



**CARDINAL LÉGER CATHOLIC
SECONDARY SCHOOL**

STUDENT HANDBOOK 2023 – 2024

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"Growing in Truth and Love"

CHAPLAIN'S MESSAGE

Each of you are well known, carefully chosen and deeply loved by God. You have been created by God for a unique and unrepeatable purpose that is interwoven with the destiny of the world.

As your chaplain, it is one of my greatest honours to share these messages with you and in a small way, help you find your way along your spiritual path. Throughout your time at Cardinal Leger, it's my hope that you will grow in truth and love.

The chapel at Cardinal Leger is a special place. We have the privilege of being in the presence of Jesus in the form of the Eucharist or the Blessed Sacrament. I encourage you all to come and see what it is like to sit and be in his company, to come to him with requests, with joy and grief and gratitude and all the complexity of your life. Jesus loves you and you are always welcome to come to him in the chapel.

All students have an open invitation to come and join myself and other staff and students for morning prayers every day and Mass every week. I will also be taking all classes at Cardinal Leger on retreat, where we will be going out into the community to apply what Jesus calls us to do as disciples.

You should know that I am a friend to all students at Cardinal Leger. You can come to me for faith talks, prayer requests and for spiritual and non-spiritual advice. God is always looking out for you and God sent me to look out for you too!

God Bless you,

Mr. Samuel

Chaplain
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MISSION STATEMENT



The Mission of the Dufferin–Peel Catholic District School Board in partnership with the family and the Church is to provide, in a responsible manner, a Catholic Education which develops spiritual, intellectual, aesthetic, emotional, social and physical capabilities of each individual to live fully today and to meet the challenges of the future, thus enriching the community. The students and staff of Cardinal Léger Catholic Secondary School, celebrate spirituality and diversity through achieving, believing and community living in an inclusive Catholic environment.

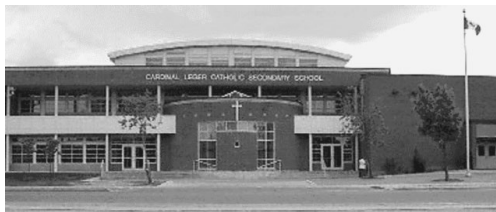
It is the mission of the school community at Cardinal Léger Catholic Secondary School to challenge students to:

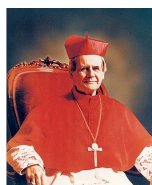
- ✚ engage in life-long learning and the pursuit of excellence in reaching their full spiritual, academic, social, emotional and physical potential;
- ✚ acquire and demonstrate the required skills and attitudes that equip them for the future;
- ✚ grow in an understanding of Roman Catholic teachings and traditions and to incorporate these into their everyday life.

It is the mission of the school community at Cardinal Léger Catholic Secondary School to provide an environment:

- ✚ where we grow and learn within the context of a cooperative community team of the Family, School and Church;
- ✚ where the ideals of mutual trust, responsibility, equality, and respect for all are encouraged.

A Catholic School is one in which God and His Life, are integrated into the entire curriculum and life of the school. At Cardinal Léger Catholic Secondary School, we strive to have a friendly environment in which to learn and grow; to trust and to respect others; to grow in a Catholic community with discipline. At our school we experience academic and spiritual excellence and are encouraged to grow closer to God, our families, and our friends.





Cardinal Paul-Émile Léger (1904 – 1991)

Paul-Émile Léger was born in Valleyfield, southwestern Quebec on April 25th, 1904. He was the eldest of two children. Shortly after his birth, his parents moved to Saint-Anicet, some thirty kilometers away, where his father ran the general store.

At the age of twelve, Paul-Émile went to study at the Sainte-Thérèse Seminary. Illness soon forced him to leave the school and it took him a year to recover. While he was at midnight Mass on Christmas Eve that year, he heard a voice which told him, “You will be a priest.”

After finishing his classical studies and a four-year course in theology at the Grand Séminaire de Montréal, he was ordained a priest in the Sulpician order on May 25th, 1929. He then went to Paris to study canon law (the laws of the Catholic Church) and taught at the seminary of Issy-les Moulineaux.

In 1933, he was sent as a missionary to Fukuoka, Japan. He learned enough Japanese to teach catechism and preach. He founded a seminary, but had to return to Canada when World War II broke out.

In Canada, Father Léger was put in charge of the parish of Valleyfield. In April 1947, he left for Italy, to become rector of the Canadian College, an establishment for young Canadian priests studying in Rome. He also became the Canadian ambassador to the Vatican.

Italy was in ruins in the aftermath of the war. Paul-Émile could not bear the sight of so much suffering. He launched an appeal for help and Canadians responded generously with food, clothing, and medicine. His efforts greatly moved Pope Pius XII and a deep friendship developed between them. In 1950, Pius XII appointed Paul-Émile Archbishop of Montreal. Archbishop Léger founded Charity House, a home for the chronically ill and Saint-Charles Borromée Hospital for old men who were sick and had no family. Later, he concerned himself with the problems of juvenile delinquents, elderly women, and orphans. He organized work parties of counters to construct and repair buildings, which then became hostels for the underprivileged.

On January 12, 1953, Pope Pius XII elevated Archbishop Léger to the rank of Cardinal.

After eighteen years of devoted work in Montreal, the “Cardinal of the poor” left the city to become a missionary again. He wanted to help the lepers of Africa and set out for Cameroon. Over the next few years, he founded and helped finance the construction of 82 leprosarium. His most important work was the founding of a rehabilitation facility for disabled children in Yaoundé, the capital of Cameroon. Here, polio-stricken children received medical care, physiotherapy, and schooling. Cardinal Léger also launched a polio-prevention campaign.

In 1979, Paul-Émile Léger returned to Montreal, where he spent much of his time raising funds for charitable works in Third World countries. Cardinal Léger continued his work until he became ill. He died from asthma on November 13th, 1991.

St. Kateri Tekakwitha
(1656 – 1680) Feast day April 17



Kateri Tekakwitha is the patroness of Cardinal Léger Catholic S.S. The chapel was dedicated to her on February 9th, 1996, when renovations and an addition to the school were completed.

Kateri Tekakwitha, the first native North American candidate for canonization, was born in 1656 into a small band of Mohawk Aboriginal Americans near the present city of Auriesville, New York. Her mother was a Christian Algonquin from Canada who had been captured by the Iroquois and given to the Mohawk chief in Auriesville.

When Kateri was four years old her village suffered a smallpox epidemic and many of the people died, including members of her family. Kateri never fully recovered from the disease and her health remained poor. Her face was scarred from the disease and her eyesight was diminished. Her uncle became the new chief of the tribe, and as was the custom among the people to take the child to his home and raised her with his own children.

She first heard about the Christian faith from Jesuit missionaries, who visited her uncle in 1667. Her uncle was opposed to the faith and she could not take instructions until she was nineteen years of age. Father Jacques de Lamberville instructed her and the following year she was baptized and received into the Church. She wanted to make a private vow to dedicate her life to Christ and the church, but when her uncle heard about this, he was furious. He would not allow her to do so because he had already promised her in marriage to one of the braves. She resisted this as long as she could, but her uncle's persecution put her life at risk. With the help of Father Lamberville and a Christian chief from the Oneida tribe she escaped to Canada to her mother's tribe in Kahnawake near Montreal.

She was not yet twenty years old but it was obvious that even at this young age she was holy and became known as "Lilly of the Mohawks". In 1679 she made a vow of chastity. She lived a mystical life which enabled her to have visions which helped to warn people of ensuing danger and to tell the date of her own death. She died April 17th, 1680, at the age of twenty-four after receiving the sacrament of the sick.

Many of her friends who had already considered her to be a saint crowded in the log house to be with her in death. They heard her say "Jesus I love you" just before she died. The priest who had anointed her later wrote, "As those who were at the deathbed watched, Kateri's face lost all its scars and became radiant. Two French trappers who were passing the log house looked in and asked who the beautiful maiden was who was sleeping there. When told it was Kateri they fell on their knees and wept. Many other miracles were later reported. Her intercession continues to this day, and in the dedication of this chapel she now leaves her legacy which testifies to the universality of the Gospel which can never be linked to one culture but to all people.

Her shrine is at Kahnawake on the St. Lawrence River near Montreal.

This is her website: www.kateritekakwitha.org.

RELIGIOUS AND PASTORAL DIMENSION

Religious Activities

As a Catholic Christian community, we view it as essential that the young people participate actively in the liturgical and spiritual life of the community. A variety of religious activities are scheduled as part of the total curriculum of the school. All students are expected to take part. Among these activities are:

1. Léger Eucharistic and Non-Eucharistic Liturgies

During the year several liturgies will be held to celebrate the main events of the liturgical year. Students are encouraged to also attend their own parishes and places of worship to celebrate on Sundays with their family. The school is an extension of the Parish and the home.

2. Holy Week/Easter

The week of Palm Sunday to Easter is very important in the life of the Catholic Community. During this week we recall and re-live the suffering, the death and the resurrection of Jesus. All Christians are invited to pray and to fast in order to be transformed by Jesus' sacrifice. Ash Wednesday and Good Friday continue to be a day of fasting for the Church and that practice is upheld at Cardinal Léger. During Holy week, activities will be limited to enable staff & students to focus on the events leading to Easter.

3. Small Group Prayer

Our school Chaplain invites our Parish priests to celebrate class Masses throughout the year. Opportunities for class prayer and worship are available as well. Everyone is invited to pray in the Chapel in the morning and throughout the day.

4. Classroom Instruction

Every student at Cardinal Léger will take a Religion Course in each of their first four years at the school.

5. Reconciliation

The Sacrament of Reconciliation (Penance) is available for students during Advent and Lent. Appointments can be made with the school Chaplain to receive this sacrament any time during the year.

6. Bereavement

If there should be a death in the family, please inform the school so we can provide support for the student involved. Students are invited to come and pray in the chapel during these difficult times. Memorial candles are provided.

7. Retreats

Retreat programs are an invaluable means of reinforcing Christian attitudes and values and serve as a compliment to the in-class program. A retreat offers the students and staff an opportunity to step back from the regular school day to examine within a Christian context one's pursuits in life.

A retreat program allows the students to integrate the spiritual values imparted to them. The experience enables the students to develop a richer perspective and a heightened commitment to continue our work as the Body of Christ within the world. The retreat program is compulsory for all students from Grades 9 to 12.

8. Outreach

On a regular basis, the students are given the opportunity to assist those in need. ShareLife, food and clothing drives are some of the events held for charitable fundraising. Many local and global projects are also supported by the school.

Mr. S. Samuel, the School Chaplain He is available for consultation and spiritual counselling. If you should have any questions or concerns about the spiritual dimension of Cardinal Léger, please call the Chaplain's office (ext. 62298) or leave a message at the main office.

SCHOOL DAY SCHEDULE

| PERIOD | TIMES | LUNCH |
|--------------|---------------------|-------------------------|
| Music | 8:15 am – 8:25 am | <i>Move to class</i> |
| Warning Bell | 8:20 am – 8:25 am | <i>5 minute warning</i> |
| 1 | 8:25 am – 9:40 am | |
| 2 | 9:45 am – 11:00 am | |
| 3A | 11:05 am – 11:45 am | LUNCH A |
| 3B | 11:45 am – 12:25 pm | |
| 3C | 12:25 pm – 1:05 pm | LUNCH B |
| 4 | 1:10 pm – 2:25 pm | |

ATTENDANCE POLICY & PROCEDURES

SafeArrival Reporting System

There are three options for reporting your child's absence:

- Call the toll-free number **1-844-435-3440**
- Online at **go.schoolmessenger.ca**
- Using the **SchoolMessenger** mobile app

Parents/Guardians will be required to register on either the SchoolMessenger website or SchoolMessenger app by entering your child's name, your contact number and personal email address.

Attendance is mandatory for all classes and is an important component of the process of learning and of the evaluation of student achievement. Education is a process. When the process and the content of learning is disrupted by irregular attendance, both the individual student and their classmates suffer a loss of experience that cannot be entirely regained. Students who habitually miss class will suffer in the evaluation process because their achievement cannot be fully assessed.

FULL DAY ABSENCES:

Only persons specified as having custody or legal guardianship as per our records, may give a student permission to miss school, leave early or arrive late.

To report an absence, a parent/guardian must:

1. Using one of the methods listed above, report if a student is going to be absent for part or all of the day **PRIOR** to the day of the absence **OR** between 7:00 a.m. - 8:00 a.m. on the day of the absence.
2. If the absence is not reported ahead of time, a parent/guardian can send a written note. The note is to be submitted to the attendance office **before 8:10 a.m. on the day of the student's return to school.**
3. Written permission must:
 - a) be dated
 - b) explain the exact reason why the student needs to be excused
 - c) have the parent/guardian signature **with a contact number**

SIGNING IN/OUT

Every effort must be made to schedule appointments outside of school hours. If a student arrives to school late or must leave school early, the following process must be followed:

1. Report the partial absence using one of the methods listed above **PRIOR** to 8:10 a.m.
2. If the absence is not reported ahead of time, a parent/guardian can send a written note. The note is to be submitted to the attendance office **before 8:10 a.m. on the day of the student's return to school.**
3. Written permission must:
 - a) be dated
 - b) explain the exact reason why the student needs to be excused
 - c) have the parent/guardian signature **with a contact number**
4. Students are expected to leave school property immediately upon signing out. Students are not permitted to sign out for specific periods and remain on school property, for any reason.

The admit slip must be kept and presented to all the classroom teachers.

Students 18 years or older are required to follow the same procedures.

If the above process for both signing out/signing in is not followed, then the missed classes will be recorded as *truancy* and the student will be dealt with accordingly.

STUDENT LATES

Punctual attendance is critical to classroom success, an important workplace skill and a courteous social attribute. All students are expected to be punctual to all classes unless they are excused by either their parents or the school. The process outlined below is intended to reinforce that expectation.

If a student arrives late to Period One and it is **before 9:00 a.m.**, then the student is to report directly to class. If a student arrives any time **after 9:00 a.m.** then they must report to the Attendance Office to obtain an Admit Slip so that the attendance record can be amended to reflect a late rather than an absence.

LATE TO CLASS

Students are considered late for class if they are not in the classroom, prepared to work, when the bell rings.

1st late: Teacher speaks to student to inquire the reason for the late and documents it on the Student Profile Sheet.

2nd late: Teacher speaks to student and determines whether a consequence is warranted and documents it on the Student Profile Sheet.

3rd late: Teacher contacts parent/guardian. The teacher will determine whether a consequence is warranted and documents it on the Student Profile Sheet.

4th late: Teacher contacts parent/guardian and informs parent that there will be a referral to an administrator on the next late. Teacher assigns a consequence and documents it on the Student Profile Sheet.

5th late: Student referral with Student Profile sheet to VP who will contact the parent/guardian.

Subsequent Lates: Referral to an Administrator who will determine future action and/or consequences.

TRUANCY

Absences are considered truant if students miss any part of the day without permission or, in the case of 18-year-olds, a reason that is not considered valid by their teacher or administrator.

1st truancy: Teacher contacts parent/guardian, assigns a consequence if warranted and documents on the Student Profile Sheet

2nd truancy: Teacher contacts parent/guardian, and assigns a consequence if warranted and documents on the Student Profile Sheet

3rd truancy: Referral is made to a VP who will inform the parent/guardian and assign a consequence.

Subsequent Truancy: Student will be referred to a VP who will determine future action and/or consequence which may include suspension.

EXTENDED ABSENCES

The parent/guardian is responsible for advising the school **by phone** (via the Attendance Office) that the student will be missing school for an extended period of time, a minimum of **2 weeks before** departing. Students are expected to retrieve an “**Extended Absence Form**” from the attendance secretary which must be completed by all teachers, signed by the student, their parent/guardian and finally the vice-principal.

We do not encourage extended absences as they can adversely affect a student's learning and achievement. The school year calendar is posted on the school board's website over a year in advance.

<https://www.dpcdsb.org/schools/school-year-calendar>

All vacations should be planned during school holidays. If however, an extended absence cannot be avoided, the student is expected to:

1. Be completely responsible for any missed work, handouts, notes, assignments and tests (as per information included on the “**Extended Absence Form**”).
2. Submit assignments that were assigned prior to the absence unless a mutual agreement has been made between the student and the teacher.
3. Arrange a date, prior to leaving, if any individual presentations/performances will be missed and need to be rescheduled.
4. There is no option to attend classes remotely/online, or complete missed work virtually.

If the student misses any evaluative component during the extended absence and has not made arrangements with his/her teacher prior to departing, the student risks receiving a mark of zero.

The final 6 weeks of a semester include assessments such as Culminating Performance Tasks (CPTs) and Final Exams. Combined, these assessments account for 30% of a student's final grade. A student who is absent from an exam due to illness will provide a medical note to their vice-principal to verify that absence; otherwise a mark of zero will be assigned.

If it has been determined that a student's absence is a result of a skip/truancy, a mark of zero may be assigned. A student who is absent from an exam due to a vacation will be assigned a mark of zero. Formal exam dates are published well in advance and permission to write final exams outside of the designated dates/schedule will not be granted for this reason.

MEDICAL NOTES

A medical note needs to be submitted when a student is absent for an extended period of time due to any medical reason. The medical note needs to be submitted to the attendance office or vice-principal.

ADDRESS AND INFORMATION CHANGES

Please inform Student Services immediately, by phone or email, of any changes to address, telephone number or any other important information so that the office has up-to-date records in case an emergency should arise.

ON-LINE REPORTING TOOL

At Cardinal Leger Secondary School staff and students work together to create a welcoming, safe, and inclusive community for all. Students who may become aware of acts of injustice within our school are encouraged to provide information that will help promote a positive school climate.

Students are encouraged to speak to a trusted staff member, their Vice Principal, or complete the DPCDSB Online Reporting Tool which is found on the school's website.

THE DPCDSB UNIFORM POLICY

All uniform items must be purchased through R.J. McCarthy Ltd., the board's sole supplier chosen through a comprehensive tendering process. The Uniform Policy has been developed within the guidelines of the General Administration Procedures of the Dufferin-Peel Catholic District School Board (G.A.P. 504.00). 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 Cardinal Leger Catholic Secondary School, students and their parents/guardians have made a serious and long-term commitment to comply with the school uniform code. In addition, we are committed to maintaining standards of modesty, neatness, cleanliness and good taste, which reflect our Catholic values. The wearing of a school uniform also contributes to the creation of a safe school environment.

Students are required to wear our school uniform throughout the school year, including examination days. Students failing to conform to the uniform expectations will be asked to meet with their VP to resolve. A medical note may be required for temporary uniform exemptions due to a medical peril that extends beyond a day. Students who persistently do not comply with the uniform policy without a valid reason, will be required to resolve their uniform this may include returning home with parental/guardian permission to return in full uniform.

There will be no changing into other attire during the school day unless required for instructional reasons as directed by the classroom teacher for the duration of that course/activity only.

1. Students are to be in full uniform every day during the school day, in all areas of the school (ie. hallways, cafeteria, library, gymnasium, common areas, and classrooms).
2. Cardinal Leger CSS uniform consists of the navy blue Leger logo hoodie, navy blue Leger logo golf shirt, navy blue CHINO Leger logo pant, and a fully enclosed shoe which may be athletic or dress. For the health and safety of all students, no slippers, slides or sandals are permitted.
3. The hoodie may be worn with or without the Leger logo golf shirt. However, should the hoodie be removed students must be in a Leger logo golf shirt. **Physed or Leger swag DOES NOT apply as a school uniform.**
4. For students in GRADES 10, 11 and 12, the grey Leger logo dress pant will continue to be in uniform circulation until June 2025. This uniform item is permitted for grades 10, 11 and 12 students ONLY.
5. Coats and jackets are not to be worn in the building during the day. The only exception would be when students are entering or leaving the building or permitted in a portable with teacher consent.
6. Baseball hats, bandanas or other inappropriate headwear are not to be worn during the school day.
7. Exam days are school days and students are to be in full uniform during the exam period and on exam review day.

8. Uniforms are to be worn for all field trips unless approval is given by the school administration. Teachers will clearly advise students in advance of this.
9. Infractions to the school uniform will be dealt with according to the Catholic Code of Conduct.

R. J. McCarthy
44 West Drive, Brampton, Ont. L6T 3T7
Phone: (416) 593-6900
www.rjmccarthy.com



The DPCDSB Uniform Policy

Students can purchase any of the following school sweater options:



Students can purchase any of the following golf shirt options:



STUDENTS WHO ARE NOT IN COMPLIANCE WITH THE UNIFORM EXPECTATIONS WILL BE SENT HOME TO CHANGE.



PHYSICAL EDUCATION UNIFORMS

1. All students participating in physical education classes are required to wear the sanctioned Phys. Ed. R. J. McCarthy uniform with white athletic socks and running shoes with non-marking soles. Phys. Ed. uniforms must be purchased through R.J. McCarthy.
2. All items (especially shorts and t-shirts) should be labelled with the student's name, be clean and in good repair. Lost uniform items must be replaced by the student at his/her own cost.
3. For some units, students are expected to participate in outdoor activities. On these occasions, warmer athletic wear is permissible. Students are expected to always have proper uniform and running shoes available if a planned outside class has been changed to an indoor class due to inclement weather.
4. All students are expected to be in gym uniform. **Léger does not assume responsibility for personal items lost, left or stolen in a change room.**

CIVVIES DAY GUIDELINES

As these days are requested on behalf of the students, the expectations of appropriate attire which govern students are in place. Articles of clothing which do not comply with the principles outlined in the Catholic Code of Conduct as defined by the Dufferin-Peel C.D.S.B. and the moral standards of our school are unacceptable at all times. On Civvies Day, students are expected to dress with a sense of personal pride that reflects our Catholic faith. Students will be provided with a bracelet by their homeroom teacher on each Civvies Day; this must be worn all day to participate.

The following are not permitted to be worn while in the school under any circumstance:

1. Hats, bandanas, sunglasses, or items used to conceal identity
2. Attire that exhibits offensive suggestions and/or inappropriate statements/pictures including those that address or display sexual content, alcohol, tobacco or drugs (including use of these substances), profanity, and offensive references to nationality, race, gender or religion.

Civvies Days are an earned privilege. School Administration will reserve the right to waive Civvies Days for students who are non-compliant with the uniform policy.

STANDARDS OF BEHAVIOUR

Respect, Civility & Responsible Citizenship

All school members must:

- ✚ Respect and comply with all applicable federal, provincial and municipal laws;
- ✚ Demonstrate honesty and integrity;
- ✚ Respect differences in people, their ideas and opinions;
- ✚ Treat one another with dignity and respect at all times, and especially when there is a disagreement;
- ✚ Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- ✚ Take appropriate measures to help those in need;
- ✚ Respect persons who are in a position of authority and comply with reasonable direction from those persons
- ✚ Respect the need of others to work in an environment of learning and teaching.

Dufferin-Peel Catholic District School Board

As per the Dufferin-Peel Catholic District School Board's
Catholic Code of Conduct

RESPECT IS A VIRTUE

If you are treating anyone in an aggressive or verbally abusive manner, you will be asked to leave.

If you have respectful feedback or have any concerns that we can help with, let us know.

"In everything treat others as you'd have them treat you." - Matthew 7:12

THE DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD



NETWORK USER APPLICATION AND AGREEMENT

The Dufferin-Peel Catholic District School Board policy supports the use of the local and wide area networks for electronic communication and the Board believes this to be an integral part of the school curriculum.

In addition to the Catholic Code of Conduct and to outline in some detail the responsibilities of the school and The Dufferin-Peel Catholic District School Board, any student using the school network is required to adhere to the following rules:

1. These are the "Rules of Conduct" for Electronic Networks in the Dufferin-Peel CDSB Board schools, including Internet access.
3. The school reserves the right to remove network access from any user who breaks these rules.
4. The school does NOT warrant that the functions will meet any specific requirements the student may have; nor that it will be error free or uninterrupted; nor shall it be liable for any indirect, incidental, or consequent damages (including lost data, information or profits) sustained or incurred in connection with the use of, operation of, or inability to use the system. The student maintains responsibility for meeting all personal deadlines regardless of network availability.
5. The student is responsible for their actions while using the computer
6. The student will not assist others in breaking these rules or be a party to others breaking these rules.
7. The student must not intentionally seek information, browse, obtain copies, modify files, or passwords belonging to others, whether at the school or elsewhere, unless specifically authorized to do so by those individuals.
8. Consistent with Item #7, the student will refrain from using or introducing to the school computer environment, whether network or stand-alone, files, programs, or disks known to contain viruses. In this spirit, the student will also regularly check their files and disks for viruses and endeavour to keep computing systems virus free.
9. The student must not try to obtain system privileges to which they are not entitled.
10. The student will not share their login and password with others, nor attempt to learn or use logins and passwords which are not their own.
11. The student must not exploit any gaps in security and, furthermore, must report these gaps immediately to their teacher.
12. The student must not seek or send images, sounds, or messages which might be considered inappropriate, obscene, abusive, offensive, harassing, illegal, or counsel to illegal activities.

13. A student who receives or encounters any of the material indicated in Item # 12 which makes them feel uncomfortable, should report it to their teacher immediately.
14. The student is responsible for determining the copyright status of any program(s) or data used, and for respecting intellectual property rights and the laws which govern them.
15. It is the student's responsibility to back-up, save, and maintain any of their information.
16. The student must abide by all federal, provincial, and local laws.
17. The school reserves the right to review, edit or remove any material stored on Board computer/network facilities.
18. The school will be the arbiter of what constitutes a violation of this Agreement.

When deemed necessary, these rules are subject to change at the discretion of the Principal.

VISITORS: ALL VISITORS MUST REPORT TO THE MAIN OFFICE

Cardinal Leger CSS is committed to keeping all students/staff safe. Therefore, parent/guardian and any person not a student at Leger or employed in the school, must report to the main office to make arrangements for entering the school premises

Visiting friends or relatives during the school day is not permitted. Requests of this nature **must** be approved by the school principal.

Any unauthorized person on school grounds during the course of the school day will be asked to leave and could be charged with trespassing.

STUDENT IDENTIFICATION CARDS

All students are required to have their pictures taken on the designated school photo day. Students are then issued a Student Identification Card. Due to increased security concerns, students are to have their Cardinal Léger Student Card with them at all times while on school property. Staff may request individuals on school property to produce their Student Card to ascertain the person is a student of Cardinal Léger. Students are required to adhere to such requests. Persons without a proper Student Card in their possession may be denied certain student privileges and/or denied admission to certain school activities. In cases where it is not possible to ascertain whether or not an individual is a Cardinal Léger student, the individual may be considered as an unauthorized person and dealt with accordingly.

LOCKERS

Each student will be assigned their own locker and are responsible for maintaining it (any damage should be immediately reported to the Main Office). Deliberate damage will be repaired at the student's expense and will result in removal of locker privileges. **Sharing of lockers is not permitted.**



Students should keep lockers secure at all times and should not share lock combination numbers with others. If a student shares their locker combination with others, they will assume responsibility for locker items that may be lost or missing as a result.

Dudley combination locks with a serial number are the only locks approved for use in this school. **Students must purchase locks only from Cardinal Léger Catholic C.S.S.** Lockers are the property of the school and are loaned to students for the course of a year/semester. Lockers must be cleared of contents at the end of each semester/year as directed by the school.

Please be aware that lockers may be entered at any time by the school administration.

CONSUMPTION OF FOOD/DRINK

All students are expected to take pride in their school and help maintain a clean and orderly environment. Therefore, food is to be eaten in the cafeteria area only. There is to be no eating/drinking in classrooms, library, gym, hallways, washrooms, etc. Every consideration and assistance should be given to the cafeteria and custodial staff.

UBER EATS

Students are responsible for ensuring that Uber Eats deliveries arrive for consumption during their lunch and/or spare. Students are not to leave class or arrive to class late because the delivery of their food did not arrive on time. At no time is food to be delivered to the school and food pick-ups can only happen off school property.

ACCIDENTS

If a student is injured while at school or in conjunction with any school activity, please have someone contact the school office so that we can arrange for help. Make sure that an *Incident Report* form is completed as soon as possible. This form is for the student's protection and is available in the main office.

FIRE DRILLS

The main dangers in the event of fire are usually panic and the fear of not knowing what to do or where to go. The following regulations are vitally important:

1. observe the sign in every room indicating the main and alternate exit to be used;
2. leave the building when the fire alarm sounds;
3. walk quickly and quietly; do not run or push;
4. assemble with your teacher and class at least fifty feet from the building for attendance; remain outside until you hear the school bell ring twice.

LOCKDOWN PROCEDURES

Upon determining that a high-risk incident may unfold, the school principal or designate will notify staff and students that they must initiate precautionary measures by announcing "INITIATE LOCKDOWN PROCEDURES" over the P.A. system, followed by the "repeated ringing of the school bell."

The school Principal or designate will call 911 to alert the police.

Students and each staff member in charge of a group of students should (whether in class or on duty elsewhere) take the following action upon hearing the above announcement:

1. all students and staff inside the building should go to the closest room and immediately lock the door and draw the window shades/covers.
2. all students and staff once in the room should sit on the floor away from doors and windows;
3. all students and staff in the room are to remain on the floor until further instructions are provided;
4. all students and staff that are outside of the building are to quickly move as far away from the building as possible and remain there until further instructions are provided.

STUDENTS ON LUNCH OR SPARE

You are not permitted to congregate in the hall, washrooms or be at lockers during class time. During your lunch or spare, you should be in the Great Hall or library when the library is open to students.

LOANED TEXTBOOKS, LIBRARY MATERIAL AND SCHOOL EQUIPMENT

Textbooks, library materials and school equipment are used by many students over several years. Therefore, you are expected to treat these materials with care. Payment will be required for loss or damage. Students are responsible for returning their textbooks by their examination date. If students have not returned their books, materials, then payment or a payment plan is also due by that date.

SMOKING AND VAPING

NO TOBACCO OR VAPING PRODUCTS ARE PERMITTED ON SCHOOL PROPERTY



Any form of smoking is prohibited at Cardinal Léger 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 and vaping products (i.e. cigarettes, vapes) 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 and may be subject to a fine.

Thinking of quitting? The help you want, whenever you want it.
SmokersHelpline.ca [1-877-513-5333](tel:1-877-513-5333)

PERSONAL ELECTRONIC DEVICES ON BOARD PREMISES AND/OR AT SANCTIONED EVENTS FOR EDUCATIONAL PURPOSES

The Dufferin-Peel Catholic District School Board acknowledges the value of the use of technology to support learning. Dufferin-Peel's newly revised policy indicates that students will be permitted to register and use personal electronic devices (PEDs) on board premises and/or at sanctioned events for educational purposes, under the direction of staff per the Personal Electronic Device Used With Wi-Fi Network Student Agreement, which includes parental permission as appropriate.

The use of personal electronic devices during school-sanctioned activities for designated purposes outside of instructional spaces and/or in common areas may be authorized by the school principal (or designate).

LASER POINTERS, SKATEBOARDS AND SCOOTERS

Laser pointers, skateboards and scooters are not permitted at Cardinal Léger.

VALUABLES

You should not bring valuables or large sums of money to school. The school is not responsible for any lost or stolen items.

ELEVATORS

The school elevator is to be used only by staff and students who have physical or medical concerns and to transport heavy equipment from floor to floor. In all other cases, the elevator is strictly off limits.

COMPUTER USAGE

Computers in the library (as long as a class is not using the systems) are available for student use during their lunch period under teacher supervision.

STUDENT SERVICES

STUDENT SERVICES INFORMATION

The Student Services Office is open daily from 8:00 a.m. to 3:30 p.m. A student may make an appointment with the appropriate counsellor by filling out a "Request for An Appointment" form and leaving it in the designated box in the Guidance Office. Students receive their scheduled appointment slip through their homeroom teachers within one to two days from counsellor. Students are assigned alphabetically to a counsellor for academic, personal and career counselling.

Counsellors at Cardinal Léger are concerned with helping students to better understand themselves, their opportunities, and their responsibilities. They assist students with the selection, planning and achievement of suitable educational and occupational goals and coping with personal or family challenges.

ACCESSING CAREER INFORMATION

Career information is a critical component in the career/life planning process. Many resources are available to assist students in making a successful transition from school to college, university, apprenticeships, or the workplace. Students

are encouraged to spend time obtaining information on how to access online resources.

Parents are most welcome to contact the counsellors for assistance regarding their child's progress or educational and career planning.

COURSE SELECTION

All course selection is done through www.myblueprint.ca/dpcdsb in November of that academic year.

Gr. 9, 10 and 11 Students:

Students are required to take 8 courses in Grade 9, 10 and 11. In order to ensure students are on track to meet the diploma requirements by the time they reach Gr. 12, students in Gr. 11 **may not drop courses.**



Gr. 12 Students:

Students in Gr. 12 are required to take a minimum of 3 courses per semester. Any student wishing to return for Year V must consult with their Guidance counsellor first and then get approval from their Vice-Principal. Students are always encouraged to have a post-secondary plan in place by the time they complete Gr. 12 and thus requests to return are considered on an individual basis and approval is not guaranteed.

DEADLINE FOR TIMETABLE CHANGES

A. Grades 9 – 12 courses

Within the ***first two days of the first semester***; and the ***first two days of the second semester***, a course request may be submitted **ONLY** for the following circumstances:

- **Level Change.**
- **Course on schedule was earned at summer school / night school.**
- **Pathway change.**



Changes will be made based on course availability and parent/guardian approval.

B. Grade 12:

Students may drop courses if they are on track to meet the diploma requirements, up to 5 days after mid-term reports are published without results appearing on a transcript.

ONTARIO SCHOLAR– A STUDENT MAY BE DESIGNATED an Ontario Scholar if they: obtain an aggregate of at least 480 marks in any combination of grade 12

university preparation, grade 12 university/college preparation, grade 12 college preparation, grade 12 workplace preparation, and/or grade 12 open courses, **that provide a total of six Grade 12 credits.**

Religion must be taken each of the 4 years a student attends Cardinal Léger Catholic S.S.

| Use the handy Educational Planner on this page to determine which courses you need to fulfill your education goals | | | | |
|---|-------------------------|---------------|--------------|------------------|
| Grade 9 | Grade 10 | Grade 11 | Grade 12 | |
| Year 1 | Year 2 | Year 3 | Year 4 | |
| ▪ Religion | ▪ Religion | ▪ Religion | ▪ Religion | |
| ▪ English | ▪ English | ▪ English | ▪ English | |
| ▪ CND Geography | ▪ CND History | ▪ Mathematics | ▪ Elective | |
| ▪ Mathematics | ▪ Mathematics | ▪ Elective | ▪ Elective | |
| ▪ French | ▪ Civics/Career Studies | ▪ Elective | ▪ Elective | |
| ▪ Science | ▪ Science | ▪ Elective | ▪ Elective | |
| ▪ Elective | ▪ Elective | ▪ Elective | ▪ Elective | |
| ▪ Elective | ▪ Elective | ▪ Elective | ▪ Elective | |
| FIVE ADDITIONAL COMPULSARIES: <ul style="list-style-type: none"> • 1 Physical Education Course • 1 Arts Course • Group 1: 1 additional credit in English, or French as a Second Language, or a Native Language, or a Classical or 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 11-12), or Technological Education, or French as a second language or computer studies, or Cooperative Education | | | | |
| MY GOALS | 1. UNIVERSITY | 2. COLLEGE | 3. WORKPLACE | 4 APPRENTICESHIP |

COMMUNITY INVOLVEMENT ACTIVITIES

As part of the diploma requirements, students must complete a **minimum of 40 hours of community involvement activities.** These activities may be accumulated in the summer before they enter Grade 9 or at any time during the years in their secondary school program. The community involvement requirement is designed to encourage students to develop awareness and understanding of civic responsibility and of the role they can play in supporting and strengthening their communities. The requirement will benefit communities, but its primary purpose is to contribute to students'

development. It will provide opportunities for students to learn about the contributions they can make to the community.

Community involvement activities may take place in a variety of settings, including businesses, not-for-profit organizations, public sector institutions (including hospitals), and informal settings. Students **may not** fulfill the requirement through activities that are counted towards a credit (co-operative education and work experience, for example), through paid work or by assuming duties normally performed by a paid employee. The requirement is to be completed outside students' normal instructional hours – that is, the activities are to take place in students' designated lunch hours, after school, on weekends, or during school holidays.

LIBRARY – THE LEARNING COMMONS

Cardinal Léger's Catholic Learning Commons is: fluid, vibrant, inviting, flexible, dynamic, multi-grade, resource-rich and cross-curricular. We provide equitable access to mostly digital information forms which, we intend, will serve to expand the learning experience. We aspire to become Léger's hub for networking and information access; encouraging collegiality and intellectual development. Our library offers Lancers multiple spaces which serve to empower and to enhance divergent thinking and ultra-connectivity. Everyone is a learner here. Welcome.

As this area is considered an extension of a classroom, accessed for learning and quiet study there is no food or beverages permitted.

Any student out of uniform will NOT be allowed to enter.

CONNECT | COLLABORATE | CREATE

EXTRA AND CO-CURRICULAR ACTIVITY POLICY

RATIONALE

A student's involvement in a co-curricular activity is often one of the best remembered times they may have during their high school career. Participation in co-curricular activities should be encouraged as they provide another medium by which learning may take place. Various co-curricular activities provide another venue to further develop what the student is being taught in the classroom.

Co-curricular activities at Léger offer students the opportunity to challenge themselves on social, emotional, spiritual, intellectual and physical levels. Through participation and competition they can learn and practice many of the

same qualities that are sought in today's work environment. Skills such as leadership and problem-solving abilities are all part of the development of any student.

Students in co-curricular activities have the opportunity to represent themselves and their school. It is therefore important that each student realize that their participation is a supplementary process to their education. Their primary responsibility should be to their education. To this end the following **Co-Curricular Participation Policy** has been implemented:

It is the student participant's responsibility to:

- ✚ Represent Cardinal Léger Catholic Secondary School with integrity, honesty and to the best of their ability at all times.
- ✚ Abide by the rules and regulations of Cardinal Léger as set out in the Catholic Code of Conduct.
- ✚ Respect themselves, as well as teammates, coaches, referees spectators and their fellow competitors and abide by the Region of Peel Secondary School Athletic Association's (ROPSSAA) Code of Conduct for athletes and the *DPCDSB Sportsmanship & Ethical Conduct Guideline 2012*.
- ✚ Be aware that a full school day absence revokes that student's right to participate in the activity scheduled that day, including **suspensions**.

STUDENT ATHELETE EXPECTATIONS*

- Student-athletes at DPCDSB schools are expected to treat opponents respectfully and in compliance with our Catholic virtues. Respect for the game in which the student-athlete participates also demands respect for the opponent, fans, coaches, referees, teaching and non-teaching staff, bus drivers and the environment.
- Student athletes will understand the following are unacceptable behaviours: taunting, inappropriate language, baiting of opponents and other types of behaviour that contravene our Catholic Code of Conduct.
- DPCDSB student-athletes must behave as ambassadors of their Catholic schools. Their behaviour is observed by parents and emulated by peers and those who are younger. DPCDSB student-athletes must honour the responsibilities that accompany the privilege of representing our schools by behaving with dignity and respect on and off the field, regardless of the behaviour of other adolescent athletes.

- Student athletes will maintain a high standard of attendance, academic participation and achievement (to the best of the student's ability) attitude and general behaviour.
- To wear appropriate school approved uniform and team uniform to events.
- To support and adopt the philosophy of the teacher-coach.
- To be present at school and in attendance on the date of an event.
- To attend practices regularly.

*Taken from: *DPCCSB Sportsmanship & Ethical Conduct Guideline, 2012* p.10

SECTION 1: POLICY VIOLATIONS

Should any student be unable to fulfill the requirements of the **Co-Curricular Participation Policy** they will be subject to removal from the activity. The period of removal will be commensurate to the violation.

SECTION 2: ACADEMIC CONCERNS

In the event that the removal is based upon academic difficulty, the following procedures will be used:

1. The student will not be allowed to participate, practice, or play until improvement is noted in the course in question after an agreed upon time, for example 2 weeks.
2. If schoolwork becomes adversely affected by the time commitment to the activity or sport, the staff supervisor and the administration have the responsibility and right to withdraw the privilege of participating in the activity or sport.
3. After the *stipulated time*, the student will ask the subject teacher for a current evaluation, upon which the staff supervisor and the administration will determine the future of the student's participation in that activity.

CLASSIFICATION

Unless otherwise stated in the Playing Regulations, the classification for all ROPSSAA sponsored activities shall be:

Bantam – shall not have obtained their 14th birthday by January 1st prior to the start of the school year

Junior – shall not have obtained their 15th birthday by January 1st prior to the start of the school year

Senior – shall not have obtained their 19th birthday by January 1st prior to the start of the school year

OFSAA CONSITUION AND PLAYING REGULATIONS

Students who are entering their sixth year of high school or are considering transferring into or out of a school are reminded that they are automatically ineligible for all sports when they change schools. Students do have the right to appeal their eligibility. Please speak to a member of the Phys. Ed. Dept. for details.

SPECTATOR/FAN POLICY

Cardinal Leger CSS students are encouraged to show their support at home games under the following conditions only:

- ✓ Adequate staff supervision has been secured; Admin will announce when games will permit fans
- ✓ Students are required to be in full uniform
- ✓ Bags & coats are not permitted in the gym; to be left in your locker
- ✓ No food or drinks are permitted in the gym
- ✓ Remain seated on the bleachers
- ✓ No outside guests are permitted, with the exception of parents/guardians of players
- ✓ Leave school premises immediately after conclusion of game

All spectators must comply with the ROPSSAA Code of Conduct:

- ✓ Cheer in a positive manner
- ✓ Respect officials' decisions
- ✓ Do not interfere with the competition
- ✓ Keep off the playing area
- ✓ Be courteous and respectful

Failure to comply with these regulations will lead to ejection from the gym.