENDANCE POLICY

Regular and punctual attendance is a **MUST**. Irregular attendance is often the reason for poor student achievement. Students must make the commitment to attend classes unless unable to do so due to illness or family emergency. All students are expected to attend school planned liturgies, Masses, and school assemblies.

In cases when a student is absent, a note or phone call is required to explain that absence **on the first day back to school**. The note must be brought to the office **PRIOR** to the start of the school day. In cases where the absence is due to medical reasons, a note from a doctor is preferred, where possible. These medical absences will be marked as authorized absences.

If you need to have your child released from class for an appointment and/or family matter please notify the office via note or phone call prior to the commencement of the school day. Classes will not be interrupted to release your child unless in case of an emergency.

ABSENCE FROM SCHOOL

When a student is absent due to illness or family emergency, parents are asked to phone the school prior to the student returning to school or provide a note for the student to present to the attendance secretary. Students who were absent the previous day and have not had a parent/guardian call to report the absence are to visit the attendance secretary before homeroom for an **admit slip**. Students must show their admit slip to their teachers in order to be admitted to class. A student, who does not have a note explaining the reason for the absence, must see a vice-principal. Students who are at school are expected to be in the scheduled class. Students are not allowed to be elsewhere in the school during their scheduled classes working on assignments for other subjects unless arrangements have been made with administration and the classroom teacher.

COMMUNICATION OF ABSENCES

Our automated phone system will contact homes to report student absences on a daily basis. Parents are to call the school immediately to verify absences.

TRUANCY

Any absences that are unauthorized are considered truancy. The progressive consequences for students who are truant may result in detentions, in-school consequences and/or alternative measures. This may involve restriction or exclusion of school privileges.

If a student is absent for 15 consecutive days he/she will be referred to the SMCDSB attendance counsellor.

LATE ARRIVAL

Students who arrive 15 minutes after the start of homeroom are to report directly to the main office. Parents are asked to provide a note for the student explaining the reason for the late arrival. Consequences for persistent lateness will be guided by St. Peter's Catholic Secondary School Code of Conduct.

LATE

Students who are late will be monitored by the classroom teacher and School Administration. If lateness occurs, students will be addressed by their classroom teacher in an effort to help them succeed. During this time, teachers will also;

- warn their student that if this behaviour continues consequences will follow
- call home and speak to the parent (s) to solicit their assistance
- once 5 lates have been reached, the teacher will issue a letter of concern and he/she will also document the steps taken to this point in trying to work with their student. In addition, the teacher will call home to inform the parent of the number of lates and the steps taken to date to try to rectify the problem. Administration will also be notified by the teacher.
- once a student reaches 5 lates, progressive disciplinary action will follow which could result in the student receiving lunch detentions, in-school consequences, or possible suspension
- Being late for class not only affects your learning but is also a distraction to the other students in the class. Your parent must notify the Office of excused lates to school due to an appointment prior to your return to school. Sleeping in will not be excused. Students late a total of 5 times will receive a detention, 10 times an in-school suspension, and 15 times a suspension and a parent meeting. Detentions may also be assigned at the discretion of the Principal for lates without a good reason. Students arriving really late for class will work in the Office for the remainder of the period so as not to disturb the class. A student late for class after smoking will be suspended from school.

ILLNESS

Students who become ill during the school day are to **report to the main office** until arrangements by parents/guardians are made for the student to leave the school. Students must be signed out of the building prior to leaving. Leaving school without permission and/or knowledge of the office constitutes truancy.

LEAVING SCHOOL EARLY IN THE DAY

Parents are requested to write a note explaining the reason requiring the student to leave early. The student is to present the note to the attendance secretary prior to homeroom to receive authorization to leave the school early. Students who are required by emergency to leave the school early **must report to the main office prior to leaving**.

ATTENDANCE DURING MASS AND LITURGICAL CELEBRATIONS

Attendance during religious celebrations of any sort is a mandatory requirement of all students in all grades of all ages regardless of whether or not students are enrolled in a class during the scheduled period or on a spare (in case of senior students). Students who have spares will be notified as to who they are to check in for attendance on Mass and Liturgy days at the beginning of each semester. **Students who elect not to attend will be considered truant and progressive discipline measures will apply.** If there are mitigating circumstances, these will be determined through the discretion of the school administration and/or alternative programming will be provided and required. This may involve restriction of school privileges.

1ST PERIOD

A warning bell will ring at 7:55 a.m. and a second will ring at 7:59 a.m... Students are to be seated in their 1st Period class when the bell rings at 8:00 a.m. Attendance is taken during the 1st Period. 1st Period will conclude with Homeroom at which time the morning exercises will commence including daily prayer, the national anthem, and morning announcements. The expectation is that everyone will be attentive and respectful during the national anthem, prayer and morning announcements. If students are in the hallway, they need to stop for all morning exercises, including the morning announcements and remain attentive and respectful.

COMMUNICATION WITH SCHOOL

In order to meet the needs of our students as fully as possible, it is essential that the home and the school make every effort to communicate openly and frequently. At the school, we shall strive to meet this need through our reporting procedures, parent newsletters, and telephone broadcast system. It is of equal importance that parents keep teachers informed of any developments which might influence the student's performance at school. If parents are uncertain of anything, please do not hesitate to contact us by telephone.

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3. BILL 212: CODE OF CONDUCT

*“You are the people of God: God loved you and chose you for God’s own. Go then, you must clothe yourselves with compassion, kindness, humility, gentleness, and patience. Be tolerant with one another and forgive one another whenever any of you has a complaint against someone else. The peace that Christ gives is to guide you in the decisions you make; for it is to this peace that God has called you together in the one body.
(Colossians 3:12-15)*

INTRODUCTION

St. Peter’s Catholic Secondary School is a place that promotes responsibility, respect, Catholic moral teachings, spirituality, civility and academic excellence in a safe learning and teaching environment. Recognizing that conflict is a part of all human relationships, we must, as a Catholic school system, be proactive to ensure that our Catholic values are preserved and promoted.

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

These standards of behaviour apply not only to students, but also to all individuals involved in the school system – parents or guardians, volunteers, teachers, and other staff members - whether they are on school property, on school transportation or at school – authorized events or activities.

GUIDING PRINCIPLES

- Our belief in our school as a holistic learning organization speaks to the importance we place on supporting and guiding students’ faith formation and approaching discipline as a learning opportunity.
- This Code of Conduct applies to all individuals involved in the school. The school community will work in co-operation with parishes, community members and police; essential partners in making our school community safer.
- Each member of St. Peter’s Catholic Secondary School community is recognized as a unique creation of God and must be treated in a manner which reflects the dignity and respect of each individual.
- Responsible citizenship involves appropriate participation in the civic and spiritual life of St. Peter’s Catholic Secondary School community and the appropriate use and care of school and personal property including, but not limited to, bringing objects to school that may compromise the safety of students and staff. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
- Members of St. Peter’s Catholic Secondary school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others. Our goal is to champion continuous improvement in all students and the fostering of positive relationships.
- The possession, use or threatened use of any object to injure another person endangers the safety of everyone and will not be tolerated.
- Alcohol and illegal drugs are addictive and present a health hazard. We will work co-operatively with police and community agencies to promote prevention strategies and respond to school members who are in possession of or under the influence of alcohol or illegal drugs.

- Insults, disrespect, abuse, and other hurtful acts disrupt learning and teaching in a school community. Members of St. Peter’s Catholic Secondary School community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- Realistic consequences for failure to meet the expectations of appropriate school conduct will be implemented and include suspension and expulsion according to Bill 212.

“So you must live like people who belong to the light, for it is the light that brings a rich harvest of every kind of goodness, righteous and truth. Try to learn what pleases the Lord”. (Ephesians 5:811)

ROLES AND RESPONSIBILITIES

The Principal, under the direction of their school board, takes a leadership role in the daily operation of a school. He/She can provide this leadership by:

- Demonstrating care and commitment to spiritual and academic excellence in a safe and learning environment;
- Holding everyone, under her authority, accountable for their behaviour and actions;
- Communicating regularly and meaningfully with all members of their school community.
- Supporting St. Peter’s Catholic Secondary School Code of Conduct
- Supporting the ongoing faith development of all students and empowering students to be positive leaders in their school community.

Teachers and School Staff under the leadership of the principal will maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, all staff upholds these high standards in the following ways:

- Demonstrate care and commitment to spiritual and academic excellence in a safe teaching and learning environment.
- Support the ongoing faith development of all students and empower students to be leaders in their classroom, school, and community;
- Help students work to their full potential and develop their self-worth;
- Champion continuous improvement in all students and foster positive relationships;
- Communicate regularly and meaningfully with parents;
- Maintain consistent standards of behaviour for all students;
- Demonstrate respect for all students, staff and parents;
- Prepare students for the full responsibilities of citizenship.
- Support St. Peter’s Catholic Secondary School Code of Conduct.

*“And goodness is the harvest that is produced from the seeds.
The peacemakers plant in peace.” (James 4:18)*

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

- Comes to school prepared, on time and ready to learn;
- Shows respect for themselves, for others and for those in authority;
- Uses non-violent means to resolve conflict;
- Is courteous to fellow pupils and obedient and courteous to teachers;
- Refrains from bringing anything to school that may compromise the safety of others;

- Refrains from being in possession of under the influence of alcohol or illegal drugs;
- Supports the established rules and takes responsibility for their actions.

“Whatever you do, work at it with all your heart, as though you were working with the Lord.” (Colossians 4-23)

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 in the following ways:

- Show an active interest in their child’s school work and progress;
- Communicate regularly with the school;
- Help their child be neat, appropriately dressed in school uniform and prepared for school;
- 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 and support St. Peter’s Code of Conduct and school rules;
- Encourage and assist their child in following the rules of behaviour;
- Assist school staff in dealing with disciplinary issues.

Parish, police and community members are essential partners in making St. Peter’s Catholic Secondary School community safer. Clergy and parish members provide support and resources in the development of the faith life, providing the foundation for the moral tone of our school communities. Police investigate incidents in accordance with the Simcoe Muskoka Catholic District School Board Police Protocol. This protocol is based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

STANDARDS OF BEHAVIOUR

Respect, Civility and Responsible Citizenship

The spirit of Christ must be the model for all directives pertaining to conduct in St. Peter’s Catholic Secondary school community. One must always ask, “What would Jesus do?”

As such, all school members must:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas and opinions as each member is a unique creation of God;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;
- Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- Respect the rights of others;
- Dress in a manner that complies with the school uniform policy.
- Take appropriate measures to help those in need;
- Respect persons who are in a position of authority;
- Respect the need of others to work in an environment of learning and teaching.
- Show proper care and regard for school property and respect the property of others by refraining from causing damage willfully or through neglect.

ACTIVITIES LEADING TO SUSPENSION AND POSSIBLE EXPULSION

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

- 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 using 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 the Part, conduct an investigation to determine whether to recommend to the board that the pupil be expelled.

ACTIVITIES LEADING TO POSSIBLE SUSPENSION

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

- Uttering a threat to inflict serious bodily harm, bullying;
- Possessing alcohol or illegal drugs;
- Committing an act of vandalism causing extensive damage to school property or property located on school premises including school buses;
- Swearing at a teacher, or other person in a position of authority;
- Being under the influence of alcohol or illegal drugs.
- Bullying.
- Any other activity that that is an activity for which a principal may suspend a pupil under a policy of the board.

“My brothers and sisters, if someone is caught in any kind of wrongdoing, those of you who are spiritual should set him or her right; but you must do it in a gentle way.” (Galatians 6:1)

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4. ASSESSMENT POLICIES

THE CREDIT SYSTEM

A credit is granted in recognition of the successful completion of a course that has been scheduled for a minimum of 110 hours. Credits are granted by the principal on behalf of the Minister of Education. For the purpose of granting a credit, “scheduled time” is defined as the time during which students participate in planned learning activities designed to lead to the achievement of the curriculum expectations of a course. Planned learning activities will be delivered through classroom instruction and activities and/or through community placements related to work experience and cooperative education. Provincial course expectations must be met for a student to be eligible for a credit.

EXAMINATIONS

Compulsory final examinations will be written in all subjects. Any student who misses an examination without just cause will receive zero on the examination. Serious illness, death in the immediate family, etc., are just cause. Holidays, tournaments, etc are NOT considered just cause for missing examinations. Any student who is absent from a final examination due to illness will be required to submit a Doctor’s Certificate validating their inability to write the examination. If a situation arises and a student is unable to write the exam in the designated time slot, prior alternative arrangements must be made well in advance with the principal’s approval.

Please refer to the Important Dates in order to assist with exam preparation.

REPORTING

Report cards provide valuable information regarding student learning. Students and parents are encouraged to review and celebrate student learning by reading and discussing report cards together. Interim reports are provided 5 weeks after the start of the semester. Report cards are provided on a regular basis. (One midterm report and one final report per semester). Report cards are provided to students to take home. The June final report card is available to be picked up the first week of July. Remaining report cards can be picked up the last week of August or when returning to school in September.

ASSESSMENT, EVALUATION and REPORTING POLICY (A.E.R.)

Improving the learning of all students is the primary objective of assessment, evaluation and reporting. To this end, and in keeping with the vision of learning at St. Peter’s Catholic Secondary school, assessment, evaluation and reporting procedures will not only provide information about student achievement but will also inform instructional strategies and programmes. Our school is compliant with the AER document provided by the Simcoe Muskoka District School Board.

MISSED or LATE ASSESSMENTS

Students who know they will be absent for an assessment should make arrangements with the teacher in advance. If such arrangements are not made, students should not expect to receive full marks for that assessment. A student who misses an assessment because of illness or a family emergency should have a parent/guardian contact the school on the day of the test to notify the teacher. Mitigating circumstances such as these are reviewed and dealt with on a case by case basis. The normal expectation is that the assessments will be due or will occur on the day when the student returns to school.

ACADEMIC DISHONESTY

Students must not plagiarize, cheat, copy, or knowingly and deliberately present the language, ideas, or thoughts of any source or individual as their own work. It is not acceptable to use the same assignment or large portions of it for two different assignments. Dishonesty includes cheating, using a cell phone or other devices. The immediate consequence for academic dishonesty will be at the discretion of the classroom teacher in consultation with school administration.

PARENT/TEACHER INTERVIEWS

Interviews for parents are scheduled following each interim report card. Communication between teacher and parents helps to ensure student learning.

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5. COMPUTER POLICY

All staff and students at St. Peter's Catholic Secondary School have the privilege of accessing a wide variety of computer resources including the Internet. All users must acknowledge and accept their responsibilities regarding the proper use of these technologies in order to keep this privilege.

SECURITY

- You accept full responsibility for the use of your account, regardless of who uses it.
- You will only use your own account. Any student who attempts to access any system using someone else's password will be seriously dealt with as required by school policies.
- You will not use any school system to gain unauthorized access to information resources.

GENERAL COMPUTER USE

- You will ensure that your account is used ONLY for educational purposes that reflect Catholic values and relate to classroom projects as directed by your teacher
- You will ONLY work in the labs under the supervision of a teacher
- You will NOT attempt to install any software or games on the school system, nor make any changes to your computer's setup or operating system.
- You will do nothing that could possibly interfere with the functioning of the school networks.
- You will treat all hardware (keyboards, monitors mice, disk drives, CD drives) and equipment respectfully, with an understanding that these are expensive resources.
- You will print only what is required and not waste paper, ink and other resources.
- You will not bring food or drinks into the computer labs.

INTERNET USE

- You will use the Internet for valid educational uses only.
- You will only access the Internet with the permission and under the supervision of a teacher.
- You will assume that any message you send could be read by anyone. Therefore you will NOT share personal information such as names, addresses, telephone numbers, and credit card numbers.
- You will respect all applicable laws including the Criminal Code and the Copyright Act.
- Surfing and the use of chat lines such as MSN Messenger are not allowed.
- You understand that your activities on the Internet may be logged and monitored at any time.
- St. Peter's has no control over materials available on the Internet. While there are many sites of great educational value, there are also sites that contain materials inappropriate to a school setting. You will use discretion and avoid areas that contain inappropriate materials.
- You will ensure that your account is not used for inappropriate activities including:
 - Gathering or distribution of any materials that is offensive, obscene, racist, pornographic, malicious or libelous.
 - Any activity that may be considered unethical, immoral, or illegal.
 - Any activity that is for private commercial gain.
 - Final discretion rests with administration of St. Peter's Catholic Secondary school.

VIOLATIONS: Any violation of this agreement will give the administration or network supervisor the right to terminate your access privileges and to pursue disciplinary action according to the policies of St. Peter's Catholic Secondary school, the Simcoe Muskoka Catholic District School Board and the law.

6. GENERAL POLICIES

SMOKING

In accordance with the Smoke Free Ontario Act, smoking is not allowed on school property at any time. A fine of \$305 will be issued for a first offence if you smoke on school property. A maximum fine of \$5,000 will be issued if it is a repeated offence. This law applies to everyone, anytime, anywhere on school property. Smoking is permitted OFF school property and ONLY prior to the start of the school day, at lunch or after school. Smoking at ANY other time of the day will result in school consequences which could include progressive discipline measures.

SCENT FREE SCHOOL

St. Peter's Catholic Secondary School is a scent free school. If a student is in violation of this policy he/she may be required to leave the school building.

CAFETERIA

Food and drinks are only to be consumed in the cafeteria. Students are required to ensure that their table is cleaned when finished eating. Our school community supports recycling. Please help the environment by using the recycling bins disposing of any refuse in the available receptacles. Students must respect the authority of teachers, cafeteria staff and our cafeteria supervisor, Bobbie. **All profits made in the cafeteria are returned back to the school. Please support our cafeteria!**

It is the expectation that the students of St. Peter's contribute to keeping the neighbourhood clean. It is a matter of respect for your school and the community in which you live. Panther Pride!

HALLWAYS

During lunchtime, second floor hallways are not to be used except for the first and last five minutes of a student's lunch period. Doors will be locked during this time and students are not to enter this area.

LOCKERS

Lockers are the property of St. Peter's Catholic Secondary School. The school reserves the right to inspect a student's locker at any time. Students are assigned a locker and are not permitted to relocate to a locker of their choice. Students are asked to decorate lockers using good taste and common sense - inappropriate decorations will be removed. Damage to assigned lockers should be reported immediately to administration. Permanent decorations are not permitted. The student must ensure that the locker is kept secure. Do not share combinations! The school is not responsible for lost or stolen articles. Students are to vacate lockers on the final day of classes in June.

TEXTBOOKS

All textbooks are provided on loan. If a book that is assigned to a student is lost or damaged, the student will be required to pay to have it replaced. Students must keep the receipt when paying for a lost text. In the event the textbook is recovered, the receipt is required before any refund will be issued. In addition, students will NOT receive a textbook the next semester they attend until such book(s) are returned or paid for.

STUDENT PARKING

Student parking is permitted in student designated areas only. Students require a parking permit to park on school property. Consequences for students who engage in unsafe driving practices will be guided by St. Peter's Catholic Secondary School Code of Conduct.

CELL PHONES AND OTHER TECHNOLOGY

The use of cell phones is restricted to the cafeteria during the student's designated lunch. Students in possession of cell phones must keep them turned off and unseen while in class and attending school assemblies and liturgical celebrations. If a cell phone is seen or heard within the classroom, assemblies and/or liturgies, the student and their cell phone will be sent to the office. A phone may also be confiscated if it is believed they are being used inappropriately. (i.e. filming or taking photos). Confiscated phones will be turned in to the office. Arrangements must be made for a parent to pick up the phone at the school.

iPods are not to be used during instructional time. They can be used during quiet seat work but only at the discretion of the teacher.

SCHOOL PROPERTY

Awareness of school vandalism should be reported immediately to the main office. Wilful damage to school property may result in suspension. Students will be responsible for the cost of clean up or repairs. St. Peter's is not responsible for lost or stolen items.

FIRE ALARM

Fire drills are carried out regularly during the school year. All students are required to participate in these emergency procedures. Students are required to co-operate fully with all school staff. Students are required to remain with their class and follow the instructions of their teacher. It is a criminal offence to tamper with fire alarms or fire equipment.

EMERGENCY LOCKDOWN (previously known as "Code Red")

The purpose of this procedure is to safely confine all students and staff from the danger of intruders and to maintain a calm atmosphere during a violent incident. An Emergency Lockdown will be initiated by the Principal or the Principal's Designate. Students are required to co-operate fully with all school staff, students are required to remain with their class and follow the instructions of their teacher.

INCLEMENT WEATHER

In the event of inclement weather, students and parents are directed to listen to B101 FM, CHAY 93.1 FM or Rock 95 for information regarding bus cancellations or school closures.

SCHOOL TRANSPORTATION

Pupils must observe the rules of riding the bus as outlined by their bus driver. Riding the bus is a privilege, not a right. Students who disregard the directions and instructions of the driver and/or vandalize the bus will face the removal of their bus privileges. Items such as skateboards, roller blades, skis and snowboards, hockey equipment etc. are not permitted on the buses at any time.

COMMUNITY SERVICE

Each student in Grades 9 - 12 is required to complete 40 hours of community service to meet Provincial Diploma Requirements for all students in the Ontario Secondary School Curriculum.

VISITORS TO THE SCHOOL

Visitors to the school must report immediately to the Main Office. Visitors will only be allowed for valid educational purposes with the direct permission of school administration.

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7. STUDENT SUPPORT SERVICES

MINISTRY AT ST. PETER'S

"I am among you as one who serves" Luke:22

What ministry looks and feels like at our school has been defined by a team of students, teachers and chaplaincy team leaders based on the needs of this community that aspires to be built on love and faith. The Ministry team at St. Peter's (CIA: Christ is Alive) is responsible for: mass and liturgical preparation, retreat organization, community outreach and the individual counsel of students who face struggle and challenge in their lives that prevents them from being healthy, happy and holy. The Chaplaincy Team Leader has the responsibility of creating an environment that encourages each member of this community to see herself on a journey that all Christians are called to. A journey whose ultimate destination is to be found when one looks in the mirror and sees God's reflection and then extends his/her heart to others. Included as part of the responsibilities of the chaplaincy team leader is to make herself available to you, the students. Please drop by the chapel, to sit to pray, to talk or just to be. An appointment book is available for individual chats should the chaplaincy team leader be out of the office.

STUDENT SUPPORT CENTRE

The STUDENT SUPPORT CENTRE has been developed for ALL STUDENTS. It is mandated to:

- support students who have been identified by their teachers as "at risk" of not successfully meeting the course expectations
- provide ongoing support throughout each semester in order to help prevent failures from happening
- provide students one-on-one support therefore helping to reduce the number of students who have a credit deficit at the end of their Grade 10 year

STUDENT SERVICES

Student Services provides a variety of services:

- individual counselling with regards to courses, careers, pathways and personal matters
- interest and aptitude tests - to help further develop self-awareness
- information about jobs, colleges, universities, apprenticeships scholarships and volunteer opportunities
- assistance with job searching
- referrals to School Board support personnel and community agencies for help with individual issues

COURSE SELECTION POLICY

Students who wish to make changes to their timetables should first consult with their parents/guardians. It is vital that students choose their courses carefully, as it is difficult and sometimes impossible to change courses once scheduling has been completed.

Students can request an appointment with a Guidance Counsellor within the first two weeks of each new semester – appointments are made in the Student Services office. Students must attend their assigned classes until the changes have been finalized and formally processed.

CO-OPERATIVE EDUCATION

This academic/work experience can be obtained through two and/or four credit packages (whole or half day). Students are encouraged to explore career choices through an employment model.

A wide array of placements are available that encompass hospitality and tourism, parenting, technology and the world of work. These courses allow students to spend a portion of their day in a community work setting as an extension of the classroom program.

SPECIAL EDUCATION

As all children are created in the image of God, they bring with them their own unique gifts and talents. We recognize and value that all students are unique and special in their own way and that some have diverse exceptional learning needs. At St. Peter's, we strive to meet the learning needs of all students within our school community. As the student's primary care-giver and educator, the role of the parent is very important and crucial one in their child's education. Education is truly a partnership between home, school and parish, with the ultimate goal being in the best interest of the student. For students with exceptional learning needs, a special education program may best meet their learning needs. A special education program is an individualized program, developed by the school staff in consultation with parents. The Individual Education Plan outlines how a student's individual program varies from that of the other students. At St. Peter's we have developed our special education program based on a philosophy of inclusion. Inclusion means that students with exceptional needs fully participate in the activities of the school. Learning takes place in regular classrooms along with other students of the same age group. Depending on the individual needs of the student the classroom environment may be augmented by teaching opportunities in the school's Special Needs Room. The goal of the Special Education Department at St. Peter's is to provide all our students with a sense of worth and belonging.

LIBRARY INFORMATION CENTRE

The school library information centre provides support to all members of the school community in developing information literacy skills through the use of books and resources, ranging from print to electronic. Classes and students have access to the Library Information Centre (LIC) throughout the day for class research projects and individual use. The Teacher-Librarian provides assistance in the use of learning resources according to the student's needs, interests, and learning styles. Most resources may be signed out on a two-week loan basis. Students are responsible for replacing lost or damaged material. Students must abide by the school computer use contract at all times when using library computers.

CATHOLIC SCHOOL COMMUNITY COUNCIL

Our Catholic School Community Council plays a vital role in our school community. Our school council makes useful recommendations to the principal on important issues in our school. Our school council also plays a major role in supporting school initiatives and events.

Members of the Catholic School Community Council include representatives from parents, the community, the parish, students, and staff members. The School Council meets on a monthly basis on the 3rd Monday of the month commencing at 6:30 p.m. All members of our school community are encouraged to become involved in our Catholic School Community Council.

EQAO GRADE 9 MATHEMATICS & ONTARIO SECONDARY SCHOOL LITERACY TEST (OSSLT)

The Ontario Secondary School Literacy Test is a graduation requirement. This school year the OSSLT will be written on **March 30th, 2017**. Students writing the OSSLT will be provided with opportunities to complete preparation workbooks and attend workshops designed to provide test-writing skills specifically tailored for the OSSLT.

EQAO Grade 9 Assessment of Mathematics will take place during both semesters. If mathematics is on the first semester timetable, the assessment will take place on January 24th & 25th, 2016. If math is taken second semester, the assessment will take place on June 13th and 14th, 2017.

*“The LORD your God has increased your numbers so that today you are as numerous as the stars in the sky.”
(Deuteronomy 1:10)*

Visit us at our website
www.pet.schools.smcdsb.on.ca

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