



## **STUDENT HANDBOOK 2023 – 2024**

### **JOHN CABOT CATHOLIC SECONDARY SCHOOL**

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Vice-Principal: **M. Cutrara**

Chaplaincy Team Leader: **C. Esvelt**

Head Secretary: **D. Giansante**

Trustees: **S. Pascucci & M. Pascucci**

Superintendent of Schools: **D. Belchior, Mississauga East**

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## STAFF MISSION STATEMENT

We at John Cabot Catholic Secondary School aim to provide a safe, nurturing, and motivating environment for students to grow and develop to their fullest potential. By modeling Christian values in their daily interactions, staff will provide students with the necessary leadership to develop appropriate social skills, self-advocacy skills, and study skills to promote and sustain life-long learning. Staff will provide students with direction and focus and will assist in instilling values and goal setting.

## SCHOOL NAME, MOTTO & LOGO

In 1497, King Henry VII of England commissioned Giovanni Caboto (later to be called John Cabot), an Italian sailor, to sail west and claim new lands for England. The voyage led to an unexpected new land - not the Far East, but the eastern coast of an immense continent. Giovanni Caboto would go down in history as John Cabot, the explorer who claimed the New Found Land for a British King. John Cabot sailed on the *Matthew*, a classic 15<sup>th</sup> century caravelle. The 500<sup>th</sup> anniversary of this landing was celebrated in 1997. The trustees of the Dufferin-Peel Roman Catholic S.S. Board recognized the achievements of John Cabot by naming this Catholic school in his honour. The power of John Cabot's vision and his ability to lead and collaborate with others are characteristics that also guide our community on our own voyage of discovery. With the teachings of our model teacher, Jesus Christ, as our guide, this voyage is one of excitement and adventure.

## SCHOOL MOTTO - *Faith, Hope & Charity*

**Faith** - Persons who live the Gospel value of *faith* accept the teachings of Jesus as transmitted by the Church and embrace a relationship with Him in their daily lives and an openness to the faith experience of others.

**Hope** - Persons who live the Gospel value of *hope* have a strong sense of purpose, mission, and a personal conviction based on faith and evidenced in a positive, religious and optimistic attitude to life and reality.

**Charity** - Persons who live the Gospel value of *charity* possess a love for God, others and self which is evidenced in personal prayer, sincere care and concern for themselves, each other and for all those they serve.

## ATHLETIC NAME & LOGO - THE COLTS

Our students chose the *Colt* as our athletic name and symbol. The life of the Colt parallels our youth of today. It is vibrant and young with a great deal of energy and strength. When guided in the right direction, this energy can produce wonderful results. The Colt has a strong spirit and displays teamwork, leadership and courage - values to which Christians are deeply committed.

## SPIRITUAL DIMENSIONS

The Spiritual dimension of our school is evident in all of our programs and activities. It can be seen through our retreats, liturgies, Christian Service Projects and celebrations, as well as in daily attitudes and actions. Specifically:

1. Students take a course in Theology each year to ensure solidarity with church teaching. There are class liturgies, prayer experiences and class reflections to supplement this teaching.
2. Each year students will participate in a retreat or faith development experience. This provides time to listen, reflect, share and pray with peers.
3. The celebration of the Eucharist as a school community occurs at important points in the church and school calendar.
4. In addition to a morning reflection, each class begins with a reflection or a prayer to provide a unique opportunity for students and staff to gather their thoughts in a common purpose.
5. Students have the opportunity to receive the sacrament of Reconciliation during Advent and Lent when the Church calls us to be aware of our need for God's forgiving love.
6. We consciously try to live each day in accordance with Gospel values. This can be seen in our attitudes towards one another and in the ways we reach out to the community beyond our school.
7. The school chapel is dedicated to Saint Kateri Tekakwitha, the Lily of the Mohawks who, in the 1600's, dedicated her life to teaching prayers to children and helping the sick and aged until illness claimed her life at an early age. The Chapel is designated as a quiet place for prayer and reflection.

## CHAPLAINCY TEAM LEADER

The role of the Chaplaincy Team Leader is to call members of the community to live their faith on a day-to-day basis through prayer and worship, through observation of the seasons and holy days of the Church calendar and through service to others. The Chaplaincy Team Leader also provides spiritual direction and pastoral care. Students and staff are encouraged to visit the Chaplaincy Team Leader in her office for pastoral counselling. In addition, the Chaplaincy Team Leader co-ordinates the Retreat Program and serves as a link to the local parishes and the Archdiocese and Catholic School Council.

<b>2022- 2023 SCHOOL SCHEDULE</b>
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<b>Warning Bell:</b>	<b>8:12 am</b>
<b>Period 1/Homeroom:</b>	<b>8:17 am – 9:35 am</b>
<b>Period 2:</b>	<b>9:40 am – 10:55 am</b>
<b>Period 3AB:</b>	<b>11:00 am – 12:15 pm</b>
<b>Lunch 3C:</b>	<b>12:20 pm – 1:00 pm</b>
<b>Period 3BC:</b>	<b>11:45 am – 1:00 pm</b>
<b>Lunch 3A:</b>	<b>11:00 am – 11:40 am</b>
<b>Period 4:</b>	<b>1:05 pm – 2:20 pm</b>

Please note that alternate schedules may occur at various times during the school year, for the purpose of accommodating special events such as Mass, Grade Level or School Wide Presentations, Exam Review Day, etc.

These special schedules will be communicated to staff and students, in advance of the date of the event.

## ATTENDANCE PROCEDURES

Regular attendance is an important component of the process of learning and of the evaluation of student achievement. When the process and content of learning are disrupted by irregular attendance, a student's knowledge, skills, and achievement may not be fully assessed.

To encourage regular attendance, teachers apply Progressive Discipline practices, including, but not limited to, the strategies of student conferencing, assignment of consequences, contact with parent/guardian, referral to Support Staff and/or Vice Principal, etc.

### **Daily Attendance**

1. If a student will be late or absent for class/school, a parent or guardian is expected to use the SafeArrival system. Parents will be able to report daily or future absences in one of three ways: **Web:** Through the SafeArrival website at [go.schoolmessenger.ca](http://go.schoolmessenger.ca), **App:** School Messenger app, or by **Phone:** toll-free number 1-844-435-3440
2. If your child's absence or lates are not reported in advance you will now receive an early notification through the SafeArrival system, if your child has an unexplained absence from period 1. Notification will also occur, as it does now, in the evening of the day that has an unexplained absence or lates.
3. Abiding by these timelines allows the absence to be verified and documented to avoid student consequence.
4. If the absence is received **prior to 1:00 pm** on the date of the absence, then the student may return to school the following day and report directly to homeroom.
5. If an absence is not received by the timelines stated above, then a student must report to the attendance office with verification (e.g. note), and sign in prior to reporting to homeroom.
6. Any absence without appropriate parental verification will be considered truant.
7. If an absence exceeds one day, the parent/guardian is asked to please keep in **daily contact** with the school regarding length of the absence.
8. Students who, with their parents/guardians, choose to go on vacation during the school year must inform the appropriate Vice Principal, and complete the appropriate Extended Absence Form in advance. Please note that students absent from school for an extended period of time may put their academic success at risk.
9. Students who are habitually truant and/or late will be referred to Administration for Progressive Discipline and/or other intervention/support strategies.

## **Student Sign-outs**

It is strongly encouraged that every effort be made to schedule appointments outside of school hours. Students who must leave at some point during the school day are required to obtain a slip before 8:10 a.m. from the Attendance Office. Every effort is made to minimize classroom disruptions. For this reason, students who must leave at some point during the school day are required to have a parent/guardian report the time of departure to attendance via school messenger or phone call. Students must sign out at the Attendance Office prior to leaving the school.

If a student becomes ill during the school day, then they will proceed to Attendance and must request to contact a parent or guardian through the Attendance Secretary. If a student leaves school during their lunch period and does not return due to illness or due to parent direction, for the safety of the student, please contact the school immediately.

**All students are required to sign out if they are leaving the school for any reason and sign in when they return.**

**Lates** - Students are expected to be on time for all classes. **Students who arrive after 8:45am, during period 1, are required to sign in at the Attendance Office.** Students who arrive late to any other class will be admitted directly to class, but Progressive Discipline may be assigned as per the items below:

1 <sup>st</sup> - 2 <sup>nd</sup> late	Teacher conferences with student, reviews expectations, documents event, and gives warning.
3 <sup>rd</sup> – 4 <sup>th</sup> late	Teacher assigns consequence calls home to inform parent/guardian, and documents.
5 <sup>th</sup> late	Teacher refers to Vice Principal & VP consequences.
6 <sup>th</sup> late	Referral to VP; consequence may include Send Home, in-school withdrawal, conferencing with support staff, suspension etc.

## **Truancy**

- |                      |  |
|----------------------|--|
| 1 <sup>st</sup> Skip | Teacher conferences with student, reviews expectations, calls home, assigns a consequence and documents.   |
| 2 <sup>nd</sup> Skip | Teacher informs student that on the next skip a referral to VP will be made, assigns a consequences and documents.   |
| 3 <sup>rd</sup> Skip | Referral to VP; Consequences & Parents/Guardians informed. Persistent skips may result in suspension, in-school withdrawal, meeting with parents/guardian, support staff, etc. |

## **Attendance at Formal Exams and Culminating Activities**

Schedules for Formal Examination and Final Culminating Activities are communicated to students well in advance. As a result, if a student is unable to complete either a final examination or a culminating activity, a medical note will be required to be submitted to the appropriate Vice Principal, or a mark of zero may be assigned.

In accordance with our Board's Assessment & Evaluation Policy, if a final examination is missed due to vacation, then a mark of zero will be assigned.

In the event of an extended absence, or absence during the final evaluation period, consultation with the appropriate Vice Principal is required.

## **Adult Students**

According to the Municipal Freedom of Information & Protection of Privacy Act and the requirements of the Education Act, when students reach eighteen years of age, they have access to all the rights and responsibilities of an adult. Should the adult student wish, the administration and staff of John Cabot Catholic S.S. will communicate only with the student in all school related matters including academic progress and discipline. In addition, information pertaining to the adult student may not be released to anyone else, including parents or guardians without permission to do so. The school requests that when a student reaches the age of eighteen, the student and parents complete an Adult Student Agreement available from the Attendance Office to indicate the student's desired lines of communication. It should be noted that even when a student reaches the age of eighteen, the student continues to be subject to all of the policies and expectations of John Cabot Catholic S.S. This includes but is not limited to matters related to attendance, behaviour, academics and the school uniform.

# **UNIFORM POLICY**

***The John Cabot Catholic District School Board Uniform Policy has been developed within the guidelines of the General Administration Procedures for our Schools of the Dufferin-Peel Catholic District School Board (G.A.P. 504.00) and Creating Equitable Dress Codes in Schools. School uniform items, as outlined in the school's uniform policy, must be purchased from the board approved supplier, which is R.J. McCarthy Ltd.***

By choosing to attend John Cabot Catholic Secondary School, students and their parents/guardians have made a commitment to comply with the school uniform policy. In addition, students and their parents/guardians have made a commitment to maintaining standards which reflect our Catholic values including wearing the school uniform with modesty and respect. The wearing of a school uniform contributes to the creation of learning environments that are safe, welcoming, and inclusive while allowing for individual expression of identity, socio-cultural norms, and economic factors that are important to student's wellbeing and health.

Students are required to wear our school uniform throughout the school year, including examination days. Students failing to conform to the uniform expectations are asked to meet with their school administrator prior to the commencement of the school day to arrange alternative options which may include:

- a) An opportunity for the student to change into a uniform on loan provided by the school for the day.
- b) An opportunity for the student to call a family member to bring their uniform or if time permits not to lose instructional class time for the student to go home and return in full uniform.
- c) Administration granting a temporary uniform exemption for the day due to an extenuating circumstance.
- d) Administration granting a temporary uniform exemption because of a circumstance that may impact wearing the uniform for an extended period (request for a medical note may be required in some circumstances).

Students are to be in full uniform every day during the school day, in all areas of the school (i.e., hallways, cafeteria, library, classrooms). There will be no changing into other attire during the school day unless required for instructional reasons as directed by the classroom teacher.

Coats and jackets are not to be worn in the building during the day and should be placed in lockers. The only exception would be when students are entering or leaving the building. Baseball hats and non-religious or non-cultural headwear are not to be worn during the school day.

### **School Day Uniform for All Students**

1. John Cabot uniform consists of the black Cabot logo hoodie, black Cabot logo golf shirt, black Cabot logo pant, and any all black, enclosed shoes (no slippers or sandals).
2. The hoodie may be worn with or without the Cabot logo golf shirt. A t-shirt is permitted under the hoodie and is optional.
3. Cabot's former green uniform sweaters are no longer acceptable and have been phased out.

### **Physical Education Uniforms**

Students in Physical Education classes are expected to be in full physical education uniform for every Health and Physical Education class.

The physical education uniform consists of:

- (i) the John Cabot Physical Education T-Shirt (students may wear a long sleeve t-shirt underneath);
- (ii) John Cabot Physical Education shorts or sweatpants. Students not wearing these items should make arrangements with their administrator so they may participate without disruption in Health and Physical Education class. Students in Grade 11 and 12 Body Alive Courses are permitted to wear comfortable workout pants (e.g., yoga pant) for these classes, along with the John Cabot Physical Education T-shirt. All components of the Physical Education Uniform are available for purchase through our uniform supplier R.J. McCarthy.

### **Uniforms on School Trips**

Field trips are part of the delivery of curriculum at John Cabot Catholic Secondary School. As a result, while on field trips, as ambassadors of our school, students are expected to conduct themselves accordingly, while wearing school uniform. However, at times, given the nature of the activities planned for a field trip, if alternative dress is approved by administration, then the supervising teacher will inform students accordingly.

THE CODE OF BEHAVIOUR AND DISCIPLINE AND THE SCHOOL'S UNIFORM POLICY CONTINUE TO BE IN EFFECT WHILE STUDENTS ARE INVOLVED IN ANY SCHOOL-RELATED TRIP. THE BOARD REQUIRES SIGNED PARENTAL PERMISSION FORMS FOR ANY TRIP, AND ALL STUDENTS MUST PROVIDE ONE BEFORE THEY CAN BE INCLUDED ON THE TRIP.



## SCHOOL EXPECTATIONS

**Accidents** – The Main Office will be alerted in the event of a student accident, and parent/guardian will then be informed. It is therefore important that current home, work and emergency contact phone numbers be on file in the Main Office. Please communicate any **change to a student's personal data – including registration information, address, telephone numbers or medical concerns – as soon as possible, by calling (905) 279-1554 ext. 30040 or by sending an email to [johncabotinfo@dpcdsb.org](mailto:johncabotinfo@dpcdsb.org).**

**Bicycles** – While bike racks are provided, the school is not liable for any loss or damage.

**Cafeteria** – While in the cafeteria, students are to observe the following rules:

1. Students will be in full uniform; coats, jackets or any other items, which do not conform to the Uniform Policy, will not be permitted.
2. Students will clear any table they use and put trash in receptacles provided. Cleanliness is everyone's responsibility.
3. Students are to have food and drinks only in the cafeteria.
4. Students are strongly discouraged from loitering in hallways during the lunch period in order to avoid the disruption of ongoing classes.
5. However, students may need to report to the office, library or other staff workroom areas during the lunch periods. If so, they are asked to indicate where they are going to a teacher on supervision in the cafeteria, and then proceed to the designated area in a quiet and orderly fashion.
6. Students are discouraged from being at lockers during their lunch period.
7. Students who have been assigned a spare are to be in the cafeteria, library or outside, or supervised by a staff member.

**Personal Electronic Devices & Other Valuables** – Students are encouraged to leave valuable items at home or in a secure location at school, since the school is not responsible for loss or damage to these items (eg. phones, tablets, money, etc.).

Considering the use of PED's at school, students are directed to follow the DPCDSB's PED Policy. Respectful use of PED's, in alignment with our Catholic Code of Conduct and Virtues, is expected.

**Civvies Days** – As arranged by Student Council, one day per month, students may choose to wear clothing other than the regular school uniform.

Appropriate attire is expected on Civvies Day, including an expectation to dress neatly, modestly and with a sense of personal pride that reflects our Catholic faith.

- a) Students who wear baseball caps on Civvies Days may be asked to remove them in classrooms as a matter of courtesy.
- b) Attire which exhibits offensive suggestions and/or inappropriate statements or pictures, including possible gang-related items, and/or those that address or display the following are not permitted: **Sexual content, profanity, violence, substance abuse, alcohol, tobacco or drugs, inappropriate references to nationality, race, gender or religion**

Students who disregard Civvies dress expectations may be required to change.

**Computer Use** – Computer resources for student use are solely intended for academic purposes as well as co-curricular activities that are directly supervised by teachers. Any other usage is strictly prohibited and will be treated as a serious offence. Students who access inappropriate Internet sites or who access parts of the computer network for which they have no authority are subject to severe consequences. Those consequences will be consistent with the severity of the offence and may include removal of computer privileges, removal from a computer course, suspension or expulsion. All students and parents/guardians are expected to complete the school board's *Network User Application and Agreement* (GF 066) before using the school's computer resources.

**Elevator Use** – Students requiring the use of the elevator on a temporary basis due to a medical reason, may obtain written permission from the appropriate Vice Principal. Otherwise, the elevator is not for student use, and consequences may be assigned as necessary.

**Evacuation Drills** – Know what to do in the event of fire or emergency, as practiced during regular school drills. Detailed information regarding our Emergency Procedures may be found in a subsequent section of this agenda. The following regulations are vitally important.

- Observe the signs in every room indicating the exits to be used.
- Leave the building when the alarm sounds.
- Walk quickly and quietly. Do not run or push.
- Meet your teacher and class at the appointed spot.
- Keep driveways clear for all emergency vehicles.
- Remain outside for the bell to signal return to class.

**Gambling** – Gambling is prohibited anywhere on school property. Students found in violation may be consequenced.

**Lockers** – An individual locker will be assigned to each student at the beginning of the school year. Lockers are not to be shared. If a student occupies a locker that has not been assigned, they may have their lock cut off, and belongings removed.

Lockers are school property and students are given temporary use of them. The school's administration has the right to open lockers at any time with or without the student's permission.

It is expected that lockers be kept neat and clean. Any materials displayed will be in alignment with the moral tone of the school and the gospel values of our Catholic tradition. Stickers are not to be placed anywhere inside or outside of lockers. Students who damage (graffiti) a locker are required to clean or pay for repairs/replacement.

The school is not responsible for any materials lost or stolen from lockers. For the purpose of security, acceptable locks to be used at school are those provided by the school. Any student not complying with these expectations may lose locker privileges.

**Lost & Found** – Lost valuables, if found, may be claimed at the Main Office or from the Lost and Found box in the Cafeteria. Unclaimed items are given to charity.

**Parking** – Student parking on the school grounds is by permit only. Students are not permitted to drive their vehicles on the property without a permit newly issued by a Vice Principal. Students who park on school property without an office authorized permit risk fines and/or towing. Students choosing to drive to school and choose to park in the community are required to adhere to city by-laws and the Highway Traffic Act.

**GYM Protocol** – During a school game, student spectators must adhere to the following:

- Students must be in FULL and PROPER School Uniform in the GYM;
- Students are not allowed to bring in guests or students from other schools;
- Students are not to consume food or drink in the Gym;
- Students are to behave in an acceptable and respectful manner

Spectators from visiting schools must be accompanied by supervising staff from the visiting school.

**Attendance and Participation in School Activities Policy** – Throughout the school year, special activities are planned for which students may be required to purchase tickets. The school administration may revoke the student's attendance at a school event, field trip or overseas trip when the student demonstrates:

- deliberate failure to attend classes (students must attend throughout the entire day in order to participate in extra- or co-curricular activities);
- repeated late arrival for classes or for school;
- poor academic performance (failing 50% or more of course load);
- conduct detrimental to the moral tone of the school.

Furthermore, any student failing 50% or more of their course load at the mid-term or end of the semester report will not be eligible to participate in any school related activities. Students deemed ineligible may be reinstated if they are passing more than 50% of their courses at the next reporting date (mid- or end of the semester).

**Smoking / Vaping:**

Smoking/Vaping in any form is prohibited at John Cabot Catholic Secondary School. This includes electronic cigarettes, smoking products, vapor producing instruments, nicotine replacement devices without a prescription, and any instruments that may be used in a way to imitate smoking. Smoking in the school building or on school property will result in consequences.

The Smoke-Free Ontario Act prohibits smoking tobacco in the school building and anywhere on school property at any time, including after school hours. This law is applicable to students, staff and visitors alike. It is also against the law to share, give or supply tobacco products (i.e. cigarettes) to someone who is under 19 years old.

Offenders who refuse to comply with the law will be reported to the Region of Peel, Environmental Health Division. The fine for smoking on school property is \$305 and the fine for supplying tobacco to someone under 19 years old is \$365. Thinking of quitting? The help you want, whenever you want it. SmokersHelpline.ca [1-877-513-5333](tel:1-877-513-5333)

**Special Events Policy:**

Throughout the school year, special activities are planned for which students may be required to purchase tickets. The following expectations are to be adhered to:

1. Students **must** present their tickets and student ID cards to be admitted.
2. If any student attends a school event in an impaired state as judged by the supervising teacher, appropriate disciplinary action will be taken.
3. Students who leave during the event will not be re-admitted.
4. Students will be required to check their coats. Students are only allowed access to areas being used for the event.
5. **Guest Policy: (Guests must comply with the same expectations as outlined for students)**
  - a. Each student is allowed to bring only one guest, and that person's ticket must be purchased in advance.
  - b. Appropriate guest form need to be completed
  - c. Students must accompany their guest to the door in order to have them admitted to the event and that guest must present photo identification in order to be admitted. Students are responsible for the conduct of any guest.

**Telephone: Messages & Usage** – Other than for emergencies, students will not be called from classes. The office will not forward messages to students except in extenuating emergency situations.

**Textbooks, Library Materials & Other School Property** – Textbooks, library materials and other school equipment are used by many students over several years and are loaned to students for their use. Students are expected to treat these materials with care and to make payment for lost or damaged materials. Students are responsible for items issued in their name.

**Visitors** – Board policy requires that **all** visitors report to the Main Office immediately to seek permission to enter/use any part of the building. Students should not invite visitors to the school. Students who invite unauthorized visitors to the school or who accompany them while on school property are subject to discipline including suspension from school.

## STUDENT COUNCIL

The Student Council at John Cabot Catholic Secondary School strives to enrich the school community by organizing and leading events designed to enhance school spirit, build tradition and community, and by acting as a liaison between the student body and the school's administration. The Student Council is presently operating under a constitution that calls for a Prime Minister, Deputy Prime Minister, Secretary, Ministers of Finance, Community Development and Special Events as well as four representatives for each Grade level. Elections will be held in the fall.

## ATHLETIC COUNCIL

The John Cabot Catholic S.S. Athletic Council is an energetic and dynamic body of students dedicated to enriching school spirit through athletics. The Athletic Council organizes such events as pep rallies, fundraisers, staff versus student games, and the Athletic Banquet. The Athletic Council looks forward to recruiting new members in the fall and starting a new year of fun and excitement!

## EXTRA-CURRICULARS: ELIGIBILITY & PARTICIPATION

**Policy Statement** – Extra-curricular activities are an integral part of the learning environment at John Cabot Catholic S.S. It is our belief that involvement in extra-curricular activities contributes to the development of the whole person. As such, the school provides an extensive extra-curricular program offering activities of interest to all students. These are contingent upon student interest, staff involvement and the availability of sufficient resources to ensure the viability of any program. All students are encouraged to get involved in the life of the school beyond the classroom. Parents are also encouraged to participate as supporters.

**Eligibility** – Participation in any extra-curricular activity is a privilege, which is granted to students at John Cabot Catholic S.S. who, to the best of their ability, continue to fulfill their obligations as students in a Catholic school. The intent of this policy is to provide students the opportunity of participating in the school athletic and extra-curricular programs while at the same time emphasizing the importance of academics. It is hoped that through this active involvement in the school community the student will grow in self-confidence and self-understanding and that the student's faith and intellectual, social and emotional development will flourish. The school administration may revoke this privilege when the student demonstrates:

- failure to attend classes (students must attend throughout the entire day in order to participate in extra- or co-curricular activities);
- repeated late arrival for classes or for school;
- poor academic performance (failing 50% or more of course load);
- conduct detrimental to the moral tone of the school.

Furthermore, any student failing 50% or more of their course load at the mid-term or end of the semester report may not be eligible to participate in extra-curricular activities, if it impacts their overall ability to improve their credit acquisition.

## ATHLETICS - JOHN CABOT COLTS

An overriding objective of the Athletic Program is to provide an environment where participants can experience growth and development of the physical, social and spiritual self. In so doing, we will create a positive and rewarding atmosphere that enables students to compete primarily for the love and enjoyment of sports. Through involvement in athletics, it is hoped that students will strengthen their overall educational experience through achieving academic, developmental and athletic objectives. The Athletic Program at John Cabot Catholic S.S. is characterized by:

1. A broad-based program in which students are given an equal opportunity to participate in both intramural and interscholastic teams.
2. The understanding of fair play, commitment, self-discipline, time management and the pursuit of excellence.
3. Participation enveloping a sense of pride in the school and the John Cabot Catholic School community.

## AWARDS PROGRAM

The Awards Program at John Cabot Catholic Secondary School honours those members of our community who best exemplify the school motto: FAITH, HOPE AND CHARITY in the pursuit of academic excellence, athletic excellence or through other outstanding contributions. Through recognition, these individuals may be an inspiration to others to grow in their school, parish and community. As Christ revealed to us: becoming more alive and closer to God are the same things.

The awards are divided into the following 6 areas:

1. Academic Awards – honouring academic excellence both in specific classes and overall achievement.
2. Special Recognition Awards
3. Athletic Awards – for excellence in athletic endeavours.
4. Co-Curricular Awards – for outstanding contributions to clubs.
5. School Letter Awards – in recognition of a combination of academic and extra-curricular activities.
6. Graduation Awards – in recognition of outstanding achievement for graduating students.

*For a more detailed description of awards and point allocations, check the posters in the classrooms, offices and in the Guidance & Career Centre.*

## SUPPORT SERVICES

### **Educational Resource, Child & Youth and Social Workers**

Support services are available to students and families through a variety of personnel who have been assigned as resources to the school community for certain portions of their time. Educational Resource Workers (ERW) provide support to students with special needs within our school community. The school Social Worker may provide counselling to individual students, groups of students or families with referrals to specialized community resources. The school Social Worker is also designated as the Attendance Counsellor for John Cabot Catholic S.S. A Child & Youth Worker (CYW) is a member of a discipline, which focuses on many facets of the behaviour of children and adolescents in social settings. The CYW has particular skills in coping with youth whose overall development is hindered by varying degrees of emotional and behavioural difficulties. As such, the CYW is educated to gain an understanding of problem behaviour, which will facilitate effective intervention and management. Referrals to the CYW or Social Worker may come from parents, students, guidance counsellors, teachers and administrators, or other student Support Services staff. All Support Services staff is assigned to John Cabot Catholic S.S. for various lengths of time each week.

### **MSEP Program (Multicultural, Settlement and Education Partnership) New to Canada?**

Support services are available to assist newcomer families integrate successfully into their school and community. Settlement workers, based at John Cabot Catholic S.S. 1 to 3 days per week, provide students and their parents with information to help them get settled in Canada faster. They can provide information and referral on a variety of issues, such as: employment, housing, transportation, immigration, employment insurance, family issues, and much more. The MSEP settlement workers also help to build bridges of cultural understanding between newcomer families and schools. Services are offered in over 20 languages. MSEP services are available to all schools. Call 905-273-4884 (x212) for more information.

# EMERGENCY PROCEDURES

## **Lockdown Procedure**

1. Upon determining that a high risk weapons incident is about to unfold, the school principal or designate will notify staff and students by announcing the following code over the PA: **“We are initiating a Lockdown Procedure immediately.”**

REPEATED TWICE & Bell begins to ring... **Repeated ringing of school bell continues for the duration of the Lockdown Procedure.**

2. The school principal or designate will call 911.
3.
  - a. All students and staff inside the building should go to the closest room and close and lock the door.
  - b. Once in the room, all students and staff should lay on the floor or go in the corner away from the doors and windows and turn lights off. **(NO TALKING – NO USE OF CELLPHONES)**
  - c. All students and staff in the room are to remain on the floor until further instructions are provided.
  - d. Students in the cafeteria will remain in the cafeteria and will lay their heads on the tables. Students may be asked to move on the stage, or lay on the floor if the supervising staff member feels it is necessary. **(NO TALKING OR MOVEMENT – REFRAIN FROM THE USE OF CELLPHONES).**
  - e. All windows and doors will be covered.
  - f. All students and staff outside the building will move quickly towards the field at the rear of the school.
  - g. All Staff on spare must assist teachers in classrooms, library, and cafeteria.
4. When we are on Lockdown **ignore all fire alarms**. All directions for emergency procedures will be given over the PA by principal or designate.
5. To end the lockdown procedure principal or designate will make the following announcement: **“We have completed the Lockdown Procedure”** REPEATED TWICE. Bell rings TWICE.

## **Hold & Secure** (Immediate Area/External Threat to the School Community)

1. Hold and Secure procedures will be initiated when a situation arises that requires actions that are prudent but less than actions that are required in the “Lockdown Procedure”.
2. The specific requirements will be communicated to both staff and students by the school principal or designate throughout the duration of the Hold and Secure scenario.

## **Shelter & Place** (Immediate Area/External Environmental Threat to the School Community i.e., Environmental Hazard)

The procedures will be initiated when a situation arises that requires actions that are prudent but less than actions that are required in the “Lockdown Procedure”.

# Library Learning Commons

## Policy and Procedures

### General:

- Students must be in full uniform.
- NO food or drinks are allowed except water.
- Bags and jackets must be left on the shelves in the entrance area.

### Loans:

- Students must present student ID to borrow library material.
- Fines are 20 cents/day up to a maximum of \$5.00.
- Borrowing privileges will be suspended until all fines are paid.
- **Maximum of 3 loaned items for each topic or assignment.**

Students and staff can access the library's website to view the collection of e-Resources that support learning through inquiry.

URL: - <http://www.dpcdsb.org/cabot/learning/library>

### Available to browse:

- EBooks
- Infobase eBooks (4000 non-fiction titles)Gale Virtual Reference Library
- Follett Shelf
- eBooks – **NEW** (using digital library) **DPCDSB and OverDrive**
- Other eBooks
- General References (almanac and fact books, atlases, encyclopedia, dictionaries, thesaurus and quotations, magazines and newspapers)
- Library catalogue (includes all eBooks)
- Online Databases (userID and passwords are available @ the library)
- Canadian Points of View
- Canada in Context
- Career Cruising
- Early Canadian Online
- E-Learning Ontario
- Encyclopedia Britannica
- Infotrac – 40 Gale databases
- My Blueprint
- Other Libraries
- Mississauga Public Library
- Research Tools (MLA, APA, web evaluation, plagiarism)
- Subject Links (quality websites arranged by subjects)
- White Pine Award Reading Program

