

Ursuline College Chatham

Catholic Secondary School



2011-2012

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 phone the 24 hour attendance line as soon as possible (519-351-2987 X 4003). 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 X4003. 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.

4. I NEED TO USE THE PHONE?

Cell phones may be used outside only. In an emergency you may use the phone in the Main Office.

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.

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Principal's Message

On behalf of our entire staff, let me take this opportunity to welcome each of you to Ursuline College, home of the Lancers. We commend you for choosing a Catholic education. We are certain that, by participating in the life of the school, you will find your education to be exciting, challenging, and rewarding. Your choices range from academics to athletics, from the arts to social justice. There is something for everyone to channel their efforts and energy for the betterment of self and others.

Our school inherits a rich tradition of Christian education. St Angela Merici (1474-1540), foundress of the Ursuline Sisters, was especially interested in the education of youth. One of her followers, Mother Mary Xavier Le Bihan sailed from France and founded a tiny pioneer community, Chatham. Known later as Ursuline College, this school for girls, from 1860 to 1971, drew students from widely scattered points in Canada, the United States, and Latin America. In 1972, the school became co-educational providing a Catholic high school education for boys and girls from all corners of Kent County. Today we are proudly home to approximately 1500 young men and women.

The Ursuline Sisters legacy lives on as our value system is rooted in their teachings and in those of the Catholic Church. It demands that students develop a love and reverence for God and creation and behave in a just and concerned manner regarding others. It demands we seek to be honest and truthful and accept the principles required for dedicated, committed and responsible behaviour.

The courses offered at Ursuline College reflect these teachings. It is assumed that all students who have chosen Ursuline College have a desire to continue their Catholic Faith journey and to come to know Jesus Christ. As a result, attendance in all classes and participation in our spiritual celebrations are mandatory.

We pride ourselves on offering something for everyone! We have clubs, teams and groups that provide outside the classroom extracurricular experiences for you so "GET INVOLVED!" So whether it is art, music, dance or drama, a full range of high school sports, media and film production, photography, newspaper, construction, tech design, computer science, rocketry, Me to We, Student Council, Lancer Link, Halloween for Hunger and the list goes on, find your passion and with our dedicated staff, let it prosper and make it happen! Your life and those of our school community and beyond will be enriched.

We urge you to take a few minutes to review our school information, expectations and services as outlined in your planner. As the school year progresses, take time to use the planner as an academic and spiritual guide. Once again, please accept my warm welcome to Ursuline College!

Gerri Brown

Principal

Important School Contact Information

UCC MAIN SWITCHBOARD			
(519) 351-2987			
Main office	Ext. 0	Attendance office	Ext. 4003
<u>Administration</u>			
<u>Principal:</u> Mrs. Gerri Brown		Ext. 4005	
<u>Vice-Principals:</u>			
Mr. R. Power	Ext. 4006	All Grade 11's and Grade 12 A - Ge	
Mr. R. Baggio	Ext. 4007	All Grade 10's and Grade 12 Gi - N	
Mrs. MJ Courie	Ext. 4010	All Grade 9's and Grade 12 O - Z	

Department Heads		
Department	Name	Extention
Arts	Mr. Milner	8076
Business and Co-Operative Education	Mr. Dodok	8027
English	Ms. Foster	8039
Guidance	Mr. Estoesta	4013
Languages	Ms. Villaranda	8111
Mathematics	Ms. Taylor-Joyes	8104
Physical Education	Mr. Denomy	8025
Religion	Mr. Gutteridge	8169
Resource	Mr. Culverwell	4025
Science	Mr. Teetzel	8106
Social Science	Mr. Vasko on leave - please contact Mr. Power	4006
Technology	Please contact Mrs. Brown	4008

Information Phone Extentions

Attendance	Ext. 4003	Life Skills	Ext. 1805
Athletic Department	Ext. 1510	Ontario Student Record	Ext. 4008
Campus Ministry	Ext. 4022	Student Resource	Ext. 4025
Child and Youth Worker	Ext. 4012	Supervisor of Custodians	Ext. 4444
Guidance Dept.	Ext. 4018	Theatre management	Ext. 4007
Library	Ext. 1707	Tip Line	Ext. 4040

Student Council 2011-2012

School Mascot: Lancer

Patron Saint: St. Ursula

School Colours: Light blue, white & navy

Motto: Faith, Hope and Charity

Councillors

Jordan Aarssen	Maylee Bossy	Cullen McGrail	Alicia Dalanyi
Ben Campeau	Jenna Dalanyi	Carmen Daniela Diaz	Taryn Fournie
Colin Edmonstone	Chesca Norte	Diana Phan	Justine Van Herk
Carly Wilkens	Sydney Currier	Bailey Lowry	Stephanie Vojvodin

Teachers: Ms. Eagleson, Mrs. O'Brien, Ms. Kearns, Mrs. Murphy

Daily Timetable

Regular Schedule

	First Lunch		Second Lunch		Third Lunch
	Period 3 grade 10 classes		Period 3 grade 9 classes		Period 3 grade 11, 12 classes
Period 1	8:15-9:30	Period 1	8:15-9:30	Period 1	8:15-9:30
Break	9:30-9:38	Break	9:30-9:38	Break	9:30-9:38
Period 2	9:38-10:53	Period 2	9:38-10:53	Period 2	9:38-10:53
Lunch	10:53-11:41	Break	10:53-11:01	Break	10:53-11:01
Period 3	11:41-12:56	Period 3i Lunch	11:01-11:36 11:36-12:16	Period 3 Lunch	11:01-12:16 12:16-12:56
Break	12:56-1:05	Break	12:56-1:05	Break	12:56-1:05
Period 4	1:05-2:20	Period 4	1:05-2:20	Period 4	1:05-2:20

URSULINE COLLEGE POLICIES AND INFORMATION

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.

Those who appear out of uniform face a range of consequences (to be determined by the administration of the school), including being sent home to change and return to school, facing suspension or detention. Final discretionary judgment will be made by the administration.

Teachers will be pro-active in ensuring that all students comply with the school uniform policy in classes, lunches, and hallways. 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.

Parents are asked to contact Mrs. Courie (351-2987 Ext. 4010) to inquire about uniform assistance.

Uniform Requirements:

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

On-line	www.halperns.ca	LOGIN: L250
By phone	1-800-668-8261	
London Retail Store	431 Newbold Street	
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

Uniforms and Physical Education 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 and you will be assigned 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. Only a plain white, 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 and jackets 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. Final discretion rests with administration on acceptable accessories and styles.
20. Uniform modifications for medical reasons or extraordinary circumstances may be granted by Administration.
21. Spirit wear is not permitted other than on Spirit Wear Days.

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. **Uniform pants, shorts, capris, kilts must be worn**
2. **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.**
3. Teams who have special games or are celebrating victories are restricted to these days without exception.
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 and excluded from all future school events and dances, including the prom, for a period of twelve months from the date of the occurrence.**

Cell Phones and Electronic Communication Devices

1. **Cell phones are to be OFF AND AWAY and not allowed to be used in the school throughout the instructional day**
2. Students are not permitted to use pagers, beepers, recording devices, cameras, camera cellular telephones and video cameras at school.
3. **Staff will confiscate any cell phones heard or seen in the school before, between and during class times.**
4. **Confiscated phones will be bagged and labeled and given to the respective vice principal. On the first infraction a parent/guardian is contacted and phone is returned at the end of the day. On the second infraction a parent or guardian will have to retrieve the phone. Third and further infractions will result in suspension.**
5. **Failure to comply will also result in a suspension or other consequence.**
6. Parents are asked to call the main office if there is an emergency and their child will be contacted via phone.
7. Students wishing to make emergency calls may use the phone in the main office.
8. MP3s and iPods are not to be worn in class unless approved by the teacher.

Smoking and Loitering

1. Smoking is not permitted on school board property or its facilities. This is a board policy.
2. Smoking on school property will result in a school consequence.
3. **Grade 9 students are not allowed to smoke.**
4. **All students, and those who smoke, 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 or loitering on sidewalks, driveways, bus shelters, or curbs will receive a school consequence.
5. **Lateness due to “going for a smoke” will not be tolerated.**
6. Persons smoking on school property or holding lighted tobacco in a prohibited place are subject to an offence notice of \$305.

Hall Passes

Students out of class for any reason must be in possession of a hall pass provided by the classroom teacher. Students are responsible for asking teachers for the hall pass.

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. Notes may not be written to excuse students from classes except for illness or legitimate appointments/emergencies.
2. **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. 4003 by 8:00am)**
3. **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. Failure to do so will result in a lunch detention.**
4. Parents/guardians are requested to contact administration for absences of 3 or more consecutive days.
5. **A student may not participate in an extra curricular activity on a day when s/he has an unexplained absence from any class.**
6. **Under no circumstances may students leave the school without proper authorization and signing out at the Attendance Office.**
7. 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.
8. **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.**
9. Forged notes, altering school attendance and impersonation (identifying oneself as someone else - by note or by telephone) are strictly prohibited and will result in suspension.

Truancy Policy

Each Class missed is considered truancy. The following are the progressive consequences for truancy: Administration reserves the right to modify these based on mitigating circumstances and individual student need.

First/Second Truancy	detentions for each class missed
Third/Fourth Truancy	in-school supervision
Further Truancies	Possible: suspension, parent meeting, withdrawal from course, withdrawal from school, or referral to social worker

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. If a student skips a teacher detention, the student will be required to serve an office 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, is not a valid reason) will be consequence.

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

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. A sick room is available for students not able to go home.

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

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.

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

2. **Late bus pick up at 4:20 p.m. with a centralized drop off location in our surrounding communities**
3. Late busses are available on many weeknights through out the year. Schedule will be available in September.
4. **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.**
5. Students are to sign up for late bus passes in the main office, in advance of activities before school or during their lunch.
6. 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.

Study Hall

1. Students not completing homework and/or handing in assignments will be assigned to study hall during their lunch.
2. Failure to complete work may result in an in-school supervision.

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.

Food and Drink Outside the Cafeteria

1. Food and drink must be consumed in the cafeteria 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.

1. 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.
2. Students are responsible for their own files and are discouraged from sharing accounts with others.
3. 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.
4. Students are not allowed to store any personal data unless it is used for educational purposes that are tied to their course of study.
5. 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 1500 students and teachers – 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 Kent County 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 will be excluded from all future school events and dances, including the prom, for a period of twelve months from the date of the occurrence.**
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.
- **Code Yellow: Controlled Shelter in place** – Students are required to remain in classrooms. Students in hallways will be directed to a safe location by staff.
- **Code Red: Perpetrators** – 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 is not allowed.

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, Ms. Palmer, is available

each day to talk with students, staff and parents. Appointments can be made for Ms. Palmer by calling the Guidance Secretary at Extension 4018, 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-Da	Mr. Estoesta
De-Lab	Ms. Webster
Lac-Q	Ms. Harnarine
R-Z	Ms. Georges

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

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 is to assist students, parents and school staff in learning to deal with a variety of issues including:

- Self-esteem
- Bullying
- School attendance
- Social skills
- Anxiety and depression
- Grief and loss
- Behaviour
- Personal and family issues

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

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. Foods holds the food service contract for the UCC cafeteria. They offer a variety of foods between the hours of 8:00 am to 1:00 pm.



Newsletters and Telephone/Electronic Communication



UCC will create a 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.



www.st-clair.net/schools/ursuline
www.st-clair.net



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 / Pay Phones

School office staff are not authorized to take messages for students. Emergencies however, will always 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.**

Pupil's Responsibilities/Consequences Regarding School Bus Safety Rules

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.

Activity Fee

The Activity fee this year is \$45.00 per individual attending Ursuline College. The fee aids the funding of many special student centered activities. No student will be denied access to activities due to financial need. Please contact your vice-principal if assistance is required.

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 time of remitting student activity fee.

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.

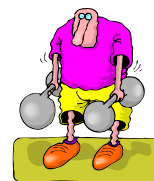
Student Council

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



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, near Doors 18 & 19.

Extracurricular Activities

ATHLETICS	CONTACT
Athletic Inquiries	Mr. J. Denomy, Athletic Director
Badminton	Ms. Harnarine
Girls Basketball	Mr. Freeburn
Boys Basketball	Mr. Dunlop
Cross-country	Mr. Whyte
Cheerleading	Ms. L. Dunlop
Curling	Mr. Edmondstone, Mr. Gutteridge
Football	Mr. Rybansky, Mr. McCauley
Golf	Mr. Seward, Mr. Blundy
Girls Hockey	Mr. Twigg, Ms. Bezaire
Boys Hockey	Mr. Clarke, Mr. Mallette
Rugby	Mr. Marty, Mr. Phaneuf, Mr. Morkin, Mr. Crombez
Girls Soccer	Ms. Mommersteeg, Mrs. Matthews
Boys Soccer	Mr. D. Kalp, Mr. P. Evans
Tennis	Ms. Taylor-Joyes, Ms. O'Brien
Track & Field	Mr. Whyte, Mr. Tengelis
Girls Volleyball	Mr. Phaneuf, Mr. Teetzel
Boys Volleyball	Mr. Denomy, Mr. Mailloux
Ultimate	Ms. Bezaire, Ms. Quinlan
Weight Training	Mr. Tengelis
Wrestling	Mr. Parent
ARTS	CONTACT
Musical Production	Mrs. Torrence
Sears Drama Festival	Ms. Moir, Mr. Matteis
Competitive Dance Team	Mrs. Fernandes; Ms. L. Dunlop
Improv Team	Mrs. Biondi
Rhythmic Souls	Mrs. Fernandes
Music Society	Mr. Milner
UCC Bands	Mr. Milner, Mr. Dittmer
Choir	Mr. Zimmer
Coffee House	Ms. Ellis
UCC Film Festival	Ms. Ellis
Pedagape Club	Mr. Pearson, Ms. C. Brown, Ms. Dudics
Mass Musicians	Mr. Brown, Mr. Milner
MISCELLANEOUS	CONTACT
CAUTION Club	Ms. Ellis
Debate Club	Mr. Broadbent
Encounters with Canada	Ms. Ellis
Environment Club	Mr. Broadbent, Ms. M. Dunlop
Equestrian	Mrs. Gagner
French Club	Mrs. McKinnon
Games Club	Mr. Culverwell, Mr. Broadbent
Girl Power	Ms. McAvoy, Mrs. Goetz
Lancer Link	Mr. Zimmer, Ms. O'Brien
Me to We	Mr. Phaneuf, Ms. J. Vilaranda
Muskoka	Mr. Freeburn, Mr. Whyte, Ms. L. Dunlop
Newspaper Club	Ms. Ellis
Pines Pro-life Club	Mrs. Olson
Prom Committee	Mrs. Vilaranda, Ms. Goodal
Reach for the Top	Mr. Dodok
Rocketry Club	Mr. Halinaty
UCC Media Club	Ms. Ellis
Yearbook	Mr. Girard
COUNCILS	CONTACT
Student Council	Mr. Vasko; Ms. Goodal
Parent Council	Mrs. G. Brown

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 Program	(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	