



**Archbishop Denis O'Connor
Catholic High School**

80 Mandrake Street
Ajax, Ontario
L1S 5H4

Telephone: (905) 427-6667
Fax: (905) 427-7234

Website: www.docchs.com

Principal.....Mrs. D. Modeste

Vice Principals.....Mr. D. Chambers (Surnames A – K)
..... Mr. L. O'Brien (Surnames L – Z)

***DO'C Student Handbook
School Year
2011 - 2012***

This Agenda belongs to: _____

PRINCIPAL'S MESSAGE

Today, more than ever, Catholic Education exists as a partnership between home, school and church. Our challenge then is to prepare students to become active and contributing members of society while respecting and maintaining Christian values and the teachings of the Catholic Church.

Here at Archbishop Denis O'Connor we strive to make our school a community of faith who aspires to live the values of the gospel. Our faith calls upon us to use our gifts wisely, to care for the less fortunate, to behave justly and to treat others with respect. When our students graduate from school, we want them to recognize their individual talents and to use those talents to make a difference in the lives of others and in the name of God who created each one of us.

ARCHBISHOP DENIS O'CONNOR C.H.S. MISSION STATEMENT

Archbishop Denis O'Connor strives to be a Catholic, Christian community where each person is valued for his or her uniqueness and where together we are committed to social awareness and academic excellence in an atmosphere of cooperation and affirmation. Let us not forget that this can only be achieved through wholehearted faith and work.

`nil sine fide et labore`

ASSESSMENT AND EVALUATION “GROWING SUCCESS”:

In 2010, the Ministry of Education introduced a document entitled “Growing Success”. In essence this document defines the process that teachers and students will engage in for assessment and evaluation. The document was designed to support student learning and achievement and it avails students the opportunity to demonstrate their knowledge, inquiry, application and communication skills. This allows the student time for their teachers to provide descriptive feedback on how students can reach their full potential. The components of this process are assessment FOR learning which is a diagnostic, and highlights the areas of what students already know and what is required to move forward. The assessment AS LEARNING, encompasses the greatest portion of the semester and allows for practice, feedback and student self evaluation. This supports students becoming active participants in their learning. During the assessment “FOR” and “AS” learning while students may receive a mark, this will not be factored, into the students final course mark. Final marks will be generated towards the end of the unit course and will be reflective of the students most recent and consistent efforts. Specific policies are currently being developed and will be shared as they become available. The following constitutes the **7 Essential Principals of quality assessment and evaluation**, in terms of fairness, transparency and equity:

- Are fair, transparent and equitable for all students
- Support all students, including those with special education needs, those who are learning the language of instruction (English or French), and those who are First Nation, Métis, or Inuit;
- Are carefully planned to relate to the curriculum expectations and learning goal and, as much as possible, to the interests, learning styles and preferences, needs, and experiences of all students;
- Are communicated clearly to students and parents at the beginning of the school year or course and at other appropriate points throughout the school year of course;
- Are ongoing , varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning;
- Provide ongoing descriptive feedback that is clear, specific, meaningful, and timely to support improved learning and achievement
- Develop students’ self-assessment skills to enable them to assess their own learning, set specific goals, and plan next steps.

HISTORY OF ARCHBISHOP DENIS O'CONNOR CATHOLIC HIGH SCHOOL

- Archbishop Denis O'Connor Catholic High School was founded by Father Leo J. Austin and officially opened on October 25th, 1964 in WHITBY, Ontario.
- Named after a Basilian priest born in Pickering in 1841 who became the third Archbishop of Toronto in 1899
- Originally staffed by the Grey Sisters (Pembroke) and dedicated lay teachers.
- School Motto is 'NIL SINE FIDE ET LABORE" which is Latin for "Nothing is accomplished without faith and work".
- Archbishop Denis O'Connor C.H.S. was moved to its new home in AJAX, Ontario in 1984.
- It officially opened and was blessed by Emmett, Cardinal Carter on November 18th, 1984)
- Today's Archbishop Denis O'Conner C.H.S. (DO'C) students are inheritors of a great tradition of quality education that has resulted from a lot of cooperation and plain hard work! Since its humble beginnings s a small parish-supported High School, "DO'C" as we are more commonly know as, has become an important institution, surpassing all projections and expectations.
- Current enrollment at Archbishop Denis O'Connor C.H.S. is approximately 900 students.

Nil sine fide et Labore

"Nothing without Faith and Work"

FAITH DEVELOPMENT

It is compulsory for students at Archbishop Denis O'Connor to participate actively in the religious life of the school:

- students must attend school Masses, retreats, renewal days and other activities of a Catholic nature;
- students must respect and participate in religious studies;
- students must demonstrate a caring, respectful attitude towards all members of our DO'C community, teachers and fellow students;
- students must be successful in four compulsory Religion credits in order to graduate from Archbishop Denis O'Connor C.H.S

In summary, students are expected to demonstrate in their daily school life that they are prepared to live in communion with one another as we are a Catholic Faith Community.

SCHOOL CODE OF CONDUCT

The following information with respect to our school code of conduct and the related policies and procedures of the Board comply with the Education Act which was amended to ensure safe school communities in February 1, 2008.

Statement of Purpose

In striving to achieve a standard of excellence in the spiritual, social, intellectual, academic, emotional and physical dimension of our lives, the student shall use these guidelines as they relate to specific life at Archbishop Denis O'Connor Catholic High School.

All members of the school community are to be treated with respect and dignity, especially persons in positions of authority. Members of the school community are expected to use non-violent means to resolve conflict as physically aggressive behaviour is not a responsible way to interact with others. The School Code of Conduct is subject to the rights and authority of the Church. All forms of abuse and/or discrimination are unacceptable."

School Values

We value...

- Respect
- Co-operation
- Peace Making
- Responsibility
- Compassion
- Honesty
- Inclusion
- Faith

We are called to...

- live and work cooperatively in community
- solve conflicts peacefully
- be responsible for the well-being of ourselves and other in school and the wider community
- offer compassion and care to those who suffer and struggle in our school
- be honest
- include and value every member of our school community
- be faithful to God's love and plan for each of us as expressed in the life of Jesus

Archbishop Denis O'Connor Expected Behaviour of Students

1. Model Christian behaviours founded in Catholic tradition.
2. Treat one another with dignity and respect at all times.
3. Respect persons who are in a position of responsibility or authority and always identify your self when asked.
4. Be responsible citizens, helping those in need and complying with all applicable federal, provincial and municipal laws.
5. Use appropriate language at all times.
6. Abstain from any inappropriate displays of affection.
7. Show proper care and regard for school property, the property of others and the environment.
8. Work diligently, complete all assignments, prepare for lessons, attend all classes, assemblies, School Masses and other scheduled school activities.
9. Take care to exercise good personal hygiene and overall neatness.
10. Be in full uniform at all times and wear it respectfully at all times, in compliance with the Uniform Policy and Procedures as outlined in this agenda.

STANDARDS OF BEHAVIOUR

The standards of behaviour in Archbishop Denis O'Connor Catholic Secondary School are consistent with the **Ontario Provincial Code of Conduct**. The standards of behaviour are for all members of the school community (e.g., parents, students, teachers, other staff, visitors, volunteers, trustees, parish and community members)

The Standards of Behaviour are for all persons on school property, during a school related activity or event, and/or in circumstances where a behaviour has an impact on the school climate (e.g., in school sports activities, on school buses, in off-site school-sponsored activities)

Standards of Behaviour in our school include:

1) Respect, Civility, and Responsible Citizenship

All members of the school community must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;

STANDARDS OF BEHAVIOUR (Continued)

I) Respect, Civility, & Responsible Citizenship (Con't)

- seek assistance from a member of the school staff, if necessary, to resolve conflict 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;
- not swear at a teacher or at another person in a position of authority.

II) Safety

All members of the Durham Catholic District School Board community must not:

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

PROGRESSIVE DISCIPLINE

Consequences of Behaviour in schools of the Durham Catholic District School Board include:

When inappropriate behaviour occurs schools are required to utilize a range of interventions, supports, and consequences that are developmentally appropriate that include opportunities for students to learn from mistakes, and that focus on improving behaviour. In some circumstances, short-term suspension may be a useful tool. In the case of a serious incident, long-term suspension or expulsion, which is further along the continuum of progressive discipline may be the response that is required.

Archbishop Denis O'Connor Catholic Secondary School will use progressive discipline strategies as listed below wherever possible:

- Contact with parents
- Verbal reminders
- Review of expectations
- Written work assignment with a learning component
- Volunteer service to the school community
- Peer mentoring
- Conflict mediation and resolution
- Meeting with parent, pupil and principal
- Referral to community agency for anger management or substance abuse counselling
- Consultation - Guidance, Social Work, CYW & Program Support
- Withdrawal of privileges
- Withdrawal from class
- Detention
- Restitution for damages
- Restorative practice
- Transfer
- Suspension / Expulsion

SUSPENSIONS

The infractions for which a suspension may be considered by the Principal include:

- 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;
- Bullying;
- Possession and/or use of tobacco products;
- Uttering a racial slur or comment;
- Sexual slurs or harassment;
- Being in possession of or under the influence of drugs;
- Disrespect towards or desecration of the religious dimension of the school;
- Conduct deemed to be unacceptable: e.g.
 - Fighting
 - Persistent tardiness and/or truancy including "skipping" classes
 - Use of profane or improper language
 - Persistent opposition to authority
 - Any other behaviours deemed to be unacceptable

A student may be suspended for a minimum of one (1) school day and a maximum of twenty (20) school days.

EXPULSIONS

The infractions for which a Principal shall suspend and may consider recommending to the Board that a pupil be expelled from the pupil's school or from all schools of the Board include:

- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Trafficking in weapons or restricted or illegal drugs;
- Committing robbery;
- Giving alcohol to a minor;
- Engaging in activities or patterns of behaviour on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;
- Engaging in activities on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property;
- Conduct deemed to be unacceptable - Any act considered by the Principal and Family of Schools Superintendent to be a serious violation of the Board or school Code of Conduct.

POLICE INVOLVMENT

MANDATORY NOTIFICATION OF POLICE

if they occur on or in school premises or are in any way related to the school or school related activities:

<ul style="list-style-type: none">• physical assaults causing bodily harm requiring Medical attention• sexual assault• robbery• criminal harassment• relationship-based violence• Hate and/or bias motivated occurrences	<ul style="list-style-type: none">• possessing a weapon• weapons offences• drug offences (trafficking in illegal or controlled drugs)• possession of an illegal or controlled drug• gang related occurrences• extortion
---	--

DISCRETIONARY NOTIFICATION OF POLICE

Trespass to property/access to school premises, issues and other school related matters which may require the involvement of police services will be dealt with on a case-by-case basis as determined by the Principal/Principal designate. These may include:

<ul style="list-style-type: none">• physical assault• giving alcohol to a minor• hate and/or bias motivated incident• gang related incidents• extortion	<ul style="list-style-type: none">• threats of serious physical injury• possession or threat to use an incendiary device• vandalism• being under the influence of alcohol or other illegal drugs.
---	--

There may be other situations where, in the opinion of the school administration or designate, the police should be contacted.

ROLES AND RESPONSIBILITIES

Durham Catholic District School Board

School Boards provide direction to their schools to ensure opportunity, academic excellence, and accountability in the education system. It is the responsibility of School Board to:

- model Christian behaviours founded in Catholic tradition;
- develop policies that set out how their schools will implement and enforce the provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;
- review these policies regularly with students, staff, parents, volunteers, and the community;
- seek input from School Councils, their Parent Involvement Committee, their Special Education Advisory Committee, parents, students, staff members, and the school community;
- establish a process that clearly communicates the provincial Code of Conduct and School Board Codes of Conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;
- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety;

ROLES AND RESPONSIBILITIES – Continued

Durham Catholic District School Board - Continued

- provide opportunities for all of the staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment.

Wherever possible, Boards should collaborate to provide coordinated prevention and intervention programs and services, and should endeavour to share effective practices.

Principal/Vice-Principals

Under the direction of their School Boards, Principals take a leadership role in the daily operation of a school. They provide this leadership by:

- modeling Christian behaviours founded in Catholic tradition
- demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
- demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
- holding everyone under their authority accountable for his or her behaviour and actions;
- empowering students to be positive leaders in their school and community;
- communicating regularly and meaningfully with all members of their school community.

ROLES AND RESPONSIBILITIES – Continued

Teachers and Other School Staff Members

Under the leadership of their Principals, teachers and other school staff members maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and school staff uphold these high standards when they:

- model Christian behaviours founded in Catholic tradition
- help students work to their full potential and develop their sense of self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff, parents, volunteers, and the members of the school community;
- prepare students for the full responsibilities of citizenship.

ROLES AND RESPONSIBILITIES – Continued

Students

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

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

ROLES AND RESPONSIBILITIES – Continued

Parents

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill their role when they:

- support the values of our Catholic school system
- conduct themselves in an appropriate manner
- take responsibility and support the efforts of school staff in maintaining a safe and respectful learning environment for all students; show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed, and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- show that they are familiar with the provincial Code of Conduct, the Board's Code of Conduct, and school rules.
- Regularly update school staff regarding contact information and emergency contact information
- Consider changing primary contact number for outgoing Synervoice Message Reports.

ATTENDANCE AND PUNCTUALITY

“Regular attendance at school is critical for the student’s learning and the achievement of course expectations” (OSS-Program & Diploma Requirements 1999 p. 35).

Regular attendance is essential for academic success. Students must accept responsibility for work which has been missed due to absences

STUDENT ABSENCES

- **When a student is absent parents must call the school before 8:30 am. Messages can be left at any time at 905-427-6667 ext. 1.**
- In the event of a medical reason, student may have to provide a doctors note when requested.
- Prolonged absences such as competitions and vacations are discouraged during the school year. Please note in these cases academic penalties may apply. Parents/guardians must notify the Principal in writing regarding the absence before the event. Students are responsible for all work missed during such absences.

EXCUSED ABSENCE DURING THE SCHOOL DAY

- If a student has to leave the school during the day he or she must present a note to the Attendance Secretary prior to 8:30 a.m. that morning or a parent must call the school prior to 8:30 a.m.
- If ill, a student **MUST** report to the attendance office prior to leaving the school premises to receive a “SIGN-OUT” slip.
- Parents will be contacted prior to permitting a student to leave the school. While students will not be penalized for excused absences, they will be responsible for any work missed. This work should be completed in consultation with the classroom teacher.

ATTENDANCE AND PUNCTUALITY – (Continued)

ABSENCES DURING EXAMS

Examinations take place in January and June. Examinations are considered regular school days, and students must be prepared to attend school on these dates. **For this reason, parents and students are reminded not to plan holidays or trips during the examination period.** Absences due to illness will only be accepted with a **note from a physician.** A student with a note from a physician may still be required to write the exam at a later date depending on the circumstances. Please refer to the Calendar of Events for the specific dates of exams for both Semester 1 and Semester 2.

Should a student be absent from a final examination/culminating activity in a course, a medical certificate must be presented to the Principal. All such absences must be referred to the Principal. Please note vacations and family functions do not constitute a reasonable excuse. **PLEASE CHECK THE BOARD WEBSITE & SCHOOL CALENDER TO ENSURE YOU AVOID DESIGNATED EXAMS DURING YOUR PLANNING. YOU CAN EXPECT TO RECEIVE A MARK A ZERO IF YOU MISS AN EXAM FOR THESE REASONS.**

TRUANCY

Truancy is a non-excused absence from class or from school and is a major factor in academic failure. Teachers provide administration with a record of action taken and make referrals to administration. The consequences for truancy includes the following

<ul style="list-style-type: none">• Teacher interview• Parent and Vice Principal notified• Missed work assigned for completion• Detention	<ul style="list-style-type: none">• Suspension• Guidance, Social Worker and/or Child and Youth Worker intervention• Referral to School Team
--	---

LATENESS

Students are expected to arrive on time to all of their classes. Students who arrive to school after 8:40 must sign in at the attendance office. The following consequences are in place for persistent lateness:

<ul style="list-style-type: none">• teacher interview /detention• Referral to Vice Principal• Detention	<ul style="list-style-type: none">• Letter to parents• Suspension
---	--

PLAGIARISM / ACADEMIC DISHONESTY**

Plagiarism includes taking, using, and passing off as your own, the ideas or words or work of another. Unless approved by the subject teacher, all copied material, whether hand copied or mechanically reproduced without appropriate documentation, will constitute an offense of plagiarism. This will result in a mark of ZERO. Crib sheets, notes or the use of electronic messages or any other materials are not allowed during classroom tests or during examinations. Possession or use of these materials will result in a mark of zero being issued.

During examinations it is the student's responsibility to check calculators and dictionaries prior to entering the exam room to make sure that any inappropriate materials have been removed.

If dictionaries and calculators are permitted, they will be checked by a presiding teacher. No graphing or programmable calculators are allowed in the exam room.

Students who attempt to achieve marks through any type of devious or dishonest means will receive a mark of zero.

**** This Policy is currently under review with the Durham Catholic District School Board**

LATE AND MISSED ASSIGNMENTS

“Students must understand that there will be consequences for not completing assignments for evaluation and for submitting those assignments late.” (Growing Success, Ministry of Education 2010)

The Ministry of Education indicates that the teacher will use professional judgment to help prevent or address late and missed assignments. Strategies used may include:

- Setting up a student contract
- Holding a teacher-student conference
- Referring to the Student Success Teacher
- Providing alternative assignments where in the teacher’s
- Professional judgment it is reasonable to do so
- Deducting marks for late assignments.

STUDENT ACCIDENT OR INJURY

Students should report any accidents or injury to a teacher or vice principal immediately. The school board does not carry any accident insurance. Insurance forms are supplied in September. We recommend that parents subscribe to this insurance for student coverage. This insurance is particularly useful in cases of incidents involving dental injury and students involved in high risk activities, such as skiing, sports, snow or skateboarding.

WASHROOMS

Please keep these facilities neat and tidy. They may be used before classes begin, during lunch, and after school. The only exceptions to these times will be made at the discretion of the classroom teacher.

Agenda's must be signed by the teacher allowing the student to be out of class.

SMOKING

Smoking is **not** permitted on school property. Students who choose to smoke on school property **will be suspended**. Further infractions will result in a fine from the Health Department. Durham Region Health Department policy indicates the first offence for smoking/holding lighted tobacco on school property carries a maximum fine of \$1000. The Smoke free Ontario Act of Ontario is intended to reduce the number of children and teens who start smoking and to protect Ontarians from second-hand smoke. This law is in effect 24 hours a day, 7 days a week, 365 days a year.

EXTRA AND CO-CURRICULAR ACTIVITIES

Students are encouraged to participate in the variety of extra and co-curricular activities offered as part of the program at Archbishop Denis O'Connor. Participation in these activities will be curtailed if:

1. a student is not meeting the requirements of the student code of behaviour;
2. a student's academic progress is in jeopardy;
3. any work missed due to extra/co-curricular activities is the responsibility of the student;
4. a student has been suspended for any reason.

If a student is absent during the day of a scheduled event, they will not be able to participate unless approved to do so by the Principal or Vice-Principal

PERSONAL PROPERTY AND LOCKERS

Books and other personal property should not be left in classrooms. Personal property should be stored in lockers. Your lockers are to be kept clean and tidy at all times. Only school issued Dudley locks with a registered serial number, are to be used by the student.

SEARCH AND SEIZURE

Since lockers are the property of the Board and are loaned to the student for use during the year, the Principal or Vice-principal may open or request a student to open his/her locker during the year.

In the interest and safety of all members of the school community, the school has the right and authority to search school and personal property, such as lockers, desks, knapsacks, purses etc. without notice to, or permission of any person.

CAFETERIA

Students on lunch break are not permitted in the halls. Students are expected to be in full uniform during lunch. Jackets are not permitted in the cafeteria at any time. Unacceptable behaviour will not be tolerated and students may lose cafeteria privileges. **Food & beverages are not to be consumed in the hallways.**

ELECTRONIC DEVICES

Students are not permitted to use cell phones, IPODS, MP3 players, and/or any other electronic devices on the halls or in classrooms. Parent support is requested in enforcing this policy by ensuring that their child does not use an electronic device during the day or on school property.

Students who break the rule on electronic use must surrender electronic devices when asked by any staff member. Refusal to comply will be viewed as opposition to authority. These devices will be handed over to administration. Students must not bring laser pointers to school, and these devices will be confiscated.

Parents are asked NOT to text message or call students during the school day. Such communication is disruptive to the daily learning of all students.

On occasions teachers may permit the use of electronic devices in classrooms as part of instruction.

USE OF COMPUTERS

Computers are available for the benefit of all students. Student users must sign and adhere to the Board's Computer Access Policy as distributed in the fall. Parents are invited to become familiar with this policy. Specific sites such as "You Tube", "Facebook" and "MySpace" are restricted as they are frequently used inappropriately (as a tool for bullying, blogs and promote inappropriate conversation about others). **Students who do not comply will lose their computer privileges and face possible suspension and/or expulsion.**

USE OF AGENDAS

Students are required to carry their agendas at all times. Students in the halls while classes are in progress are expected to have a teacher's signature indicating permission to be out of class.

GOOD NEIGHBOUR POLICY

Students are reminded that we are only a small segment of a larger community. It is important for all members of the Archbishop Denis O'Connor Community to act in accordance with our mission statement and to be positive role models in the community.

TRANSPORTATION

The Durham Catholic District School Board supplies bus transportation for all students living outside the non-transporting zone as set out by the Board. Bus Pass privileges are indicated on the School's Student I.D. Card with a Durham Region Transit Logo. If the logo is not on the card, the student is not eligible for a pass.

The pass is valid for one school year. Lost or Stolen Cards must be replaced by the student at a cost of \$40.00 for each time of replacement. Replacement cards may take up to 5 school days to replace. During this time, students are responsible for their own transportation until the replacement card arrives.

Cards are non-transferable. Students are responsible to the Principal for their behaviour on a school bus in the same way that they are in each class. **The use of bus transportation is a privilege and students who act against school rules will lose the privilege.**

STUDENT PARKING

Students will have the opportunity to apply for a parking spot. All vehicles must be registered in the main office. Student parking spots are available for students facing the football field only.

VISITORS TO THE SCHOOL

Students are not to invite friends to the school during school hours. Any visitor who has not obtained permission to be at the school will be asked to leave. This rule applies to the LUNCH PERIODS as well. All visitors to the school must report to the office immediately.

SCHOOL DRESS CODE

STANDARD UNIFORM

All uniforms must be purchased from McCarthys. Students must wear the following:

- White Golf Shirt with School Crest
- Plain White Undershirt
- Green Sweater/Vest with School Crest
- Grey McCarthy Dress Pants
- School Kilt (girls) worn modestly
- **Shoes - SOLID Black, No Markings,**
 - No Boots, No Sandals, No Slippers
 - No open back shoes of any kind
- **Socks with Grey dress pants:**
 - must be white, grey or black
- **Socks with Kilt**
 - must be Knee Socks or Solid Tights
 - Black, Green or Navy
 - no ankle socks / no patterned tights)
- **Black Walking Shorts (Mc Carthys)**
 - optional from Victoria Day to Thanksgiving
 - worn with black or white running shoes & socks

Hats, bandanas, large head bands, scarves and all other head gear are not permitted*. They will be confiscated.

****EXCEPTION: Scarves worn daily for religious purposes and must be BEIGE in colour.***

**ALL UNIFORMS MUST BE WORN
WITHOUT ANY SUBSTITUTIONS OR
ADDITIONS**

SCHOOL DRESS CODE - Continued

NON-UNIFORM DAYS

On Non-Uniform Days students must be dressed appropriately as directed by the school administration for the particular occasion. No sleeveless or bare midriff shirts, sandals, or inappropriate shorts are allowed. No immodest clothing will be tolerated.

All students choosing to participate are required to pay the indicated participation fee for the designated day. Students who do not follow these procedures will be disciplined and possibly sent home.

- No Short Shorts or Mini skirts / dresses
- Pants must be worn around the waist line
- No tank tops – shoulders must be covered
- Absence of cleavage
- No inappropriate messages, or images, or profanity.

STUDENT SERVICES

CHAPLAINCY TEAM

A Chaplaincy Team made up of representatives of staff, administration, students and our school chaplain will meet regularly to discuss and implement programs, activities, etc. Involvement in and/or support of these programs through prayer and action will help to deepen and strengthen the faith of all at Archbishop Denis O'Connor Catholic High School.

PROGRAM SUPPORT SERVICES

Program Support Services are available for students, parents, and teachers at Archbishop Denis O'Connor Catholic High School. Archbishop Denis O'Connor is an integrated school where students, regardless of ability, learn together. Teachers and Educational Assistants provide the supports necessary to provide academic, social, and emotional assistance. Program Support Teachers provide assistance to students who are experiencing difficulty in their courses.

Academic testing is available to determine strategies for assisting students who may be experiencing difficulties in their courses. These strategies are reflected in the I.E.P. as accommodations or modifications to the program. The responsibility of the Program Support staff is to assist the teacher in the delivery of curriculum mandated by the Ministry of Education.

GUIDANCE DEPARTMENT

It is the responsibility of the Guidance Department to implement a guidance program which involves all members of the school community. The guidance program is designed to help students grow in their Catholic values and view themselves positively as they move from adolescence to adulthood. Guidance counsellors are teachers who assist students in acquiring the knowledge, skills and attitudes to:

- design a personalized education plan
- demonstrate effective personal and social skills
- develop a framework for realistic life and career planning in a constantly changing world.

The following supports are available for all students:

- a reference library with college and university calendars and additional resources from post-secondary institutions
- career resource materials
- access to the Internet as well as other support software
- interest inventories
- labour trends
- job search resources
- peer tutoring
- personal counselling

LIBRARY RESOURCE CENTRE

Archbishop Denis O'Connor Catholic High School maintains a current resource collection for both staff and students. The Library Resource Centre boasts three seminar rooms for small group work, numerous individual study carousels, as well as teaching and work areas. A professional teacher-librarian is available throughout the day to assist students in locating appropriate resource materials and to work with students either individually, in small groups, or with a class. All new students are given a library orientation in each semester for the purpose of becoming better acquainted with the 3M security system, computerized catalogue (OPAC), CD ROMS, on-line services, facilities and library procedures

**ARCHBISHOP DENIS O'CONNOR
CATHOLIC HIGH SCHOOL**

SCHOOL RULES

The only acceptable way to resolve conflict between two or more persons is through non-violent means.

CARDINAL RULES

- Take the proper steps to help those in need
- Respect the need of others to work in an environment that is conducive to learning & teaching.
- Respect differences in people, their ideas & opinions
- Show proper care & regard for school property and the property of others
- Respect all members of the school community, especially those in a position of authority.

ILLEGAL BEHAVIOURS IN ANY SCHOOL

- **NO** bullying, **NO** physical, emotional or sexual harassment
- **NO** illegal drugs, alcohol, smoking
- **NO** weapons
- **NO** extortion, assaults
- **NO** theft, gambling, vandalism