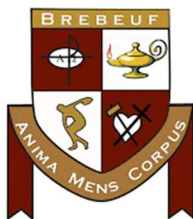


# St. Jean de Brébeuf Catholic Secondary School

## Student Agenda Booklet

2022 - 2023



Hamilton-Wentworth Catholic District School Board

[www.hwcdsb.ca](http://www.hwcdsb.ca)



Hamilton-Wentworth  
Catholic District School Board

*Believing, Achieving, Serving*

**P. Di Ianni**

Principal

**C. Groppo**

Vice Principal

**L. Marconato**

Vice Principal

**R. Valconi**

Vice Principal

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Chaplaincy Leader

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\*\*Every effort is made to update this agenda book in a timely manner.

For the most accurate and current information, consult the Board website: [www.hwcdsb.ca](http://www.hwcdsb.ca)



Hamilton-Wentworth  
Catholic District School Board  
*Believing, Achieving, Serving*

## **HAMILTON-WENTWORTH CATHOLIC DISTRICT SCHOOL BOARD MISSION AND VISION STATEMENT**

### **MISSION**

The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which our Lord Jesus Christ is the model.

The Catholic Community of Hamilton-Wentworth believes that the learner will realize the fullness of humanity if the learning process:

- begins at home and is part of family life
- is nurtured within the parish
- is anchored in the Catholic faith
- takes place within the context of worship, sacraments, and the life of the school community
- is enhanced by the school community
- is embraced by the learner as a personal responsibility for life if learning takes place in an appropriate and challenging environment
- in which members of the school community exemplify the teachings of Jesus Christ which reflects Gospel values and responsible use of human, financial, and natural resources
- promotes academic excellence and clear indicators of achievement

### **VISION**

Learners from Hamilton-Wentworth Catholic Schools will demonstrate:

- knowledge and practice of their Catholic Faith
- the capability of nurturing a strong family unit
- esteem, respect and responsibility for self and others' academic competence
- the ability to listen accurately and express knowledge clearly
- independence, critical thinking, and effective problem solving, proficiency with technology in order to adapt to a changing world
- the values, attitudes, and skills for effective partnerships
- the ability to transform society

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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4	H 5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
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23	PA 24	25	26	27	28	29
30	31					

November						
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December						
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18	19	20	21	22	23	24
25	H 26	H 27	B 28	B 29	B 30	31

January						
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29	E 30	E 31				

February						
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30						

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28	29	30	31			

June						
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18	19	20	E 21	E 22	E 23	24
25	E 26	E 27	PA 28	29	B 30	

Calendar Key						
PA Professional Activity Day						
B School Holiday						
H Statutory Holiday						
E Exam Day						

Catholic Secondary Schools						
Tuesday, September 6, 2022 - School Begins						
Thursday, June 29, 2023 - School Ends						

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### **BELL TIMES**

Period	Time
WARNING BELL	8:05
1	8:10 – 9:30
2	9:33 – 10:48
3	10:51 – 12:06
4	12:09 – 1:24
5	1:27 – 2:42

### **DEPARTMENT HEADS**

Art.....	C. Fitzpatrick
Business .....	S. Calabrese
Canada and World Studies .....	M. Lanc
Co-Instructional.....	A. Pejic, J. Perri
English.....	N. Poole
Math.....	J. Hargot
Religion.....	TBD
Resource .....	S. DiGregorio
Science.....	S. Alfano
Student Services (Guidance) .....	C. Fazari
Technological Studies.....	S. Monachino

## **2022/23 STUDENT COUNCIL**

<b>Position</b>	<b>Name</b>
President	Rita Shweihat
Vice President	Bahar Zali Kah Kesh
Recording Officer	Hilan Tawfiq
Treasurer	Alicia Kucharska
Social Convenor	Diyanna Dosky
Spiritual Rep	Isabela Guach Gomes Viana
PR Tech Rep	Cecylia Clark
Community Co-Instructional Rep	Mary O'Brien
ESL Rep	Elen Balyan
Grade 12 Rep	Sophia-Li Battilana
Grade 11 Rep	Zizi Slman
Grade 10 Rep	Yarah Haji
Grade 9 Rep	TBD
Grade 9 Rep	TBD

## **CATHOLIC SCHOOL COUNCIL**

Catholic School Councils shall provide the structure that enables parents, staff, principals, students, community and parish members to come together to review and address the education of the children of our community. Catholic School Councils shall reinforce, through recommendations and their own activities, the concept of the school as one of the institutions which conveys and expresses the life of the Church. With the broader Church community, the school shares responsibility for the spiritual growth and development of students as part of its educational task.

The purpose of Catholic School Councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents and to promote the mission of Catholic education within the school community. It is the responsibility of the Catholic School Council to ensure that the Mission and Vision of the Hamilton Wentworth Catholic District School Board are supported and promoted by the Catholic School Council.

The role of the Catholic School Council is advisory. It shall provide ideas and opinions to assist the principal and, where appropriate, the Hamilton Wentworth Catholic District School Board in decision making on educational issues. The advice shall be based on accepted Catholic principles, the general views of the school community and the best interests of all students throughout the school. The Catholic School Council must operate within the Education Act and its regulations and Board Policy.

Catholic School Council meetings are held in the main office conference room – dates to be determined.

## **ST. JEAN DE BRÉBEUF, PATRON SAINT**

Brave adventurer, man of vision, and skilled writer are words used to describe St. Jean de Brébeuf. A famous blackrobe of 17<sup>th</sup> century New France, he came to Canada at the age of 32 to evangelize the Huron Indians. Beloved by the Huron people, he was known as a giant not only because of his large stature, but because he was a man of great spiritual and psychological character.

Brébeuf was very respectful to the Hurons. He took time to observe their traditions and culture by living among them, observing their ways, and asking them questions. His efforts gained him trust among the community, thereby allowing him to preach the gospel. Brébeuf made great contributions to the study of the Huron nation and set guidelines for future missionaries, instructing them to love the Hurons and to engage in their work in a respectful manner.

Our patron exemplifies Christian living - to love one another, to be kind and understanding, and to build up God's kingdom by spreading the Good News. Some useful information about our patron:

- Brébeuf is said to have the heart of a giant. He was known as the apostle of the Hurons.
- Born in France in 1593
- Joined the Jesuit Order at 22 and ordained a priest in 1622
- 1626 he began a 3 year mission in New France (Québec)
- 1633 he moved on to Huronia to minister to other Indigenous groups
- During his missionary work, he became involved in the fur trade wars between the Huron and Iroquois tribes
- 1649 he was tortured, martyred, and cannibalized by the Iroquois, apparently to inherit his bravery
- St. Jean de Brébeuf was canonized a saint on June 29<sup>th</sup>, 1930.
- For more information about our patron saint, visit [www.martyrs-shrine.com](http://www.martyrs-shrine.com) .

### **ST. JEAN DE BRÉBEUF CATHOLIC SECONDARY SCHOOL PRAYER**

Merciful God,

We open wide the doors of our school and invite You in.  
Bless our hearts with Your love, joy, and peace.  
Fill our minds with Your faithfulness, gentleness, and self-control.  
Please be in our lessons and help us to concentrate and learn.  
Fill us with happiness as we discover more about ourselves.  
Guide our creativity to express ourselves in what we love.



Help us to share, care for and love one another.  
Grant us each day the desire to do our best, to grow mentally and morally as well as physically.  
And, help us to be kind and helpful to our classmates and teachers, to be honest with ourselves as well as with others.  
Give us strength and compassion to understand each other and wisdom and love to help each other.  
Give us the trust and patience we need to live in peace with everyone.  
Give us the strength to get back on our feet when we have fallen down.  
Help us to be good sports and smile when we lose as well as when we win.

Help us to always remember that regardless of what we are going through, You are always with us and that we are never alone.

We thank You deeply for blessing us with the gift of knowledge, and the wonderful opportunity to attain a Catholic education to help us learn and grow through Your teachings.

On our journey of spiritual growth, we shall come to You, the students and staff of St. Jean de Brébeuf High School.

In Your name, we strive to become a family that embraces peace and love.

A family whose members are dedicated to each other and to You Lord.

As we stand united, help us to be visible signs of our faith as modeled by our patron, St. Jean de Brébeuf.

Amen.

By Mary Butrus





## **CHAPLAINCY**

The Chaplaincy Leader ministers to the spiritual life of the students and staff of our school community. This involves coordinating and facilitating activities and celebrations that foster the growth of our Christian community. The Chaplaincy Leader provides opportunities for sacramental encounters, liturgical services, retreats, and pastoral counselling. Our Chaplaincy Leader is also available for just talking and listening to students, parents, and staff. Liturgies are celebrated in our Chapel throughout the year. The Chaplaincy Leader facilitates various social justice initiatives and is the link to our parish community. Here is some helpful information about our local parishes:

<p><b>Corpus Christi Church</b></p> <p>Fr. Mark Gatto and Msgr. Pierre-Philippe Jean-Pierre</p> <p>1694 Upper James Street Hamilton, L9B 1K6 (905) 389-2472</p> <p>Saturday Confession: 4:30 pm Saturday Mass: 5:15 pm Sunday Mass: 9:00 am, 11:00 am</p> <p><a href="http://www.corpuschristicatholicchurch.ca/">http://www.corpuschristicatholicchurch.ca/</a></p>	<p><b>Our Lady of Lourdes Church</b></p> <p>Fr. Mark Gatto and Msgr. Pierre-Philippe Jean-Pierre</p> <p>416 Mohawk Road East Hamilton, L8V 2H7 (905) 383-3381</p> <p>Tuesday Confession: 6:00 pm Saturday Confession: 3:45 pm Saturday Mass: 5:00 pm Sunday Mass: 8:30 am, 10:30 am, 12:00 noon</p> <p><a href="http://olol.ca/">http://olol.ca/</a></p>
<p><b>Most Blessed Sacrament Parish</b></p> <p>Fr. Charlie Jordan</p> <p>305 East 37th Street Hamilton, L8V 4B5 (905) 385-3570</p> <p>Saturday Confession: 4:45 pm Saturday Mass: 5:30 pm Sunday Mass: 9:00 am, 11:00 am</p> <p><a href="http://www.blessedsacramenthamilton.com">http://www.blessedsacramenthamilton.com</a></p>	<p><b>Sacred Heart Parish</b></p> <p>Fr. Charlie Jordan</p> <p>19 Viewpoint Avenue Hamilton L8V 2S4 (905) 383-3280</p> <p>Saturday Confession: 4:00 pm Saturday Mass: 5:00 pm Sunday Mass: 9:30 am</p> <p><a href="https://sacredhearthamilton.ca/">https://sacredhearthamilton.ca/</a></p>
<p><b>St. Margaret Mary Church</b></p> <p>Fr. Pawel Jamroz</p> <p>20 Idlewood Avenue Hamilton, L8T 1V9 (905) 388-2200</p> <p>Wednesday Confession: 6:00 pm Saturday Confession: 4:00 pm Saturday Mass: 7:00 pm Sunday Mass: 8:30 am, 10:15 am, 12:00 noon</p> <p><a href="http://www.stmargaretmaryparish.ca/">http://www.stmargaretmaryparish.ca/</a></p> <div data-bbox="971 1472 1393 1787">  </div>	

## CATHOLIC KNOWLEDGE

<p><b>Do you know what the following concepts and sacred traditions mean?</b></p> <ul style="list-style-type: none"> <li>- Incarnation                - Transubstantiation</li> <li>- Triduum                    - Paschal Mystery</li> <li>- Resurrection            - Pentecost</li> <li>- Trinity                     - Grace</li> <li>- Immaculate Conception</li> <li>- Annunciation, Assumption, Ascension</li> <li>- Theotokos                - apostles vs. disciples</li> <li>- martyr vs. saint        - Beatitudes</li> <li>- Decalogue/Ten Commandments</li> <li>- Seven Sacraments and sacramentals</li> <li>- Fruits and Gifts of the Holy Spirit</li> <li>- Types of sin: venial, omission, mortal</li> <li>- Seven Capital (Deadly) Sins</li> <li>- Spiritual and Corporal Works of Mercy</li> <li>- parables                  - Gospels</li> <li>- Magisterium              - papal infallibility</li> <li>- Precepts of the Church - Laity</li> <li>- Preferential Option for the Poor</li> <li>- Social Justice            - Ecumenism</li> </ul>	<p><b>Are you familiar with the following traditional prayers/types of prayers?</b></p> <ul style="list-style-type: none"> <li>- The Sign of the Cross</li> <li>- Our Father (Lord's Prayer)</li> <li>- Hail Mary</li> <li>- Prayer of Praise (Glory Be)</li> <li>- Grace Before Meals</li> <li>- Act of Contrition</li> <li>- Morning Offering</li> <li>- Apostles'/Nicene Creed</li> <li>- <u>Rosary</u>: Fatima Prayer and Hail Holy Queen...</li> <li>              Mysteries: (Joyful, Sorrowful, Glorious)</li> <li>- The Stations of the Cross</li> <li>- <u>The Mass</u>: Liturgy of the Word/Eucharist</li> <li>- <u>Types of Prayers</u>: Intercession, Petition, Blessing and Adoration, Praise and Thanksgiving, Meditation, Contemplation</li> </ul>
<p><b>Liturgical Calendar:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Advent Season</li> <li><input type="checkbox"/> Christmas Season</li> <li><input type="checkbox"/> Ordinary Time</li> <li><input type="checkbox"/> Lenten Season</li> <li><input type="checkbox"/> Holy Week</li> <li><input type="checkbox"/> Easter Triduum</li> </ul>	<p><b>Catholic Sources:</b></p> <ul style="list-style-type: none"> <li>- The Holy Bible (NRSV)</li> <li>- St. Jerome Commentary</li> <li>- The Catechism of the Catholic Church</li> <li>- The Social Doctrine of the Church</li> <li>- Papal Encyclicals, Apostolic Letters</li> <li>- Theology Library (<i>on-line</i>)</li> <li>- Compendium of the Catechism of the Catholic Church</li> <li>- Compendium of the Social doctrine of the Church</li> <li>- <a href="http://www.vatican.va">www.vatican.va</a></li> </ul>

## RELIGIOUS EDUCATION PROGRAMS

“From a Catholic perspective, the purpose of education is not only the transmission of knowledge, but also the formation of the whole person of the students through bringing them to the personal integration of faith and life. Catholic schools are responsible for imparting Christian doctrine in an organic and systemic way, in order to initiate students into the fullness of Christian life and to elicit in response a personal commitment to that way of life”

“Catholic parents send their children to Catholic schools expecting them to experience education permeated with religious values, including religious instruction, to see Catholic values held, modeled, expressed, and taught by teachers, **to participate in the sacramental life of the church carried out in the school**, to receive career counselling and academic planning in the framework of vocation, and to enjoy an atmosphere in which values taught at home are supported.”

“The three-basic means by which Catholic school boards provide Catholic education are:

1. by developing each school as a Christian community in all of its academic and non-academic activities;
2. by providing qualified teachers, supervisory officers, and other personnel who are committed to building a Christian community in the school system;
3. by providing academic curricula, including formal religious instruction, in which Catholic faith and life are integrated.”

*(“Catholic Education and Separate School Boards in Ontario”, published in April 1988, by the Completion Office – Separate Schools.)*

St. Jean de Brébeuf C.S.S. is a Catholic educational community where everyone has the opportunity to mature in **soul, mind and body**. We provide programmes including a faith imbued curriculum, daily prayers, regular liturgical celebrations and retreats. These offerings build up our faith community and facilitate the full development of our students.

**It is the policy of the Hamilton-Wentworth Catholic District School Board that enrolment in a Catholic Secondary school implies acceptance of and participation in Religious Education Programmes and Courses from grades nine through twelve; including the Grade 12 Retreat.**

**The student population of secondary schools in the Hamilton-Wentworth Catholic District School Board reflects the face of our country in becoming increasingly multicultural, multilingual and multifaith.**

**The Equity and Inclusive Education Policy of the HWCDSB states that “it is the policy of the Board to provide in all its operations an educational environment which supports and enables diversity within its Catholic community.” In this regard, any request for religious accommodation in areas such as feast days or holy days, fasting, religious attire, etc. should be presented in writing to the principal as soon as possible. In keeping with the Board’s Equity and Inclusive Education Policy, it is the hope of the school administration to be able to honour any requests which do not place undue hardship on the school. All requests will be responded to in a timely fashion.**

### **A BRIEF HISTORY OF ST. JEAN DE BRÉBEUF CATHOLIC SECONDARY SCHOOL**

St. Jean de Brébeuf C.S.S. opened its doors at Blessed Sacrament Catholic Elementary School in 1974 to 450 Grade 9 and 10 students. In 1975, the school moved into its own building. It was then that “ANIMA, MENS, CORPUS” (“Soul, Mind, Body”) became the school motto. That year also saw the publication of the school’s first yearbook entitled “ECHON”, Huron for the “The Brave One”.

The first Graduating Class from start to finish at St. Jean de Brébeuf C.S.S. was celebrated in 1978 with that class donating a painting of St. Jean de Brébeuf Stations of the Cross. The graduating class of 1980 presented the school with a Cross. By 1984, the population had reached 1066 students.

When classes began in September 1985, Brébeuf students were housed on dual campuses with the seniors at our present site on Acadia Drive. It was this year that full funding for Catholic Schools in Ontario was in place! The Brébeuf community became one again when the two campuses merged at the Acadia Drive site in 1988.

The year 2000 brought the opening of newly renovated spaces including the “Founders of Brébeuf” Information Centre and the Chapel. In recent years there have been many construction projects including the gymnasium, fitness centre, dance studio, main office, attendance office, and student services offices, to name a few. In the 2019/20 school year, classrooms were updated with new windows, HVAC systems, ceilings and overhead lights. Presently, the school boasts a large enrolment and a vibrant community of staff and students working together to embody the spirit of our namesake, St. Jean de Brébeuf.

## **CODE OF STUDENT BEHAVIOUR**

**“Anima, Mens, Corpus”** is the school motto of St. Jean de Brébeuf Catholic Secondary School. By addressing the whole person “soul, mind and body”, the motto articulates the vision that the school is an institution which promotes academic excellence and develops Catholic values and ideals which are an integral component of the Catholic community.

Each member of this community has the right to teach, learn and interact in an environment which fosters positive growth and maximizes opportunities for success. To contribute to this positive Christian environment, each member is charged with the responsibility of acting in a manner which is conducive to promoting the safety, comfort, well-being and dignity of all.

Social growth and character development are important aspects of secondary school education. These developmental goals require the adoption of appropriate behaviours as determined by societal expectations and moral values.

Students must understand that every action carries a consequence, either positive or negative. Each student is responsible for becoming familiar with school policies and expectations. Only through the development of a clear awareness of these practices and the fair and consistent application of consequences, can students develop a healthy respect for the laws of society and for the rights of others. That respect ultimately reflects positively on the students’ development of self-discipline and self worth.

Our mandate in this Christian community is to behave in a manner which reflects our Christian roots and which influences others to do the same. **“Amina, Mens, Corpus”** is more than a motto; it is a way of life for all members of the community at St. Jean de Brébeuf C.S.S..

## **EXPECTATIONS FOR THE STUDENTS OF ST. JEAN DE BRÉBEUF C.S.S.**

**In our continued efforts to create and maintain a caring Catholic community and culture at St. Jean de Brébeuf C.S.S., the following are required of all students:**

### **1. Respect for Staff:**

Students are to treat all staff with respect. Students must give their names to any staff member requesting this information. Any student refusing to give his/her name or giving a false one is subject to suspension.

### **2. Respect for Peers:**

Students are expected to treat one another with respect and consideration. Physical violence, verbal or emotional abuse, racial or ethnic slurs, threats or exploitation of any kind, or name calling are not

tolerated, including misuse of social media and inappropriate communication through any electronic devices.

### **3. Classes:**

Students must attend all classes on their timetables. They must be prepared for class and participate actively in the learning process.

### **4. Smoking/Vaping:**

According to **The Smoke-Free Ontario Act**, smoking is prohibited on school property at all times. To support the intent of the law, cigarettes, tobacco products, vapes, etc. are not to be displayed nor are they to be visible on school property. Smoking in vehicles parked on school property is also prohibited under this provincial law. Students found smoking or vaping on school property may be subject to detention, suspension and a fine in excess of \$305.00 levied by the Ministry of Health for Ontario.

### **5. Cafeteria:**

Students are expected to treat cafeteria supervisors and personnel with respect at all times. Containers have been provided for recycling and litter. Students are expected to pick up after themselves and to remind those who forget to do so, to dispose of their own litter. All food and drink are to be consumed in the cafeteria. Coats, hats and backpacks are not allowed in the cafeteria.

### **6. In-School Functions:**

Students are required and expected to attend all school-wide functions such as Masses or assemblies which are held during the regular school day.

### **7. Visitors / Trespassers:**

The school grounds and buildings are off limits to all except staff and registered students of St. Jean de Brébeuf C.S.S.. All other visitors including parents or guardians, board employees or persons having business with the administration or staff, must go directly to the Main Office for permission to be on the school site. Failure to do so may result in a charge of trespassing by the Hamilton Regional Police. Students must not invite friends to visit at school during the school day. Students and staff who notice people who do not belong on the property should immediately notify a vice principal.

### **8. Cell Phones, Audio, Video, Photographic and Other Telecommunications Devices:**

The preservation of academic integrity and security requires the regulation of the use of personal electronic devices as per the Hamilton-Wentworth Catholic District School Board policy document.

Cell phones and other personal electronic devices **must be turned off during class instructional time, liturgical celebrations and assemblies.** Cell phones and other personal electronic devices may not be operated/used in any scheduled class (including Chapel).

Cell phones, pagers, video/camera phones, cameras and recording devices are valuable electronic devices for which individual students, visitors, contracted service providers, staff and volunteers are responsible. When carried onto Board premises, the secure storage of these devices is the sole responsibility of the owner/user. The Board assumes **no responsibility** for the safety and security, loss, recovery, repair or replacement of these devices. If a student violates the policy, the electronic device may be confiscated and returned to the parent/guardian (or student 18 years or older) after the instructional day or as appropriate.

The use of any personal electronic device in a manner that violates a person's reasonable expectation of privacy including but not limited to the use of change rooms, washrooms, academic examination rooms or private conferencing locations, or violates the protection of privacy provisions of individuals under the Municipal Freedom of Information and Protection of Privacy Act, is strictly prohibited and

may be subject to discipline up to and including suspension, expulsion, exclusion from Board premises and/or the involvement of the Hamilton Police Service as appropriate.

#### **9. Gym Bags, Duffle Bags and Backpacks:**

All gym bags, duffle bags and backpacks are to be left in lockers once students arrive at school each day.

#### **10. Co-curricular events/Library:**

Students must behave appropriately during all co-curricular and social events. Any inappropriate behaviour will result in consequences and students may be prevented from attending future events.

#### **11. Hair / Headwear:**

Hats and headwear are NOT allowed. The only exception to this being the wearing of a hijab for religious purposes.

### **THE SCHOOL SOCIAL WORKER**

Students, families and staff of the Hamilton-Wentworth Catholic District School Board have available to them the services of professional social workers to assist in dealing with issues related to parental separation/divorce, loss and bereavement, relationship difficulties, family matters, abuse, neglect and family violence, student pregnancy, mood disorders and personal matters.

Students seeking an initial, private consultation should confer with the Vice Principal or Guidance Department for a schedule of times when the School Social Worker will be available.

### **THE PUBLIC HEALTH NURSE**

The Public Health Nurse is present at the school each week. This person works with the school Health Action Team to help identify health issues that affect the school community and then puts plans into place that promote the health and well-being of all students. Healthy young people learn better and achieve more. The Public Health Nurse is available to students to discuss concerns by drop-in visit, appointment, or by referral. The PHN also supports referrals to other community agencies as required.

### **ST. JEAN DE BRÉBEUF CSS ACCEPTABLE USE POLICY FOR COMPUTER NETWORK AND INTERNET ACCESS**



The use of Internet access through St. Jean de Brébeuf CSS computer facilities must be in support of educational research and be consistent with the educational objectives of the Hamilton-Wentworth Catholic District School Board. Students' conduct when using St. Jean de Brébeuf CSS Internet connectivity to connect to another organization's network of computing resources must comply with the rules appropriate for that network.

Transmission (receiving or sending) of any material in violation of any Canadian or Ontario regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, violent, or obscene material, or material suggesting pornography, racism or sexism. Use for commercial activities by for-profit institutions is generally not acceptable. Use of product advertisement or political lobbying is also

prohibited. Illegal activities are strictly prohibited. The use of the St. Jean de Brébeuf CSS Computer Network is a privilege and inappropriate use may result in a cancellation of those privileges.

As a user of the Internet in this school, you are expected to abide by the generally accepted rules of Internet etiquette. These include, but are not limited to, the following:

- Be polite. Do not write or send abusive messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal personal addresses or phone numbers to students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that it would disrupt the use of the network by other users (e.g. downloading huge files during prime time; sending mass e-mail messages; etc.).
- All communications and information accessible via the network should be assumed to be private property.

Security on any computer system is a high priority, especially when the system involves many users. Notify an adult in the building if you feel that you can identify a security problem on any of St. Jean de Brébeuf C.S.S.'s computer networks.

Do not:

- demonstrate the problem to other users
- use another individual's account without written permission from that individual
- give your password to any other individual. Attempts to login to the system as any other user may result in cancellation of user privileges. Attempts to login to any of St. Jean de Brébeuf's computer networks as a system administrator will result in cancellation of computer access privileges.

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, software or hardware of any of St. Jean de Brébeuf C.S.S.'s computer networks, or any of the networks that are connected to the Internet via St. Jean de Brébeuf C.S.S. This includes, but is not limited to, the unloading or creation of computer viruses, theft of any software, hardware (i.e. stealing a mouse), identifications, passwords or files. Vandalism or theft will result in cancellation of privileges and consequences that are in accordance with the Code of Behaviour.

## **THE LEARNING COMMONS**

The Founders of Brébeuf Learning Commons (aka Library) is a key place for students to develop inquiry and research skills, critical thinking, information literacy skills, and a positive attitude toward reading. Our Learning Commons promotes the development of information literacy skills needed for living in a modern world. The Founders of Brébeuf Library Learning Commons supports student success. Our collection includes a wide variety of circulating and reference resources in print and electronic formats. To provide opportunities for e-learning, our library features computers with access to the Internet and a WIFI network that includes subscriptions to many online databases. Our school library staff is committed to helping students achieve their best in an academic environment that promotes excellence, equity and Catholic values.

If you require assistance in the Learning Commons, see Mr. Fortuna (Teacher Librarian) or Mrs. Centritto (Library Clerk). Any other teacher or adult in the area will also be happy to help – you just need to ask!

## **UNSCHEDULED TIMES**

One of the aims of education is to develop, in students, the skills associated with time management. To assist students, the following guidelines have been established:

- The cafeteria and library are available for studying during the hours when they are open. Students are not permitted to study in the library or cafeteria during their scheduled class time.
- **In order to ensure no disruption of classes in progress, students are not permitted to wander, loiter, socialize or study in the hallways or stairwells.**
- To contribute to a positive learning environment in the classroom, students must refrain from interrupting classes.

## **ST. JEAN DE BRÉBEUF C.S.S. DRESS CODE**

The Catholic Secondary Schools of this city have a long tradition of having uniforms for their students. The St. Jean de Brébeuf Catholic Secondary School community actively participates in this tradition. In addition to the practical considerations and security provided by a school uniform, the purpose of a uniform dress code is to impart to students the understanding that as individuals they are also part of a greater whole, namely the St. Jean de Brébeuf school community.

Academic education is a main function of any school. As a Catholic school, St. Jean de Brébeuf C.S.S. also embraces Catholic values and practices. Development of character and soul are important, and as a result, students of this school community have a responsibility to be respectful of others and to develop self discipline and self respect. These values are enhanced by a uniform code that represents St. Jean de Brébeuf C.S.S.'s philosophy and sense of community.

**Students at S.J.B.C.S.S. are required to adhere to the dress code at all times including their study periods and during their lunch hours. Dress code violations will result in sanctions. These sanctions may take the form of a variety of consequences which may include being sent home.**

***All items monogrammed with SJB are available only through the school's official supplier, DGN Kilters. Phone: 1-800-437-5872 Website: [www.dgn-kilters.com](http://www.dgn-kilters.com) E-mail: [info@dgn-kilters.com](mailto:info@dgn-kilters.com)***



## 1. REQUIREMENTS FOR ALL STUDENTS:

- The shoe must have a **close-toe and heel**. Running shoes may be worn. **Boots must not be visible if worn.** **No flip flops, Crocs, sliders or slippers are allowed.** Pants must **not** be tucked into boots or socks.
- Black dress pants must have a school logo. **All pants purchased must have a logo approved and purchased from our supplier, Kilters.** Pants must be completely zipped and buttoned. Waistbands are to be worn at the waist so that pants fit appropriately. Pants must drape 1 ½" from the floor, in a manner suitable for a business/school setting. Pants must not be rolled up so as to create a cuff.
- Students must wear an SJB uniform top. Shirts and turtlenecks must not be altered or tapered.
- A plain **white or black** shirt (short or long sleeve) may be worn under a uniform top.
- **Any zip up or button up SJB sweater/jacket must be worn with a collared SJB uniform top.**
- The SJB school hoodie may be worn as an item of school spirit wear on any day.

## 2. PHYSICAL EDUCATION CLASSES

- Students enrolled in any physical education courses must wear the appropriate Brébeuf athletic wear.

## 3. EXAMINATION DAYS

- Full SJB uniform must be worn for all exams.

## 4. SPIRIT WEAR DAYS

- Students must wear appropriate attire that is conducive to the learning environment. ALL spirit wear items must have an official SJB logo on it.

## 5. SPIRIT OF THE DRESS CODE

- While it is possible to list all that may be worn, it is not possible to address specifically all of the external trappings that some students might choose to adopt. Items of apparel not in keeping with the spirit of the uniform code are not acceptable. It is expected that students will not alter or modify the school uniform; students who do so will be noted as 'out of uniform' and will be dealt with accordingly.

**\*\* A reminder of the announcement made in June 2022: as of September 2022 the Kilt is no longer an item of acceptable uniform wear.**

## SCHOOL PROCEDURES AND GUIDELINES FOR ATTENDANCE AND PUNCTUALITY

### ATTENDANCE POLICY

Regular and punctual attendance is a requirement for all classes and all official school functions. Attendance and success in school are very closely related. For the purpose of this policy, “parent” means **parent or legal guardian**.

1. **Absence:** Students who are absent must have a parent/guardian contact the Attendance Office as soon as possible on the day of their absence. Alternatively, a note **must be brought** to the Attendance Office **before 8:00 a.m.** on the day of return to school. This note must clearly outline the date and reason for the absence and be signed by the parent.
  - a. **A forged note or falsified phone call will result in severe consequences and parents will be contacted.**
  - b. The Education Act., O.S.I.S. and O.S.S. support the development and implementation of attendance policies. All absences justified or not, may jeopardize the successful completion of credits.
2. **Tuancy:** Any unjustified absence will be considered truancy, and subject to appropriate consequences.
3. **Early Dismissal:** Students must report to the office **before 8:00 a.m.** with a note from a parent to receive a sign-out slip.
4. **Planned Extended Absence:** These are strongly discouraged; however, if an unavoidable situation arises, students must obtain a form from the Vice Principal at least two weeks prior to the absence. The student must complete the form by having it signed by teachers and parent(s)/guardians. Completed forms must be returned to the Attendance Office.
5. **Illness During the Day:** A student who misses classes without informing the Attendance Office will be considered truant. Students who feel too ill to attend class must report to the Attendance Office. Spending the period in the washroom or elsewhere in the school will be considered truancy.
6. **Leaving the School During School Hours:** Students are free to leave the school during their lunch or spare; however, they must act appropriately while on or off the property.
7. **Leaving Class:** Students allowed to leave during class to go to the washroom or locker must not wander or go to the cafeteria.
8. **Team or Club Members:** Team or club members leaving the school before dismissal must obtain sign-out slips from their coach/advisor.
9. **Justifiable Absence:** Reasons for absenteeism include illness, bereavement, unavoidable medical or dental appointments, family emergencies, legal appointments, severe weather, field trips, authorized athletic events or other causes deemed appropriate by the Administration.

10. **Unjustifiable Absence:** Reasons include working, studying for tests, shopping, vacations, driving lessons, sleeping in, babysitting, hair appointments or other reasons deemed unacceptable by the Administration.

11. It is **your responsibility** as a student to attend **ALL** of your classes. If **you choose** to be truant, then you will deal with the consequences and are responsible to make up work for all classes missed. If a parent/guardian signs their child out for a period/day, that student must leave the school property at the time noted.

### **LATE POLICY**

**A student is deemed late if he/she is not in the classroom when the bell rings to start the period, (for period 1, that is as soon as the National Anthem begins).** If the student is late because he/she has been detained by a staff member, the student will be admitted to class with proper written authorization provided by the staff member indicating date and time. The late is not recorded. If a student is late with no valid reason, the late is recorded.

#### **LATE CONSEQUENCES:**

1 – 4 lates	<ul style="list-style-type: none"><li>• Consequences will be issued by the teacher.</li><li>• Teacher implements strategies to address student lates.</li></ul>
5 + lates	<ul style="list-style-type: none"><li>• Teachers will exercise “Progressive Discipline, Late Slip “check list” and forward to Vice Principal on the <b><u>5<sup>th</sup> late</u></b>.</li><li>• Student receives further consequences in keeping with Board/Ministry Progressive Discipline Procedures/Policies.</li></ul>

### **STUDENT SUCCESS**

The Student Success initiative was designed to ensure that our education system prepares every student for a successful future, whether that is a work placement with essential skills, an apprenticeship, or post-secondary education. The underlying theme is the importance of giving all students hope for the future. Students are welcome to visit room 223 if they have any questions.

Student Success is concerned with improving achievement for all students. It is based on the belief that every student deserves a good educational outcome, and one that fits his or her potential. It is about recognizing, nurturing, and celebrating the strengths of all students.

#### **The initiative consists of five pillars:**

- Learning with Faith
- Literacy
- Mathematical Literacy
- Pathways
- Community, Culture, Caring and Spirituality

The foundation of the initiative is the welcoming school community that builds character and teaches young people to search for knowledge as a lifelong, spiritual and academic quest on their journeys to becoming Ontario Catholic School Graduates.

## **LITERACY**

### **HOW CAN PARENTS HELP THEIR CHILDREN WITH LITERACY IN HIGH SCHOOL?**

**They can...**

- Provide meaningful and authentic opportunities for their children to write. Enlist them in taking messages, making a shopping list, writing letters, and answering e-mails.
- Engage their children in conversations about books they've read. Help him or her to think critically about the text. For example, do they agree with what the author is saying?
- Make available and encourage the reading of different types of texts. Remember that websites, comics and recipes can all help to further develop reading skills.
- Talk about their favourite authors and types of books they have read. They can encourage their children to do the same.
- Prepare a rich reading environment at home.
- Motivate through praise and encouragement. Subscribe to an appropriate teen magazine.
- Set a good example by letting their children see them reading for enjoyment. This will serve to reinforce the value of reading.
- Ask their children to read to them.
- Visit [www.eqao.com](http://www.eqao.com)



## **DIPLOMA/CERTIFICATE REQUIREMENTS**

### **Ontario Secondary School Diploma**

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

4 credits in English (1 credit per Grade)  
1 credit in French as a second language  
3 credits in Mathematics (at least 1 credit in Grade 11 or 12)  
2 credits in Science  
1 credit in Canadian History  
1 credit in Canadian Geography  
1 credit in Arts  
1 credit in Health and Physical Education  
0.5 credits in Civics  
0.5 credits in Career Studies

#### **Plus:**

##### **Group 1**

1 additional credit in English, or French as a second language, or a Native language, or a classical or an international language, or social sciences and the humanities, or Canadian and World studies, or Guidance and Career Education, or Cooperative Education.

##### **Group 2**

1 additional credit in Health and Physical Education, or the Arts, or Business Studies, or French as a second language, or Cooperative Education.

##### **Group 3**

1 additional credit in Science (Grade 11 or 12), or Technological Education, or French as a second language or Computer Studies, or Cooperative Education.

#### **Plus 12 elective credits**

**TOTAL: 30 CREDITS**

#### **Plus:**

- **40 hours** of Christian Service/Community Involvement
- Successful completion of the **OSSLT** or Ontario Secondary School Literacy Course

### **Ontario Secondary School Certificate**

The Ontario Secondary School Certificate will be granted on request to students who leave school before earning the Ontario Secondary School Diploma, provided that they have earned a minimum of 14 credits distributed as follows:

#### **Compulsory credits (total of 7)**

2 credits in English  
1 credit in Canadian Geography or Canadian History  
1 credit in Mathematics  
1 credit in Science  
1 credit in Health and Physical Education  
1 credit in Arts or Technological Education

#### **Optional credits (total of 7)**

**TOTAL: 14 CREDITS**

Ontario Secondary Schools Grades 9 to 12:  
Program and Diploma Requirements  
Ministry of Education and Training: 1999

### **HONOUR ROLL CRITERIA**

**In order to achieve an Honour Roll designation, students must have met the following conditions during the previous school year:**

- 1. Attained an average of at least 80% in a minimum number of courses:**  
Grade 9, 10, 11: 8 courses  
Grade 12: 6 courses.
- 2. Night School marks are NOT included.**
- 3. Summer School marks are NOT included.**

## **INDIVIDUAL PATHWAY PLAN**

All students in grades 7 through 12 will complete an **Individual Pathway Plan (IPP)** to help ensure that they make a successful transition from Grade 8 to 9 and from Grade 12 to whatever lies ahead: post-secondary/ career/community. The IPP is a documentation of a student's plan and is a component of the Education and Career Life Planning program. This program is a 4 step process linked to four areas of learning:

- Who Am I? (Knowing Yourself)
- What are my opportunities? (Exploring Opportunities)
- Who do I want to become? (Making Decisions and Setting Goals)
- What is my plan for achieving goals? (Achieving goals and Making Transitions).

The IPP must include a student's initial postsecondary goals, a detailed plan to acquire courses and experiences needed to achieve these goals and strategies to support the plan. Students review their IPP a minimum of twice per year in collaboration with their guidance counsellor, and their parents.

The following online tools will be used by students to support their IPP:

[www.pathtosuccess.ca](http://www.pathtosuccess.ca) – a web page that brings together many Career planning links and the school's course offerings. Path to Success has information about apprenticeships, college, university and workplace destinations using the many links available. These links have been customized for the Hamilton Region and include employment sectors that are specific to this region such as Health Care, Manufacturing and retail as well as the construction sector.

[www.careercruising.com](http://www.careercruising.com) is a tool that will be used to create an electronic **Individual Pathway Plan**. Here a student will match their skills and interests to potential careers, and create a living portfolio where ideas, goals and action plans are stored. The e-portfolio will evolve and change throughout a student's education.

## **GRADUATION CEREMONY ELIGIBILITY**

To participate in the Grade 12 Graduation Ceremony at St. Jean de Brébeuf C.S.S., it must appear likely on the 70<sup>th</sup> day of the semester that the student will qualify for an Ontario Secondary School Diploma at the end of the semester.

As well, successful achievement in the Grade 12 Religion program (or the Religion course taken in the Graduation year if this is not Grade 12) is required. **This includes participation in the Grade 12 retreat.** If a student is not achieving success due to neglect of responsibility or absenteeism, as judged by the principal, he/she shall not take part in the graduation exercises.

To qualify for a diploma, students must have the potential to successfully **earn 30 credits** (including all compulsory ones), **complete the 40 hours of Christian Service** and **pass either the OSSLT** (the Ontario Secondary School Literacy Test) **or the Ontario Literacy Course.**

## **COURSE DROP POLICY**

Choosing courses for the coming year is a process not to be taken lightly. Students must choose courses only after careful thought, consultation with counsellors and parental approval. The choices must be well-considered not only because they impact the students' achievement of academic goals, but also because of the impact on school scheduling and organization.

When students have chosen to take specific courses, a commitment has been made to follow through with these courses. This commitment is reinforced by Regulation 298, section 23 (1)(a) of the Education Act which mandates that a student "be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled". In addition, when sufficient students opt for a course, the school makes a commitment to provide a teacher, a room and the necessary materials to offer it.

In order to maintain a fair and workable system, students are expected to retain the chosen options and not assume that courses may be dropped easily. A student may attempt to change courses before the beginning of the semester and/or during the first week of the semester if **all** of the following conditions are met:

1. **Students are expected to complete 8 courses per year unless they have started the year with 23 or more credits.** A student may be exempted from this policy only if remaining in a course will be academically or emotionally detrimental, i.e. the student's academic background is insufficient or the workload (4 or more courses) is too demanding. Documentation from a medical practitioner is required in this situation.
2. A request for timetable reduction for students with 23 or more credits must meet the following criteria:
  - It will not change the student's diploma eligibility status
  - The student must **fully participate** in the course until the mid-term report
  - Eligible students may request an interview for a timetable reduction through the Guidance Department during the allotted time period following the mid-term report
  - Under exceptional circumstances, (not including excessive truancy or lack of effort) students may request a timetable reduction beyond the adjustment week **but a grade** will appear on the report.
3. No course load will be reduced without consultation with the parent, course teacher, counsellor and Administration so that the best interests of the student are addressed.

## **FINAL EXAMS**

All final exams should be written on the scheduled dates that are communicated via the Board Calendar.

**A Vacation is not a valid reason for missing a final exam.** Students who choose to be absent from school during the final exams **may** forfeit their exams and **may** receive a mark of zero for all exams missed.

Students who are **absent from school during exam days, including in-class exams, due to severe illness, must provide their Vice Principal a note from a doctor stating the nature of the**

**illness.** Exams **may** be rescheduled with proper doctor documentation and permission from the Vice Principal and Principal.

## **ACADEMIC HONESTY & PLAGIARISM POLICY & LATE/MISSED ASSIGNMENTS**

The Hamilton-Wentworth Catholic District School Board Mission Statement clearly expresses that its mission is to “...enable all learners to realize the fullness of humanity of which our Lord Jesus Christ is the model.” This will occur “...if learning takes place in an appropriate and challenging environment... which reflects Gospel values and responsible use of...resources...” and “...promotes academic excellence and clear indicators of achievement.” All students at St. Jean de Brébeuf Catholic Secondary School have a faith-strengthened obligation to practice academic honesty for it is the foundation of true learning and achievement.

Academic dishonesty, however, violates not only Gospel values but also societal values and will not be condoned or tolerated. Academic dishonesty may take many forms such as cheating on tests, plagiarism, or other fraudulent practices including the fabrication or distortion of ideas, facts, details, quotes, or source citations.

Since students at each grade level learn to improve their critical thinking and communication skills from constant assignment practice and from teacher feedback, **the staff at SJBCSS expects and requires that any process work, finished product, and presentation whether in written oral, artistic, electronic, or other form submitted by students for evaluation, must reflect their own effort, thought, and expression.** Where there is evidence to the contrary in submitted process work, finished product or presentation, students become subject to charges of plagiarism and its strict penalties.

### **WHAT IS PLAGIARISM?**

Plagiarism (Academic Dishonesty) is the act of intentionally, or unintentionally, using or passing off the words, ideas, images, sounds, or the creative expression of others as one’s own. It is to present as new and original, an idea or product derived from an existing source. Plagiarism is a form of intellectual dishonesty and is a serious academic offence. Plagiarism (Academic Dishonesty) can include intentional actions (e.g., copying and/or submitting another student’s work, using another author’s ideas as your own, copying and pasting from an electronic source without proper citation, using translation software or Internet translation sites for assignments in language course, etc.) and unintentional actions (e.g., careless paraphrasing, poor documentation, etc.).

### **Cheating**

Cheating is the violation of rules of giving, or receiving unauthorized information in academic work, so as to give or gain an unfair advantage (e.g., cheating is the unauthorized use of study aids, formulas, or information in electronic devices during tests or examinations.)

### **HOW IMPORTANT IS PROCESS WORK?**

Process work is extremely important because process leads to a product, and it is imperative that students keep and furnish their process work as proof that their finished product is not only a direct result of their own effort but is also their original work in thought and expression.

The process of researching a topic in order to arrive at a finished product – whether a report, an essay, or presentation – involves many stages: initiating an inquiry, accessing resources, gathering, evaluating, organizing, and presenting information. All these stages, however, must reflect students’



own thinking and own style of communication developed through their own diligent efforts in order to improve their academic skills.

In all subject areas, students are expected to:

- a) make no changes to the thesis and the developmental arguments, supporting evidence and sources that have been approved by the teacher without the teacher's signed authorization;
- b) maintain evidence of process work in any assigned research task, showing a clear correlation, especially in note-taking, between this process work and the finished product;
- c) adhere to all process work submission deadlines.

### **Consequences for Cheating and Plagiarism**

In the event that a student chooses to cheat or submit a plagiarized assignment for evaluation, the teacher, using professional judgement and after consultation with the Department Head and Parent, will determine which, if any, of the following consequences may be an appropriate:

- deduct marks, up to and including the full value of the assignment;
- request a meeting with the student and/or parent; or,
- request documentation to be kept by school administration.

Any discrepancies and matters dealing with final exams will be brought to the attention of the School's Administration.

It is expected that secondary school students, depending on any mitigating circumstances, are increasingly more aware of the serious nature of cheating and plagiarism. While in some instances of cheating/plagiarism a reprimand, assignment of reflection or provision of alternative assignments might be an appropriate response, there will likely be a need for greater consequences for older and more mature students.

Repeated or particularly grievous incidents of cheating and plagiarism, as determined by school administration, may result in the suspension of the student.

### **Late and Missed Assignments**

It is essential for students to learn that they are responsible for their behaviours in the classroom and the school, and for providing evidence of their achievement of the overall expectations within the time frame and the format specified by the teacher. Students must understand that there may consequences for not completing and/or submitting assignments for evaluation, and for missing performance tasks in those disciplines that require attendance and participation as an integral part of evaluation.

### **Consequences for Late and Missed Assignments**

Late and missed assignments will affect learning skills and work habits. When one or more assignments are missing, teachers will determine the percentage mark that most accurately reflects the student's most consistent and recent demonstrations of learning. A mark penalty or deduction is limited to a maximum of 10% on each assignment that is submitted after the deadline.

The teacher will use professional judgement to determine the student's most consistent level of performance based on the available evidence. This level may be adjusted to reflect the missed evaluations.

## School Letter Award

The school letter is an honour awarded to students who have contributed positively to the spirit of St. Jean de Brébeuf CSS in 3 areas: Athletics, Academics and Co-Curricular. To this end, the following criteria have been established with regard to the awarding of the school letter.

- The recipient must exemplify the standards of Catholic practice that flow from commitment to the school and his/her Christian faith.
- The student must have a total of 125 points to qualify, with a minimum of 10 points coming from each of the three areas. No more than 70 points may be accumulated from any one area.
- The recipient must have successfully completed 4 courses in Religious Studies or be enrolled in his/her fourth Religious Studies course.
- A student failing one or more credits may not count any points accumulated during that semester. Eight credits, with an appropriate number in year 4, must be taken in any one year.
- The Principal may give an award for exceptional services to the school.
- All athletic and co-curricular points must be verified by a staff member's signature. Academic points will be verified by the School Letter Award Committee.
- Whether it takes place within the school or outside the school, questionable conduct will render an applicant ineligible for the school letter award.

Students who wish to apply for the school letter award must fill out an application listing the activities in which they have participated and the years of participation.

### **Points Allocation System:**

#### A. Academic Points

- |  |           |
|--|-----------|
| 1. For achieving 90% or better in any semester ..... | 10 points |
| 2. For achieving 80% to 89.99% in any semester ..... | 7 points  |
| 3. For achieving 75% to 79.99% in any semester ..... | 5 points  |
| 4. For achieving 65% to 74.99% in any semester ..... | 3 points  |

#### B. Athletic Points

- |   |                |
|---|----------------|
| 1. A member, manager or coach of any H.I.A.C. team..... | 10 points/year |
| 2. A championship in any H.I.A.C. sport.....            | 5 points/year  |

#### C. Co-Curricular Points

- |   |                  |
|---|------------------|
| 1. Student Council/Athletic Council .....   | 10 points/year   |
| 2. Yearbook Staff : Major .....   | 10 points/year   |
| Minor .....   | 5 points/year    |
| 3. Member of Brébeuf Club/Committee (e.g. HAT, Anime, Computer, Culture of Life)..... | 5 points/year    |
| 4. Contests .....   | 3 points/contest |
| 5. Brave Ambition/Samba/SJB Odessey.....  | 10 points/year   |
| 6. Thinkfast/Christmas Baskets/Pilgrimage .....                                       | 3 points/year    |

## **ELIGIBILITY POLICY FOR CO-INSTRUCTIONAL ACTIVITIES**

Participation in co-instructional activities (teams, clubs, special events, etc.) is a privilege afforded to students whose actions demonstrate that their priority is to succeed academically.

1. A student's eligibility to participate in a co-instructional activity will be determined by his/her reporting period immediately preceding beginning of the activity. To be eligible, a student will require in the preceding reporting period, a minimum of: (Prior to dropping of any course)

Category 1      An average\* of 50, with no failures

Category 2      An average\* of 55, with 1 failure

Category 3      An average\* of 60, with 2 failures

\*For this policy only, in calculating the average, any mark below 40 will be assigned a minimum value of 40 marks. (Except as noted below).

There are 4 reporting periods per year; one at each mid-term and one at the end of each semester. A student's average in June (including summer school if applicable – see below) will determine his/her eligibility for the fall sports.

Age eligibility for athletic clubs/teams is defined as follows:

- Senior** – the individual birth certificate indicates that he/she has not yet reached his/her 19<sup>th</sup> birthday by December 31<sup>st</sup> prior to the start of the school year in which the competition is held.
- Junior** – he/she has not yet reached his/her 15<sup>th</sup> birthday by December 31<sup>st</sup> prior to the start of the school year in which the competition is held.
- Novice** – he/she has not yet reached his/her 14<sup>th</sup> birthday by December 31<sup>st</sup> prior to the start of the school year in which the competition is held.

2. Marks from all day courses will be used for the above calculations(s). Night school and summer school marks may be used in above calculations(s).
3. An ineligible student may not play with, practise with or participate on a team or in a club.
4. Any student not meeting the minimum academic eligibility required remains ineligible until the next reporting period.
5. Team or club members may be removed from the team at any time by the administration for disciplinary purposes.
6. a) A student who is absent for the day or any part of the day on which a co-instructional event/meeting/practice is to take place, may not participate. Full participation in all classroom activities for that day is expected.  
b) Regarding the absence noted above, the student may appeal to a Vice Principal or Principal in extenuating circumstances.  
c) The 5 year eligibility rule will be applied.

### **Accident Insurance Coverage**

The Hamilton-Wentworth Catholic District School Board does **not** provide accident insurance coverage for student injuries that occur on school premises or during school activities. Some injuries incur medical, dental or other expenses that are not covered by provincial healthcare or employer group plans. As a parent or guardian, you become responsible for these expenses.

We do make available the insuremykids® Protection Plan for students exclusively through Reliable Life Insurance Company. Participation in such a programme is voluntary and the costs are to be paid by the parent or guardian.

This program offers a variety of plans and benefits at affordable prices. Benefits included are:

- Dental expenses (resulting from an accident)
- Total and permanent disability
- Paralysis/loss of use
- Special disability benefits
- Death benefits
- Eye glasses repair/replacement due to accident

Purchasing Student Accident Insurance is strongly recommended especially if your child participates in athletic or other co-curricular activities on or off school property. All rates are one-time annual premiums. Numerous plans are available to fit any family's budget. Family rates for 3 or more children are offered. Purchase online in the first month of the school year and save further with the 3-Year and 5-Year plans. The insurance agreement is between you and Reliable Life Insurance Company. To subscribe, apply 24/7 directly online at: [www.insuremykids.com](http://www.insuremykids.com)

If you have any questions please visit the "Frequently Asked Questions" page at the above website or contact Reliable Life Insurance Company direct toll free at: **1-800-463-KIDS (5437)**.

### **SPECTATORS' CODE OF CONDUCT**

High school sports offer many benefits for its participants, both players and team supporters. It enhances the morale of a school community and increases school spirit. Fans are most welcome at athletic events. Fans only have a positive role to play, and are expected to follow these guidelines to contribute to their teams, to the athletes, and their school. Failure to do so may result in their removal from that game and future events by an adult in a position of authority (coach, teacher, administrator or convenor). The site convenor has the authority to deal with infractions as he/she deems appropriate.

1. Fan support should be positive and reflect Christian ideals.
2. Obscenities, derogatory comments or offensive behaviour will not be tolerated.
3. Taunting of players, officials, or opponents is not acceptable.
4. Loud-hailers or similar noise magnifiers are not permitted.
5. Fans must stay off the playing surface before, during, and after games except for authorized cheerleaders.
6. Provocative signs are not permitted at games
7. Damage to any game facility will result in permanent banning from further games.
8. Any fights or provocation will result in permanent banning from further games.
9. Fans must heed the instructions of school supervisors at all times.
10. Consumption and/or possession of alcohol and/or any illegal substance is strictly prohibited.

## PERSONAL AND SCHOOL PROPERTY

### STEWARDSHIP

Every member of the St. Jean de Brébeuf Catholic Secondary School Community has the right to learn and work in a clean and safe facility. Everyone shares in this responsibility. Each community member is expected to care for and protect personal property. There is also a legal, moral and civic duty to ensure that no theft or damage occurs to the property of others. Any individual loss is a community loss.

### LOCKERS

Lockers are provided for students. Students must keep them safely locked. Lock combinations are not to be divulged to anyone under any circumstances. The school can take no responsibility for break-ins or loss of any items left in lockers. **Students are to use only the locker assigned to them. They are required to purchase and use a school issued combination lock only.** Trading lockers or defacing them will not be tolerated. Any student found using a locker that is not registered with the office will, at the discretion of administration, have the lock cut off. Since lockers are provided, bags and knapsacks are not allowed in classrooms other than the gyms.

Lockers are school property. Any items posted on the inside of a school locker must be removable. Furthermore, they must respect the values and ethics of our Catholic Christian Community. Anything that in any way projects racism, sexism, violence or any other unacceptable lifestyle will not be tolerated. Needed repairs or accidental damage should be reported to the office promptly. Lockers are school property and are subject to inspection.

### THEFT

Security is an individual right and responsibility. Theft is a serious breach of this right. Any known theft must be reported by anyone who has any knowledge of it. If property is stolen, every member of the school community is a victim. Theft will be dealt with through restitution, parental involvement, suspension and/or police intervention.

### VANDALISM

Vandalism of personal or school property, both senseless and malicious, is financially damaging and destructive to the spirit of our Catholic community. Any such acts, from littering to graffiti to willful destruction of property, will be dealt with severely.

## **ONTARIO SAFE SCHOOLS CODE OF CONDUCT**

**On February 1, 2008, Bill 212: The Education Amendment Act (Progressive Discipline and School Safety) came into effect. This means the “safe schools” provisions of the Education Act have been changed.**

Some, but not all, of the new legislative changes include:

- Greater emphasis on “progressive discipline” and considerations of “mitigating and other factors” in determining discipline;
- Replacing the existing mandatory suspensions and expulsions with a more discretionary model;
- Requiring the Board to provide programs for suspended (over 5 days) and expelled students;
- Provision of schoolwork for suspended students;
- Allowing Principals to discipline a student for off-site misconduct that impacts on school climate.

Our goal is to enable all students to achieve high levels of success while engaging in positive behaviours. However, from time to time, student discipline is required. A school is a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. 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-biding citizens and to be accountable for actions that put at risk the safety of others and oneself.

The Ontario Code of Conduct sets clear provincial standards of behaviour. It specifies possible consequences for student actions that do not comply with these standards. The Provincial standards of behaviour apply not only to students, but also to all individuals involved in the publicly funded school system – parents or guardians, volunteers, teachers, and other staff members – whether they are on school property, on school buses or at school-authorized events or activities. Students may also be held accountable, by the school, for behaviour that takes place outside of school should such behaviour be deemed to impact on the school climate.

### **Guiding Principles**

All participants involved in the publicly funded school system – students, parents or guardians, volunteers, teachers and other staff members – are included in the Code of Conduct whether they are on school property, on school buses or at school – authorized events or activities. All members of the school community are to be treated with respect and dignity, especially persons in positions of authority.

Responsible citizenship involves appropriate participation in the civic life of the school community. 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 the school community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others. The possession, use or threatened use of any object to injure another person endangers the safety of oneself and others.

## **H.W.C.D.S.B. CODE OF STUDENT CONDUCT AND DISCIPLINE**

**While the information contained in this SJB CSS Agenda Book (2022/23) regarding this policy is extensive, for the Board's full policy, refer to: <https://www.hwcdsb.ca/board/policies/?fileID=440438>**

It is incumbent upon the Hamilton-Wentworth Catholic District School Board to provide and maintain an environment that is safe and secure for all members of the school community. While the majority of students are well behaved and responsible, some students occasionally have difficulty adhering to school guidelines and rules. Schools should not and cannot tolerate behaviour that threatens the rights and well-being of individual groups. In an effort to promote the safety and security of its school community, the Hamilton-Wentworth Catholic District School Board ascribes to a non-tolerance code of student conduct. This means that there is a non-acceptance of all behaviours that are in opposition to established rules of acceptable conduct.

This approach to misconduct especially addresses behaviours that are so refractory in nature that they are considered to compromise the safety, integrity and well being of the inclusive school community.

**Such behaviours include but are not limited to the following:**

- Uttering a threat to inflict serious bodily harm on another person;\*
- Possessing alcohol or illegal drugs and/or use thereof;\*
- Being under the influence of alcohol/drugs or other hazardous substances;\*
- 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 student's school or to property located on the premises of the student's school;\*
- Bullying;
- 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 drugs;\*
- Committing robbery;\*
- Giving alcohol to a minor;\*
- An act considered by the Principal to be (significantly) injurious to the moral tone of the school and/or to the physical or mental well-being of others;
- A pattern of behaviour that is so inappropriate that the student's continued presence is adjudged to be injurious to the effective learning and/or working environment of others; Activities engaged in by the student on or off school property that cause the student'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;
- Any act considered by the Principal to be contrary to the Board or School Code of Conduct which includes, but is not limited to:
  - hate-motivated violence\*
  - gang – related activities\*
  - criminal harassment\*
  - extortion\*
  - supply, sale, distribution or trafficking of alcohol or legal drugs\*
  - persistent truancy
  - profane or improper language
  - habitual neglect of duty

- persistent opposition to authority
- wilful destruction of school property

**\*Activities that also necessitate police involvement.**

Where any of the aforementioned behaviours are present, serious consideration will be given to administering a suspension and/or recommending an expulsion.

## **DISCIPLINE**

Discipline must recognize the inherent dignity and rights of each individual. When disciplining, actions must be taken that are in accordance with each individual's best interest while also considering the welfare of the school community.

Discipline must take into account relevant situational circumstances, including mitigating and other factors, as outlined in the Board's Student Discipline Procedures. It should, where possible, have relevance to the unacceptable behaviour and serve as a learning opportunity for the student. In an effort to fulfil these objectives the Hamilton-Wentworth Catholic District School Board ascribes to the practice of progressive discipline which utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviours and build upon strategies that promote positive behaviours.

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

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, for others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others.

## **REPORTING OF VIOLENT INCIDENTS**

As per the Ministry of Education Training Violence Free Schools Policy it is the obligation of the school administrators to properly record incidents of a serious violent nature and to report them to both the local authorities (Police and/or Children's Aid Society) and to the Ministry of Education.

## **FREEDOM OF INFORMATION AND PUBLIC HEALTH**

In keeping with the Health Promotion and Protection Act, the Social and Public Health Services Division has a mandate to provide health promotion and disease prevention services to the citizens of this community. Public Health staff collaborate with the community to address health issues for children and their families in their neighbourhoods. This includes service within the schools. The school-based service may include one-on-one counselling, education for children and/or their parents about health concerns. In the course of providing this service, information may be collected and recorded by Public Health staff. This information remains confidential in keeping with the Municipal Freedom of information and Protection of Privacy Act. If you would like further information about the records of Public Health service, please contact the Social and Public Health Department Services Division at 546-3550.



## **HEALTHY SCHOOLS**

Hamilton Public Health Services has a website for Healthy Schools. For further information visit:  
[www.hamilton.ca/healthyschools](http://www.hamilton.ca/healthyschools) Email: [healthyschools@hamilton.ca](mailto:healthyschools@hamilton.ca)

The Hamilton Wentworth Catholic District School Board has a Food and Beverage Policy which is reviewed on a regular basis. This policy is available at:  
<https://www.hwcdsb.ca/board/policies/?fileID=454691>

## **SMOKE-FREE ONTARIO ACT, 2006**

### **What does the Smoke-Free Ontario Act mean to me?**

- It is against the law to sell or supply tobacco products (even one cigarette) to anyone under the age of 19.

### **What happens if I sell or give cigarettes (even one) to a person under the age of 19?**

- You will be charged and given a **\$365** ticket or be issued a summons to appear in court. The maximum fine for supplying someone under the age of 19 with tobacco products is **\$4,000**.

### **How does the Smoke-Free Ontario Act affect my School?**

- Smoking or holding lighted tobacco is not allowed by anyone (staff, students, parents or visitors) in school buildings or on school property at any time.
- Smoking or holding lighted tobacco is not allowed in any vehicles on school property.
- Supplying cigarettes to anyone under the age of 19, on or off school property, is against the law.

### **What happens if I smoke on school property?**

- If you are 16 or older, you will be charged by a Tobacco Enforcement Officer and given a **\$305** ticket or issued a summons to appear in court. The maximum fine for a first offence is a severe, hefty **\$1,000**. The maximum fine for a second offence is **\$5,000**.
- If you are under the age of 16, a summons will be issued to you and your parent(s)/guardian to appear in court.

### **Can I be charged for just holding a friend's cigarette and not actually smoking?**

- Yes, you will be charged if you are holding a lit cigarette on school property.

### **Who can I call if I have questions?**

You can reach a Tobacco Enforcement Officer at the Social and Public Health services office 905 540-5566.

## BULLYING

### What is bullying?

**Bullying is a form of aggressive behaviour which involves the deliberate use of power to repeatedly hurt or intimidate another person.**

### Bullying may be:

- Physical - hitting, kicking, punching, inappropriate sexual touching;
- Verbal - name-calling, teasing, threatening;
- Social - excluding someone from a group on purpose, spreading malicious gossip or rumours;
- Online - using the internet, social media, or e-mail to ridicule, spread rumours, threaten.

### Why be concerned about bullying? Bullying must be stopped because:

- Being bullied hurts both physically and emotionally;
- Victims of bullying may suffer depression, fear, humiliation, isolation and self-hatred;
- Bullying behaviour may indicate other serious adjustment problems;
- Bullying incidents may involve ganging up on one individual and may lead to the use of weapons to exact power;
- A bully may grow up to be an abusive adult.

### Who is involved in bullying behaviour?

- **Bully** – a bully is an individual who deliberately tries to exclude, hurt, tease or threaten another person on a repeated basis.
- **Victim** – a victim is someone who is repeatedly excluded, hurt, teased or threatened by another person or persons.
- **Bystander** – a bystander is a person who witnesses bullying behaviour and chooses not to come to the assistance of the victim.
- **Ally** – an ally is a person who observes bullying behaviour and intervenes directly on behalf of the victim or gets help from an adult.

### What should you do if you are being bullied?

Bullying doesn't stop when victims are left to deal with the problem by themselves. Bullying often happens while other people watch, but most bystanders don't help the victim. If you are being bullied, tell an adult you can trust. Tell your parents or the Principal or Vice-Principal at your school. Go to your teacher or Guidance Counsellor.

### Be sure to clearly describe:

- Exactly what happened;
- When and how often it has happened;
- Where the incident(s) took place;
- Who was involved;
- Who else observed it happen;
- What action you have already taken

If you are afraid to tell an adult at school or at home that you are being bullied, try calling the:

**Kids Help Phone (24 Hour Help Line) 1-800-668-6868**

## YOUTH MENTAL HEALTH

**1 in 5 youth struggles with mental health problems.**

### **What is Mental Health?**

Mental health is having a balance in life.

Mental health problems often begin in childhood.

Early treatment may help prevent life-long mental illnesses.

## **FIVE WAYS TO WELLBEING**



**INTRODUCE THESE FIVE SIMPLE STRATEGIES INTO YOUR LIFE AND YOU WILL FEEL THE BENEFITS.**

 **Mental Health Foundation**  
mauri tu, mauri ora OF NEW ZEALAND  
[www.mentalhealth.org.nz](http://www.mentalhealth.org.nz)

### **Helpful Websites**

[www.kidsmentalhealth.ca](http://www.kidsmentalhealth.ca)

[www.mindyourmind.ca](http://www.mindyourmind.ca)

[www.ay.on.ca](http://www.ay.on.ca)

[www.kidshelpphone.ca](http://www.kidshelpphone.ca)

[www.youthnethamilton.ca](http://www.youthnethamilton.ca)

[www.contacthamilton.ca](http://www.contacthamilton.ca)

[www.coasthamilton.ca](http://www.coasthamilton.ca)

### **Where to Get Help**

Contact Hamilton-access to children and youth mental health services 905-570-8888

Alternative for Youth- drug, alcohol & tobacco related services for youth ages 13-22 and their families 905-527-4469

Schizophrenia Society of Ontario, Family Support 905-777-9921



## INCLEMENT WEATHER - SCHOOL CLOSURE

In the event that schools are closed or buses are cancelled due to extreme weather conditions, it is the responsibility of the students to inform themselves. Details will be announced by the following Hamilton area television and radio stations.

### Television Station:

CH-TV Morning Live (Newscast starts at 6:00 a.m.)

### Radio Stations:

- |            |                  |
|------------|------------------|
| - 820 CHAM | - Y108 FM        |
| -1150 CKOC | - 1150 AM        |
| - 900 CHML | - K-LITE102.9 FM |
|            | - KX 94.7 FM     |

If buses are cancelled or schools closed, this announcement will be made by local radio stations by 7:00 a.m., whenever possible. If schools close early, announcements will also be made on the local radio stations. In addition, each school will initiate its procedures for notifying parents of early closures during periods of inclement weather.

Information for parents/guardians:

- In the event of impending severe weather conditions, parents should consider the safety of their children in deciding whether or not to send them to school.
- Parents should stay tuned to the Hamilton area television and radio stations for weather reports and School Board announcements.
- Parents who in spite of bus cancellations and who drive their children to school, should ensure that their children can get into the school, and they will be required to make the necessary arrangements for the safe return home of their children at the end of the day or in the event of an early closure. Buses that do not run in the morning will not run for the rest of the day.

Phone calls to the school during severe weather conditions are to be made only in *the case of extreme emergency*.

Parents shall be requested to provide the school with the name and telephone number of a neighbour alternate (someone who lives in close proximity to the home) who would be willing to act on their behalf in the event that they cannot be reached.

## ST. JEAN DE BRÉBEUF COMMUNITY HELP DIRECTORY

### **Crisis**

Assaulted Women's Helpline .....	1-866-863-0511
Catholic Children's Aid Society .....	905-525-2012
After Hours .....	905-522-8053
Children's Aid Society .....	905-522-1121
After Hours .....	905-522-8053
C.O.A.S.T. (Crisis Outreach & Support Team) Crisis Line .....	905-972-8338
Distress Centre .....	905-525-8611
Kids Help Phone .....	1-800-668-6868
St. Joseph's (Emergency Psychiatry) .....	905-522-1155 ext. 33243
Sexual Assault Centre (Crisis Line) .....	905-525-4162
Suicide Prevention Crisis Line .....	905-522-1477
Victim Services .....	905-546-4904

### **Counselling**

AL-A-TEEN (Help for Children of Alcoholics) .....	905-522-1733
Alliance for Sexual Abuse Programs .....	905-523-1020
Alternatives for Youth (Drug & Alcohol) .....	905-527-4469
Banyan Community Services .....	905-545-0133
Bereaved Families of Ontario .....	905-318-0070
Birthright (pregnant teenagers) .....	905-527-3677
Catholic Family Services .....	905-527-3823
Chedoke Child and Family .....	905-521-2100 ext. 77067
Child and Adolescent Services .....	905-546-2424 ext. 3678
Contact Hamilton .....	905-570-8888
East Region Mental Health Service .....	905-522-1155
Grace Haven (pregnant teenagers) .....	905-522-7336
Ontario Works (Welfare) .....	905-546-4800
St. Martin's Manor (pregnant teenagers) Daytime .....	905-575-7500 ext. 311
After Hours .....	905-575-7500 ext. 313
St. Matthew's House (community support) .....	905-523-5546
S.W.I.S. (Settlement Workers in Schools) .....	905-540-9679
Youth Employment Centre .....	905-522-4902

### **Crisis Accommodation**

Brennan House (male & female) .....	905-577-1166
Good Shepherd Centre (male) .....	905-528-9109
Inasmuch House (abused women and their children) .....	905-529-8600
Interval House (abused women and their children) .....	905-387-8881
Martha House (abused women and their children) .....	905-523-6277
Native Women's Centre (abused women and their children) .....	905-664-1114
Notre Dame House (Youth drop-in and hostel) .....	905-308-8090

### **Health Services**

McMaster Children's Hospital, Chedoke Hospital, Hamilton General Hospital, Juravinski Hospital .....	905-521-2100
St. Joseph Hospital .....	905-522-4941
North Hamilton Community Health Centre (teen clinic) .....	905-523-6611

## **Catholic School Graduate Expectations**

(Vision of the Learner, prepared by the Institute for Catholic Education)

The Graduate is Expected to be:

### **1. A discerning believer**

formed in the Catholic Faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.

*In a society marked by personality cults, we are called to bear witness to Jesus Christ, our Saviour and Lord, and to reverence Him in the poor, the lowly, and the marginalized.*

### **2. An effective communicator**

who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values.

*In a culture where communication is increasingly commercialized, we are invited to prayer and to worship.*

### **3. A reflective, creative and holistic thinker**

who solves problems and makes responsible decisions with an informed moral conscience for the common good.

*In an age which seems more fearful of the future, we are directed to give an account of the hope that is within us. (1 Peter 3, 15)*

### **4. A self-directed, responsible, lifelong learner**

who develops and demonstrates their God-given potential.

*In a time, which often seems to be without goals or enabling aspirations, we are challenged to declare ours and to dedicate our lives to their achievement.*

### **5. A collaborative contributor**

who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.

*In a world which ignores the human thirst for God, we are called to share the living waters of our faith.*

### **6. A caring family member**

who attends to family, school, parish, and the wider community.

*In a time when there is little reverence for the image of God in the human person, we are summoned to care for human life with an ultimate respect.*

### **7. A responsible citizen**

who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

*In a world marked by poverty, oppression and war, we are commanded to work for justice and peace.*



*For safety and efficiency reasons, the Hamilton Wentworth Catholic District School Board would like to reduce the amount of Cash & Checks coming into our school. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Please follow these step-by-step instructions, so you will begin to receive email notifications regarding upcoming events involving your child(ren).*

### **Step 1: Register**

a) If you have not registered, please go to the *School Cash Online* home page <https://hwcdsb.schoolcashonline.com/> and select the **"Get Started Today"** option.

b) Complete each of the three Registration Steps

\*For Security Reasons your password, requires **8 characters**, **one uppercase** letter, **one lowercase** letter and a **number**.

### **Step 2: Confirmation Email**

A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account.

The confirmation link will open the School Cash Online site prompting you to sign into your account. Use your email address and password just created with your account.

### **Step 3: Find Student**

**Note: Student Number is Not Required**

*This step will connect your children to your account.*

a) Enter the School Board Name

b) Enter the School Name

c) Enter Your Child's Name & Birth Date

d) Select **Continue**

e) On the next page confirm that you are related to the child, check in the Agree box and select **Continue**

f) Your child has been added to your account