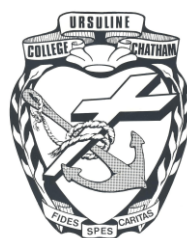


Ursuline College Chatham

Catholic Secondary School



2019-2020

85 Grand Avenue West
Chatham, ON
N7L 1B6
www.st-clair.net/schools/ursuline
Phone: (519) 351-2987

Disclaimer: The information contained in this agenda is subject to change during the school year. Students will be informed of modifications through various communications

WHAT DO I DO IF?

1. I AM ABSENT FROM SCHOOL?

If I am absent from school, my parent/guardian will need to phone the 24 hour attendance line as soon as possible (519-351-2987 X 25418). If a phone call is not made, I must bring a note on the 1st day upon returning to school.

2. I AM LATE FOR SCHOOL?

Go to class and call the attendance office from the classroom X25418. If you accumulate three (3) lates your classroom teacher will assign a lunch detention. If you accumulate more than five (5) unexcused lates your teacher will report you to your vice-principal. Further lates may result in suspension.

3. I HAVE TO LEAVE DURING THE DAY?

Bring a note from your parents to the office before 8:15 a.m. and pick up a permit to leave slip. If you return the same day get an admit slip from the office. If you do not bring a note in, you are expected to check out at the main office before you leave.

4. I NEED TO USE THE PHONE?

Cell phones may be used until 8:15, again in the cafeteria during your lunch, and after 2:20. Issues with misuse of devices in class will be handled as would any other discipline issue. This may involve teacher-assigned consequence, notification of Administration, parent contact etc. In an emergency you are to use the phone in the Main Office. Failure to turn over a phone when requested will result in a meeting with your VP.

5. I FIND A COURSE (OR COURSES) TOO DIFFICULT/EASY?

First talk with your subject teacher. Then see a Guidance Counsellor, Resource teacher, or Vice-Principal. Courses may be changed only within the first week of each semester.

6. I HAVE A PERSONAL PROBLEM THAT I NEED TO TALK ABOUT?

See one of the following: Guidance Counsellor, Campus Minister., Child and Youth Worker, Principal or Vice-Principal, or a Teacher.

7. I FEEL TOO ILL TO STAY IN CLASS?

Go to the office. We will make arrangements for you to get home. A nurse from the Public Health Office will be in the school once a week. If you wish to make an appointment, contact the Guidance Office.

8. I LOSE SOMETHING OF VALUE?

Check with the Lost and Found in the Main Office. Conduct your own personal search. NEVER LEAVE VALUABLES IN A CHANGE ROOM OR LEFT UNATTENDED.

Table of Contents

	Page
What To Do If?	1
School Contact Information.....	5
Department Heads	5
Daily Time Table	6

UCC INFORMATION AND POLICIES

STUDENT UNIFORM POLICY

Uniform Requirements.....	7
Physical Education Uniform	7
Uniform Regulations	8
Uniform and Educational Excursions	8
Spirit Wear Days	8
Non-Uniform Days	9

DISCIPLINE

Alcohol and Drug Use	9
Cell Phone and Electronics.....	9
Smoking, Vaping and Loitering.....	9
Violence and Harassment	10

SPECIFIC SCHOOL RULES

Attendance.....	10
Attendance Procedures.....	10
Truancy.....	11
Lates	11
Leaving School Property	12
Students of Legal Age.....	12
Fog Days	12
Bus Cancellation.....	12
Late Buses.....	12
Study Periods	13
Time Table Changes	13
Computer Regulations.....	13
Academic Honesty and Plagiarism.....	13
Cafeteria Food and Drink.....	13
Opening Exercises and Announcements.....	13
Computer and Network Use.....	13
Internet Use.....	14
Dance Regulations.....	14

SAFETY AND SECURITY

Emergency Response Codes	14
Fire Alarms	15
Injuries.....	15
Visitors.....	15
Video Surveillance.....	15

SPECIAL ACTIVITIES

Assemblies, Masses, School Excursions.....	15
Field Trips.....	16

SCHOOL SERVICES	
Campus Ministry.....	16
Guidance Department.....	16
Library.....	17
Public Health Nurse.....	17
Resource Department.....	17
Student Support Services.....	17
Child and Youth Worker.....	18
Cafeteria.....	18
Newsletters and Telephones / Electronic Communications.....	18
CO-INSTRUCTION	
Academic Responsibilities.....	18
School Books and Materials.....	18
Messages for Students.....	18
School Bus Safety Rules and Responsibilities.....	19
Yearbook.....	19
Student Identification Cards.....	19
Student Council.....	19
FACILITY	
Gymnasium and Fitness Facilities.....	19
Lockers.....	20
Parking.....	20
EXTRA-CURRICULAR CONTACTS.....	21
COMMUNITY AGENCY CONTACTS.....	22

Important School Contact Information

UCC MAIN OFFICE EXTENSIONS			
(519) 351-2987			
Main office	Ext. 0	Attendance office	Ext. 25418
<u>Administration</u>			
<u>Principal:</u> Mr. Ray Power Ext. 25406			
<u>Vice-Principals:</u>			
Mr. R. Baggio	Ext. 25407	All Grade 11's and Grade 12's	
Mrs. M.A. McCrae	Ext. 25410	All Grade 9's and Grade 10's	

Department Heads		
Department	Name	Extension
Arts	Ms. McEachran	25788
Business and Co-Operative Education	Ms. Dowdall	25679
English	Ms. Foster	25677
Guidance	Ms. Harnarine	25414
Languages	Ms. Vilaranda	25764
Mathematics	Mr. Cowan	25659
Physical Education	Mr. Denomy	25669
Religion	Mr. Zimmer	25777
Resource	Mr. Culverwell	25775
Science	Ms. Kovacs	25651
Social Science	Mr. Broadbent	25852
Technology	Ms. Serruys	25667

Information Phone Extensions

Attendance	Ext. 25418	Life Skills	Ext. 25835
Athletic Department	Ext. 25700	Ontario Student Record	Ext. 25408
Campus Ministry	Ext. 25421	Resource Department	Ext. 25103
Child and Youth Worker	Ext. 25412	Theatre Box Office	Ext. 25832
Guidance Dept.	Ext. 25422	Tip Line	Ext. 4040
Library	Ext. 25707		
Student Achievement Teacher	Ext. 25650	Student Success Teacher	Ext. 25762

Daily Timetable

Regular Schedule

	First Lunch			Second Lunch
	Grade 11 / 12 classes			Grade 9 / 10 classes
Period 1	8:15-9:30		Period 1	8:15-9:30
Break	9:30-9:38		Break	9:30-9:38
Period 2	9:38-10:53		Period 2	9:38-10:53
Break	10:53-11:01		Break	10:53-11:01
			Period 3	11:01-12:16
First Lunch Grade 11 / 12 Classes	11:01-11:42		Second Lunch Grade 9 / 10 Classes	12:16-12:57
Period 3	11:42-12:57			
Break	12:57-1:05		Break	12:57-1:05
Period 4	1:05-2:20		Period 4	1:05-2:20

URSULINE COLLEGE INFORMATION AND POLICIES

Student Uniform Policy

Our Catholic school community has a strict school uniform policy. As a student at Ursuline College Chatham Catholic Secondary School, you are an ambassador of all that Ursuline College Chatham symbolizes. By choosing to attend Ursuline College Chatham Catholic Secondary School, students and their parents have made a serious and long-term commitment to Catholic Education. Parents and students accept the school uniform as an integral part of the school community life. Wearing your uniform shows respect and pride.

Staff will monitor uniforms. Those who are out of uniform will be asked to correct the problem. Failure to comply will result in receiving a lunch time detention. Infractions that are not fixable will be addressed by Administration. Consequences (to be determined by the Administration of the school), may include being sent home to change and return to school, detention or suspension. Final discretionary judgment will be made by the Administration.

Students are to be in full uniform everyday when they first arrive at the school until after the final dismissal bell of the day. Students may not be out of uniform during lunch or spare periods. Students may not dress in sweat pants / casual clothes and change in the halls or washroom when they arrive at the school.

Parents are asked to contact **Ms. McCrae (351-2987 Ext. 25409)** to inquire about uniform assistance.

Uniform Requirements:

McCarthy's is the supplier for all school uniforms and may be purchased:

On-line	www.mccarthyuniforms.ca/shop
By phone	1-800-668-8261
London Retail Store	431 Newbold Street, London ON
By Fax:	1-416-593-6229

Unisex Uniform

- White or Navy golf shirt, embroidered
- White short or long sleeved oxford shirt, embroidered
- Navy zip polo, embroidered
- Navy sweater

Men's Uniform

- Navy dress pants
- Navy or Khaki casual pants
- Navy walking shorts

Women's Uniform

- Plaid kilt cut at 19" by Halperns
- Navy flat front dress pants
- Navy or Khaki flat front casual pants, shorts or capris
- White short or long sleeved French cut blouse, embroidered

Physical Education Uniforms and Classes

Uniforms will consist of school shorts, school-crested T-shirt, sweat socks, and running shoes. Clothing may be purchased through the Physical Education office during the first week of the semester. Please note that students are expected to participate in all physical education classes. Non-participation due to medical or other reasons must be substantiated with a doctor's note if the period of non-participation last longer than three classes.

Jewellery of any kind – including piercings - is not to be worn during physical education classes.

Uniform Regulations:

1. Students will not be allowed to attend class unless in full uniform.
2. Uniform infractions must be fixed. Non compliance will result in a detention.
3. Repeated infractions will result in in-school/suspension.
4. Hats are not permitted and must be off and away otherwise will be confiscated by staff members and turned into the main office.
5. Uniforms are to be neat, clean and in good repair (no altering of style or colour).
6. Over-sizing or under-sizing of clothing is not allowed.
7. Students may have the top two oxford shirt buttons undone. French-cut blouse must be buttoned completely.
8. Shirts are not to be bunched, tied, or pinned at the back
9. A plain white (preferred), short sleeved T-shirt may be worn under an approved shirt.
10. Pant legs will not be tucked into footwear. Pants are to be properly hemmed. Rolled up pant legs, capris, shorts, and kilts are not acceptable.
11. Knee high socks, full tights, or pantyhose worn with the kilt must be solid in colour and non-textured and be complimentary.
12. Any clothing or accessories (chains, dog collars, symbols, jewellery, or other paraphernalia) that (1) depicts or suggests association with a gang, (2) may be considered obscene or offensive, or (3) may be associated with drug emblems, tobacco or alcoholic beverage references shall not be worn at school or in any way be present at any school related event.
13. Any type of head covering (including hats, bandanas, sports head bands, etc.) is not to be worn in the school. Administration may confiscate head coverings for return to the student at a future date.
14. Footwear includes dress shoes or athletic/running shoes in good repair that must be worn as part of the uniform. Appropriate footwear, socks, or full tights with no extreme colours or style must be worn.
15. Coats, jackets, scarfs, are not to be worn while inside the school. The expectation is that once the student is inside the main building, he/she will remove the jacket, place it in their locker or backpack and be in proper uniform. Coats may only be worn upon entering or leaving the building. Coats and jackets will not be a substitute for a sweatshirt or school sweater at any time.
16. Hair must be kept clean, neat and reasonably styled or coloured. Final discretion rests with the Administration.
17. Reasonable piercing. No safety pins or spike piercing will be allowed due to safety concerns for the student and others. Final discretion rests with the Administration
18. Sunglasses are not to be worn in the building.
19. Uniform modifications for medical reasons or extraordinary circumstances may be granted by Administration.
20. Spirit wear is not permitted other than on Spirit Wear Days.
21. Final discretion rests with Administration on acceptable accessories and styles.

Uniforms and Educational Excursions

Unless otherwise stated by the supervising teacher following approval by Administration, students are expected to be in school uniform on school-related excursions.

Spirit Wear Days – Fridays Only

1. Students may wear U.C.C. “spirit wear” tops. Spirit wear consists of tops purchased from Student Council or a school sports team or club.
2. Uniform pants, shorts, capris, kilts must be worn.
3. Teams who have special games or are celebrating victories must seek Administration approval to wear spirit wear on non-Friday spirit wear days.
4. Spirit wear does not include phys ed. wear outside of a phys ed. class.
5. Team coats, jackets, and hats are not to be worn.
6. If there is no school on a Friday due to a holiday or PA day, there will be NO Spirit Wear Day that week.

Non Uniform Days

1. Clothing worn on a non uniform day must comply with the school's dress code and board policy, and should be modest and appropriate to the values and beliefs of our Catholic learning environment.
2. Students are responsible for choosing clothing that denotes modesty, good taste, and sound judgment.
3. **Examples of clothing that are not allowed are tank/halter tops; muscle shirts; bare midriffs or revealing necklines; sleepwear: pyjama bottoms; ragged, torn/frayed/patched clothing or shirts in a poor state of repair; clothing with objectionable emblems or slogans; mini-shorts or skirts, spiked jewellery, outerwear, headgear, and chains. Hats are not permitted.**
4. Final discretion rests with the Administration.

Discipline

Background

General discipline within the school is the responsibility of all staff, students and Administration. While classroom discipline is the duty of the classroom teacher, there may be occasions when matters are of such a nature that the Administration will be required to act.

Consequences of unacceptable student behaviour include detentions, suspensions, expulsions, removal from school teams and/or clubs, suspension from dances, including prom, or from any other school events as determined by school Administration.

Alcohol and Drug Use

Illicit drugs and alcohol hurt students developmentally, socially and physically. Possession of drugs, drug paraphernalia and/or alcohol is a criminal offence. If a student is in possession of drugs, drug paraphernalia and/or alcohol on school property, or if a student is caught using drugs and/or alcohol at school or during any school sanctioned activity, parents/guardians and the police will be contacted. **Offenders will be suspended and charged where appropriate may be excluded from all future school events and dances, including the prom.**

Cell Phones and Electronic Communication Devices



Cell phones and devices are permissible to use in the school.

1. Cell Phones and devices are only permitted **under individual teacher direction.**
2. **Individual teachers will set out their guidelines for use based on their curriculum.**
3. **Issues with misuse of devices in class will be handled as would any other discipline issue. This may involve teacher-assigned consequence, notification of Administration, parent contact etc.**
4. **Failure to turn over a phone when requested may also result in a suspension or other consequence.**
5. **Using devices while walking between classes can cause slow-downs and possibly injuries. Please be aware of the world around you and do not arrive late to class because of your device.**
6. Parents are asked to call the main office if there is an emergency and their child will be contacted by the office.
7. Students needing to make emergency calls are to use the phone in the main office.

Smoking, Vaping and Loitering

1. Smoking / Vaping is not permitted on school board property or its facilities. This is a board policy.

2. Smoking / Vaping on school property will result in a school consequence.
3. **All students, and those who smoke / vape, are NOT allowed to loiter in front of Ursuline College and neighbouring properties for reasons of personal safety and good citizenship.** As a result, students smoking, vaping or loitering on sidewalks, driveways, bus shelters, or curbs will receive a school consequence.
4. **Lateness due to “going for a smoke / vape” will not be tolerated.**
5. Persons smoking / vaping on school property or holding a lighted cigarette in a prohibited place are subject to an offence notice of \$305.

Violence & Harassment

Violence impedes the educational process and impairs the health and welfare of students and staff. To provide a safe environment, and consistent with the “Safe Schools Act”, physical violence, damage to property, cyber bullying, possession of and /or threats to use weapons and use of weapons will be treated as serious offences with disciplinary actions such as suspension, police intervention and/or expulsion.

Several types of violent incidents will be reported to the police, followed-up with a report and noted in the Ontario Student Record, including:

- Possession of weapons
- Threats of serious physical injury
- Physical assaults causing serious physical injury
- Physical assaults causing bodily harm
- Sexual assault
- Robbery and extortion
- Any hate-motivated violence
- Vandalism causing extensive damage to school property located on school premises
- Internet generated threats and harassment

Specific School Rules

Attendance

The Education Act states that “a pupil may be excused by the Principal from attendance at school temporarily at any time at the written request of a parent”. Note that the wording clearly implies that the parent may “request” but the approval is granted or not granted by the Principal. This approval is usually granted, but we do require a letter to the Principal in advance for all absences other than illness. Please submit these requests to the attendance office.

Many researchers have identified regular attendance as the single, most important factor in student achievement

It is expected that all students will attend classes. If any class is to be missed, a valid reason must be provided to the office before the absence date. The following are valid reasons for being absent:

- Illness, family emergency, or accident verified by parent or legal guardian, for an absence of two days or less
- Illness or accident, verified by a doctor’s certificate or note, for an absence of three days or more
- Participation in a school sponsored, extra-curricular activity or field trip
- Court appearance or legal counselling as verified by a note from a legal professional or court subpoena

Attendance Procedures

1. Attendance is taken at the beginning of each period.

2. If a student is absent Period 1 and not excused a Synervoice message will be sent at approximately 9:15 a.m. informing the parent/guardian that the student is absent.
3. If a student is absent Per 2, 3 or 4, a Synervoice message will be sent at approximately 5:00 p.m. informing the parent/guardian that the student has been absent.
4. Notes may not be written to excuse students from classes except for illness or legitimate appointments/emergencies.
5. **When a student misses school or is coming to school late due to a valid reason, his/her parent/guardian must notify the school on the 24 hour attendance line (519-351-2987 – ext. 25418 by 8:00am)**
6. **If a phone call is not possible, the absent student must present a signed and dated note to the attendance office explaining the absence upon returning to school.**
7. **Students will not be permitted into a class in which they were absent the day before. Students should report to the attendance office the day they return to obtain the appropriate slip. If they have a note or the office has received and recorded a phone call students will be given a blue slip and be admitted to class. If a note is not available or the phone call has not been processed, the student will be given a green slip and will be seen by their respective Vice-Principal. Detention/in-school supervision/ suspension will be assigned for un-accounted absences.**
8. Parents/guardians are requested to contact Administration for absences of 3 or more consecutive days.
9. **A student may not participate in an extra curricular activity on a day when s/he has an unexplained absence from any class.**
10. **Under no circumstances may students leave the school without proper authorization and signing out at the Attendance Office.**
11. Absence due to a vacation outside of normal school vacation times is not in keeping with education as a priority. Although we recognize that it may occur, it is the responsibility of the student to make up any missed work. If tests or assignments are scheduled during the time away it is the students' responsibility to make arrangements to write the test or submit the assignment.
12. **Students 18 years of age or older, may sign their own notes. This privilege may be used a maximum of three times per semester after which all subsequent attempts will go through a vice-principal. Abuse of this privilege will result in revocation.**
13. Forged notes, altering school attendance and impersonation (identifying oneself as someone else - by note or by telephone) are strictly prohibited and will result in a school consequence.

Truancy Policy

Each class missed is considered truancy. The following are the progressive consequences for truancy:

First/Second/Third Truancy	Lunch detention for each class missed
Fourth/Fifth Truancy	After-school detention
Further Truancies	Progressive Level of consequences including: in-school supervision, suspension, parent meeting, withdrawal from course, withdrawal from school, or referral to social worker

Administration reserves the right to modify these based on mitigating circumstances and individual student need.

Late Policy

If a student arrives late to class (after the bell has rung), the following are the progressive consequences:

1. Classroom teachers will monitor lates, assign consequences and contact home.
2. On the third and fourth late the classroom teacher will assign a lunch detention.
3. After 5 lates, student will be reported to their vice-principal by the classroom teacher. Consequences will include office detentions, in-school supervisions, suspension, meeting with parents.
4. Students without a valid reason (sleeping in, missing the bus, out for lunch, having a smoke or vape is not a valid reason) are subject to consequences.

Failure to attend detentions will result in an in-school supervision or suspension.

Leaving School Property

1. It is expected that students make appointments after school hours. In the event that this is unavoidable students **MUST** sign out at the attendance office before leaving the school and provide a note.
2. If a student becomes ill during the school day they **MUST** sign out at the attendance office before leaving the school.

Students of Legal Age

1. Notes signed by students do not absolve them from consequences of school procedures and policies.
2. Students 18 years of age or older, may sign their own notes. This privilege may be used a maximum of three times per semester after which all subsequent attempts will go through a vice-principal. Abuse of this privilege will result in revocation.
3. The right of an eighteen year old student to sign himself/herself out of school is not a license to miss school for unacceptable reasons.

Fog Days

1. When dangerous fog conditions exist, morning buses will be cancelled.
2. Students **will be bussed home after school.**
3. Parents should listen to their local radio station, or check the transportation web site at www.schoolbusinfo.com
4. **Parents of non-bus students, who are absent on a fog day or will be late due to the fog, must call the attendance office to report their child's absence.**

Bus Cancellations and School Closings due to Winter Storms

1. On occasions when dangerous travel results in school buildings being closed, students must not attend.
2. When buses are cancelled but schools remain open, it is expected that parents will determine whether it is safe to send their student to school.
3. Busses will not run at the end of the day.
4. **Parents of non-bus students, who will not be attending school due to weather, must call the attendance office to report their child's absence.**

Bus Cancellation during School Hours

To ensure that all of our students safe transportation needs are met in the event of bus cancellation during school hours, it is the expectation that the following procedures will be put in place.

1. All bus students in grade 9 and 10 are required to have confirmed direct parent contact (or direct adult contact) as to their transportation arrangement home.
2. All bus students in grade 11 and 12 are required to provide destination information prior to release from class.

Late Buses



1. Late bus pick up at 4:20 p.m. with a centralized drop off location in our surrounding communities
2. Late busses are available on many weeknights through out the year. Schedule will be available in September.
3. Use of late bus is for acceptable activities only. They are: sports, arts, club activities, after school tutoring / assistance or to work with their peers on school related assignments.

4. Students are to sign up for late bus passes in the main office, in advance of activities before school or during their lunch.
5. Students without a late bus pass will not be permitted to ride the late bus runs.

Study Periods

1. Study periods may be given to only grade 12 students who have completed 24 credits. Requests outside of this may be granted only by your vice-principal.
2. Study periods should be spent in the library or cafeteria where supervision is provided.

Timetable changes

1. Should a timetable change become necessary, a student should see their Guidance Counsellor as soon as possible.
2. Students are required to follow the existing timetable until all steps have been followed and the timetable change approved
3. All timetable changes must be complete by the end of the first week of classes in each semester.
4. Dropping a course will be the last step in the remediation process and will not normally be approved after the dates for course drops
5. Courses not dropped five days after the first reporting period will appear on a students' transcript

Academic Honesty and Plagiarism

Academic honesty is an expectation of all students at Ursuline College Chatham. The concept of honesty includes citing and referencing any sources used in written work, not participating in any form of cheating or improper conduct with respect to tests and exams, and refraining from falsifying any reports or experimental findings. Dishonesty will result in serious disciplinary measures.

Cafeteria Food and Drink

1. Food and drink must be consumed in the cafeteria or outside courtyards and never in the hallways.
2. No food is allowed to be consumed in or brought to the classroom.
3. Students are NOT permitted to go to the cafeteria for any reason during class time.
4. Only bottled water is permissible in the classroom.

Opening Exercises and Announcements

Opening exercises consist of the playing of the National Anthem, reciting daily prayer, and in period 2 – announcements. **It is imperative that all students remain in class, cease all activities, and give their undivided attention to opening exercises and announcements.**

Computer and Network Use



Students are expected to follow the Board Policy 6.2 Acceptable Use of Computer Networks and Internet for Students when using school software or hardware. Any violation of these expectations may result in the loss of computer privileges, and/or fines being assessed, and /or disciplinary action. By using any school computer the student agrees to follow acceptable use guidelines.

At the beginning of each school year each student will be provided a user code and password that allows them access to Ursuline College computer network.

1. Students are responsible for their own files and are discouraged from sharing accounts with others.

2. Students are limited to the software applications that are licensed and on the network. Students are not allowed to alter or modify established settings and/or files.
3. Students are not allowed to store any personal data unless it is used for educational purposes that are tied to their course of study.
4. Under no circumstances are students permitted to by-pass security systems, “explore” parts of the network operating system or others’ folders. Games are not permitted on school computers.

Remember, the computer network serves over 1200 students and staff – let us work together to keep cost, maintenance and repair to a minimum.

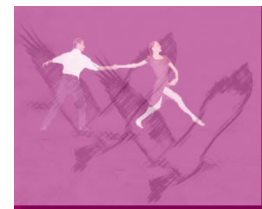
Internet Use

Internet use is a privilege and only accessible under teacher supervision. Printing from the internet is subject to teacher approval. Students are not permitted to access materials that are inappropriate and would be in violation of the Board’s Acceptable Use of Computer Policy. These sites include:

- Facebook, Twitter, YouTube, MySpace, ebay and any other sites used for primarily social or retail purposes
- Sites that include obscene language, music, video and graphics
- Any site that the supervisory teacher views as offensive and not in keeping with Ursuline College’s Code of Conduct

Dance Regulations

1. UCC holds both school dances and a prom for students in good standing (prom for Grade 12 students only)
2. UCC students may bring one student visitor to school dances at the discretion of Administration. These students must have current ID cards from their respective schools. All visitors, including those who are not students in Chatham-Kent secondary schools, must have a *Visitors Dance Pass*, which can be obtained from Student Council and is subject to the approval of the Principal or Vice-Principal.
3. A breathalyser will be used at the door to verify alcohol consumption by students. **Students caught under the influence of any amount of alcohol or drugs will be subject to suspension and charged where appropriate. Students may be excluded from all future school events and dances, including the prom.**
4. Students who leave the dance may not return except under special circumstances and at the discretion of the Dance Supervisor.
5. In cases of unacceptable behaviour, students involved will be asked to leave, and/or their parents will be called to come for them. In such instances, further disciplinary action will be taken by UCC Administration.
6. Students who are suspended or expelled from any school are not permitted to attend school events, including dances.



Safety and Security

These guidelines are currently under review and are subject to change.

Emergency Response Codes

Specific staff members are trained to respond to medical and violent incidents that occur at UCC. In these situations, students are expected to follow procedures that ensure their safety as well as allow staff to handle emergency situations efficiently. Staff will give appropriate instructions to students and their complete cooperation is expected.

- **Code Green: Medical emergency** – Students are asked to clear to the side of the halls and leave the scene as directed.

- **Code White: Violent Incident** – Students are required to remain in classrooms in the vicinity of the incident to avoid involvement. Students are asked to clear the scene as directed by staff.
- **Shelter in place** – Students are required to remain in classrooms. Students in hallways will be directed to a safe location by staff.
- **Lockdown** – Staff and students will be directed to enter lock down procedures. Classroom doors will be locked and secured. All staff and students will be required to remain in lock down until directed by Administration and emergency personnel.

Fire Alarms



UCC is fully equipped with fire detection and extinguishing equipment. We take every precaution to reduce fire hazards; however it is important to be prepared in the event of a fire emergency.

Drills are held during the year to ensure fire escape readiness.

Students, staff, volunteers and visitors must evacuate the school in an orderly fashion any time that a fire alarm is sounded and wait at a designated location with their teacher until the “All Clear” announcement or other instructions are provided. Students should familiarize themselves with the exit instructions that are posted in each teaching area.

Injuries

Students, volunteers, visitors must report any injury that occurs on school property to the teacher in charge or the Main office immediately. An “Incident Report Form” is to be completed on-line (or, if no access to internet is available, by written report) by the teacher or office staff and submitted to the St. Clair Catholic District School Board’s insurer, the Ontario School Boards’ Insurance Exchange (OSBIE).

In order to prevent incidents, we do not allow students to *use* roller blades, skates or skateboards on campus; students found using these items will have this property confiscated. Students are asked to dismount and walk their bikes on campus.

We ask that everyone work to prevent incidents, accidents and injuries at UCC!

Visitors

In order to ensure the safety and security of our students, all visitors must report to the Main Office. Student access during the day will be restricted to parents and authorized individuals only. Authorized visitors are asked to bring photo identification. Student-shadowing must be approved by Administration under special circumstances.

Video Surveillance

UCC is equipped by a video surveillance system to provide protection for the well-being and security of individuals, and as a deterrent to vandalism, criminal acts or other illegal activities. All information obtained by video surveillance is confidential and will only be transmitted to police authorities when criminal or other illegal acts are suspected. All video recorded material will be destroyed within 30 days of being recorded unless they are used as part of an investigation.

Special Activities

Assemblies/Masses/Liturgical Celebrations

1. Assemblies, masses and liturgical celebrations are mandatory for all students whether on spare or not.
2. Student organized plays and skits must be previewed by an administrator a reasonable time before the presentation to the student body.

Field Trips

Field trips are scheduled by staff throughout the school year to enhance the students' learning experience. Parents/Guardians must sign and return an official school consent form before a student is allowed to participate in an activity away from the school. The UCC student Code of Behaviour remains in effect during school-sponsored trips. Unless otherwise indicated, the UCC Dress Code should be followed on any school outing.

Field trips are recognized as important educational experiences and at no time should a student be denied that experience due to financial difficulties. Please contact your Vice-principal if this is a concern.

SCHOOL SERVICES

Campus Ministry



Ursuline College exists to foster a love of God as well as a love of learning. Campus Ministry provides opportunities where Ursuline College students and staff can grow in their faith. Campus Ministry serves to facilitate liturgical celebrations, service to others, and visible signs of Catholicity within our school community. The Chaplain, Mr. Dula, is available each day to talk with students, staff and parents. Appointments can be made for Mr. Dula by calling the Guidance Secretary at Extension 25421, or students may stop-in at the Campus Ministry Office, located in the Guidance Building.

Guidance Department

Counsellors are available all year to help students and their parents in making important decisions about course selection, career information and planning, post-secondary information, and also to assist students in resolving their personal concerns. Students may request appointments with their counsellor by contacting the secretary at the Guidance office.

A student's counsellor is determined by the first two initials in the student's last name:

A-F	Mr. Estoesta
G-M	Ms. Harnarine
N-Z	Mr. Matteis

Some of the services and information provided by the Guidance Department are:

1. **Individual Counselling:** Personal, academic, post secondary, career
2. **Printed Information:** About careers, job openings, colleges, universities, apprenticeship, bursaries, scholarships, and exchange programs
3. **Records:** Courses taken, credits towards O.S.S.D
4. **Career Exploration:** In-class sessions, computer programs, Co-op courses, interest tests, and apprenticeship information.
5. **Scholarships and Financial Aid:** OSAP, bursary and scholarship applications.
6. **Community Service Hours:** The Ontario Ministry of Education requires that all secondary students complete 40 hours of mandatory, documented community volunteer work in order to receive a diploma. Students may visit the Guidance Office to receive direction on volunteer opportunities, or to obtain a "Completion of Community Involvement Activities" form to record volunteer efforts.
7. **Diplomas:** Diplomas are given out three (3) times a year - at the end of the first semester, at the end of the second semester and in September.

Library



Staff are available to assist the students between the hours of 7:30 a.m. and 4:00 p.m. In addition to the library work periods set-up by teachers, the library staff will respond to requests by individual students during the day. The library supplies a wide assortment of curriculum-related media including books, databases, on-line resources, Internet, videos, etc., to support student research projects and recreational reading. All Library books must be returned prior to exams.

Public Health Nurse (Chatham-Kent Health Unit)

Your Public Health nurse acts as a link to all Public Health Unit programs and resources. Public Health Services aim to promote Healthy Living amongst the student population. The role of the Public Health Nurse at UCC is to provide counselling, resources, consultation and referrals in regards to the following health topics. To contact your nurse phone 519-355-1071 ext. 5901.

- Comprehensive tobacco control
- Immunizations
- Alcohol and other substance use
- Healthy eating, weights and physical activity promotion

These services are available to students and staff at UCC through the school year. Students are welcome to arrange confidential and private appointments with a Public Health Nurse at school as needed.

The Public Health Nurse is also responsible for ensuring that all students are up to date with their vaccinations. Yearly immunization clinics are held at the school. Students not returning requested immunization information to the nurse or not updating their vaccinations required will be suspended from school under the immunization of School Pupils Act, 1990.

Resource Department (Special Education)

Ursuline College follows an inclusive model for exceptional pupils. Students with special needs are integrated into regular classroom programs. Resource teachers, support staff and peer tutors work with classroom teachers to accommodate for the individual needs of each student. Each student who is identified as having special needs is assigned to a specific resource teacher.

Specific courses in Study Skills and English as a Second Language are available for students who require this type of intervention as well as integrated programs for students at risk. We also offer a mainstreamed program for students with developmental challenges. In addition, students requiring extra assistance with tests and assignments may receive help from resource staff during class time, and spares.

Student Support Services

The role of the Student Support Services team (Child and Youth Worker/Social Worker) is to assist students, parents and school staff in learning to deal with a variety of issues including:

- Mental Wellness
- Self-esteem
- Social skills
- Anxiety and depression
- Substance Abuse
- Grief and loss
- Behaviour
- Bullying
- School Attendance
- Personal and family issues

- Liaison with Community Agencies

Referral to this service is initiated through the school principal, vice-principals or guidance staff.

Child and Youth Worker

The Child and Youth Worker provides confidential, direct intervention with students. He works in the school assisting school staff in assessing behaviour and developing behaviour plans that outline strategies to reinforce appropriate behaviour and social skills.

Cafeteria

The cafeteria staff is looking forward to serving UCC students and staff. Aramark Foods holds the food service contract for the UCC cafeteria. They offer a large variety of foods between the hours of 8:00 am to 1:00 pm.

Newsletters and Telephone/Electronic Communication



UCC will create a bi-monthly newsletter for students and parents. The newsletter is posted on the school web site at: <http://www.st-clair.net/schools/ursuline/>

From time to time, information may be sent home via the students for a variety of reasons. These include important notices, report cards, consent forms, etc.

At UCC we have a telephone notification system called, “**Synervoice**”. This system may call you to notify you of:

- ① A report of absence from school by your son/daughter/ward
- ① Important school information
- ① A special event of importance to all

Websites for Ursuline College and the St. Clair Catholic District School Board provide a great deal of useful information for students, parents and community members.

Co-Instructional Responsibilities

Academic Responsibilities

When involved in a school sponsored activity, students are expected to fulfill academic responsibilities and maintain a successful standing in each course. Teachers will make every effort to assist students who have been involved in a school-sponsored activity in fulfilling this responsibility

School Books and Materials

Textbooks are the property of the school and must be returned at the end of each semester in the same condition they were received. An official invoice will be forwarded to cover textbook expenses for lost or damaged books.

Messages for Students

School office staff can convey messages for students. Ideally, urgent or emergencies will be dealt with promptly. Pay phones are located around the school for the convenience of all students. These are the only phones in the school available to students. Students are asked to keep their calls brief and are reminded that phone calls are **NOT TO BE MADE DURING CLASS TIME**. Further, students are **NOT** permitted to use the phone in the main office for personal calls. **The office phone may be used for emergency calls only.**

School Bus Safety Rules and Responsibilities

The safety of all pupils on the school bus requires that prompt and appropriate action be taken when a pupil chooses to ignore the school bus safety rules. The school bus driver shall maintain control on the school bus, using the principles of assertive discipline. A pupil who refuses to cooperate with the driver shall be reported by the driver to the vice-principal. Consequences may include removal of bus privileges.

Yearbook



Students create an annual yearbook to capture the highlights of the school year. Students receive the yearbook if they pay a fee of \$35. The option to purchase the yearbook is given at the beginning of the school year.

Student Identification Cards

In order to ensure identification of students present within the school, at school functions or to use school services, each student will be provided with a photo identification card. This card must be carried by the student at all times.

Student Council

Students who plan on running for Student Council must:

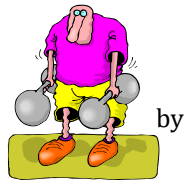
- Be a student in good standing (must be passing all courses)
- Get signatures from all teachers (both semesters) and one member of the Administration
- Be able to afford time out of class for Council business
- Attend classes regularly and be punctual; and
- Be elected by their peers.

Student Council plays an integral role in the student life at Ursuline College. Not only do they provide outstanding leadership but also work hard to initiate school spirit.

Facilities

Gymnasium and Fitness Facilities

UCC boasts many excellent facilities to support athletic, fitness and sporting interests of students. The gymnasiums, dance studio, workout room, and athletic fields are regularly used by many students, teams and authorized visitors. Students are not to be in the main gymnasium, dance studio or workout areas without direct supervision by a teacher who has responsibility for the activity. No food or beverage (except bottled water) is permitted in these areas at any time. As well, to keep the floors and fields in good repair, we ask that PROPER GYM SHOES be worn in all athletic areas AT ALL TIMES.



Lockers

Each new student is assigned a locker for their entire school career by the Main Office. You must remain in the assigned locker unless you have permission from the Main Office to move. Students should not share lockers. All lockers must be equipped with "Dudley" locks which are assigned by the Main Office.

Lockers are school property and may be opened by school Administration at any time. Materials displayed within lockers are subject to school approval.

Students are responsible for reporting any damage to their locker immediately to the office.

Protect your property by putting your name on all of your books and belongings and by keeping it in your locker. Do not give out your lock combination to others. The school will not be held responsible for any loss or theft of property; the school's insurance policy does not cover theft from lockers. It is recommended that students refrain from bringing valuable items to school to prevent the disappointment of loss.

Students are asked to empty their lockers at the end of each school year. A \$5.00 charge is levied to any student who has not cleaned-out their locker by the date assigned by Administration.

Parking



UCC has designated permit parking for staff. Limited parking is available for UCC students and visitors in the UCC lot next to the Poplar Street parking lot. Numbered parking spaces are reserved for staff. The school will assume no responsibility for damage to or loss of vehicles. Students are expected to drive their vehicle in a safe and responsible manner. Any student who does not act accordingly will lose his/her parking privileges at school. Plenty of bicycle parking is available in the courtyard behind the library.

Extracurricular Activities

Students wanting specific information about any of the activities below are asked to contact the Physical Education Department, the Arts Department, their Guidance Counsellor or their Vice Principal.

ATHLETICS

Badminton
Girls Basketball
Boys Basketball
Cross-Country
Cheerleading
Curling
Football
Golf
Girls Hockey
Boys Hockey
Girls Rugby
Boys Rugby
Girls Soccer
Boys Soccer
Tennis
Track & Field
Girls Volleyball
Boys Volleyball
Ultimate Frisbee
Weight Training
Wrestling

COUNCILS

Student Council
School Advisory Council

ARTS

Musical Production
Sears Drama Festival
Competitive Dance Team
Art Club
Music Society
UCC Bands
Choir
UCC Film Festival
Pedagape Club
Mass Musicians

MISCELLANEOUS

Debate Club
Environment Club
Equestrian
French Club
Games Club
Lancer Link
Me to We
Muskoka
Newspaper Club
Pines Pro-Life Club
Prom Committee
Reach for the Top
UCC Media Club
Yearbook
Anime Club

Directory, Community Agency Contacts

AIDS Information Line	1-800-668-2437	
Alateen	(519) 352-2006	
Blenheim Basement Teen Drop-In	(519) 380-8865	
Bulimia Anorexia Nervosa Association	(519) 969-2112	www.bana.ca
HRDC for Students	(519) 380-6836	
Canadian Mental Health Association	(519) 436-6100	
Chatham-Kent Addictions Progra	(519) 436-2599	
Wallaceburg Office	(519) 627-3397	
Chatham-Kent Family YMCA	(519) 352-0950	
Chatham-Kent Public Library	(519) 354-2940	
Chatham-Kent Health Unit	(519) 352-7270	
Chatham-Kent Health Alliance	(519) 352-6400	
Chatham-Kent Social Services	(519) 351-8573	
Chatham-Kent Transition House	(519) 351-1123	
Crime Stoppers	(519) 351-8477	
Drug and Alcohol Treatment Line	1-800-565-8603	www.dart.on.ca
Family Service Kent	(519) 354-6221	
Good Neighbours Volunteer Office	(519) 354-0506	
Integrated Children's Services	(519) 358-1212	
Junior Achievement of Chatham-Kent	(519) 352-0151	
Kids Helpline	1-800-668-6868	kidshelp@sympatico.ca
Parents Helpline	1-888-603-9100	
Telehealth (Ontario Ministry of Health)	1-866-797-0000	
Youth Criminal Justice Act		www.canada.justice.gc.ca
Western Area Youth Services (WAYS)	(519) 354-4095	