



St. Clair Catholic
District School Board



Ursuline College Chatham

Catholic Secondary School



2021-2022

85 Grand Avenue West
Chatham, ON
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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



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Ursuline Sisters

Our school celebrates over 150 years of a rich tradition of catholic education. St Angela Merici (1474-1540), founder of the Ursuline Sisters, was especially interested in the education of youth. One of her followers, Mother Mary Xavier Le Bihan sailed from France to found 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 and, in 1973, our school provided a Catholic high school education for boys and girls from all corners of Kent County. Today we are home to approximately 1200 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, behave in a just and concerned manner regarding others, seek to be honest and truthful, and accept the principles required for dedicated commitment and responsible behaviour.

We are proud of our school because of its long tradition of excellence. It has been a quality educational facility since 1860 and will continue this tradition into the millennium.

Student Standards of Behaviour

Students must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- a) comes to school prepared, on time, and ready to learn;
- b) shows respect for himself or herself, for others, and for those in authority;
- c) refrains from bringing anything to school that may compromise the safety of others;
- d) follows the established rules and takes responsibility for his or her own actions.

Students are also expected to:

- a) ensure that all cell phones are powered off and stored out of view during an instructional class except:
 - i. when authorized by the teacher as part of an instructional activity;
 - ii. when required for health or medical reasons;
 - iii. when used to support students who have special needs.
- b) if directed by the school principal or the vice-principal to display the contents of clothing, backpacks, etc. that are worn or carried on school property. Desks and lockers are school property and a search is permissible by school administration.

- c) be dressed in a neat and well-groomed manner, according to the St. Clair Catholic District School Board's Dress Code for Students.

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 ext. 25418). If a phone call is not made, I must bring a note to the Attendance Office on the 1st day upon returning to school.

2. I AM LATE FOR CLASS?

Go to your class and call the Attendance Office (ext. 4003) from the classroom. The Attendance Secretary will sign you in. If you accumulate three (3) lates your classroom teacher will assign a 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 parent/guardian to the Attendance Office before 8:15 a.m. and pick up a Dismissal Slip. Alternatively, a parent/guardian can call the Attendance office. If you return the same day, report to class and call the Attendance Office (ext. 4003) to be signed back in. If you do not bring a note in, you are expected to report to the Attendance Office so that verification from a parent / guardian can be made for proper attendance recording procedures.

4. I NEED TO USE THE PHONE?

To help ensure students can focus on learning, the Provincial Code of Conduct has been updated to address the use of cellphones and other personal mobile devices during instructional time. Access may be granted for educational, health or medical purposes, as directed by the teacher. All personal mobile devices that can be used to communicate or access the internet are to be used at the discretion of the teacher during instructional time in the classroom. Non-compliance to follow will result in a progressive level of discipline. Alternatively, students may use the phone in the Attendance Office.

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

First talk with your subject teacher. Then see your 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: your Guidance Counsellor, Campus Minister, Child and Youth Worker, Principal, Vice Principal, or a Teacher.

7. I FEEL TOO ILL TO STAY IN CLASS?

Go to the Attendance Office. The Attendance Secretary will contact a parent/guardian to make arrangements for you to get home. A nurse from the Public Health Office is in the school once every other week. If you wish to make an appointment, contact the Public Health Unit (519) 352-7270.

8. I LOSE SOMETHING OF VALUE?

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

TABLE OF CONTENTS

	PAGE
Ursuline Sisters	1
Student Standards of Behaviour	1
What To Do If?	2
School Contact Information	6
Department Heads	6
Daily Time Table	8

UCC INFORMATION & POLICIES

STUDENT UNIFORM POLICY

Uniform Requirements	9
Physical Education Uniform	10
Uniform Regulations	10
Uniform & Educational Excursions	11
Spirit Wear Days	11
Non-Uniform Days	12

DISCIPLINE

Alcohol & Drug Use	12
Cell Phone & Electronics	12
Smoking, Vaping & Loitering	13
Violence & Harassment	13

SPECIFIC SCHOOL RULES

Attendance	15
Attendance Procedures	15
Truancy	16
Lates	17
Leaving School Property	17
Students of Legal Age	17
Fog Days	17
Bus Cancellation	18
Late Buses	18
Study Periods	19

Time Table Changes	19
Academic Honesty & Plagiarism	19
Cafeteria Food & Drink	19
Opening Exercises & Announcements	20
Computer & Network Use	20
Internet Use	20
Dance Regulations	21

SAFETY & SECURITY

Emergency Response Codes	22
Fire Alarms	22
Injuries	22
Visitors	23
Video Surveillance	23

SPECIAL ACTIVITIES

Assemblies, Masses, School Excursions	23
Field Trips	23

SCHOOL SERVICES

Campus Ministry	24
Guidance Department	24
Library	25
Public Health Nurse	25
Resource Department	26
Student Support & Wellbeing Team	26
Social Worker	27
Cafeteria	27
Newsletters & Telephones / Electronic Communications	27

CO-INSTRUCTIONS

Academic Responsibilities	28
School Books & Materials	28
Messages for Students	28
School Bus Safety Rules & Responsibilities	28
Yearbook	28
Student ID Cards	28
Student Council	29

FACILITY



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Gymnasium & Fitness Facilities	29
Lockers	29
Parking	30
EXTRA-CURRICULAR CONTACTS	31
COMMUNITY AGENCY CONTACTS	32



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Important School Contact Information

UCC MAIN OFFICE EXTENSIONS (519) 351-2987		
Main Office Ext. 0		Attendance Office Ext. 25418
ADMINISTRATION		
Mr. R. Power	Principal	Ext. 25418
Mr. R. Baggio	Vice Principal (Gr. 9 & 10)	Ext. 25407
Mrs. L. Harnarine	Vice Principal (Gr. 11 & 12)	Ext. 25409
Mrs. M.A. McCrae	Vice Principal (Special Education – Well Being)	Ext. 25410

DEPARTMENT HEADS		
Department	Name	Extension
Arts	Ms. McEachran	25788
Business and Co-Operative Education	Mr. Blundy	25679
English	Ms. Foster	25677
Guidance	Mr. Matteis	25415
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			
Athletic Department	Ext. 25418	Life Skills	Ext. 25805
Campus Ministry	Ext. 25421	Student Records	Ext. 25408
Child & Youth Worker	Ext. 25412	Resource Dept.	Ext. 25103
Guidance Dept.	Ext. 25422	Theatre Box Office	Ext. 25832
Library	Ext. 25707	Student Success Teacher	Ext. 25762

Daily Timetable

Regular Schedule

Grade 11 /12 Classes		Grade 9 / 10 Classes	
Period 1 / 3	8:15 – 10:55	Period 1 / 3	8:15 – 10:55
Move to Period 2 / 4	10:55 – 11:00	Move to Period 2 / 4	10:57 – 11:00
Period 2 / 4	11:00 – 11:30	Period 2 /4	11:00 – 12:15
LUNCH	11:30 – 12:15	LUNCH	12:15 – 1:00
Period 2 / 4	12:15 – 2:15	Period 2 / 4	1:00 – 2:17
DISMISSAL	2:15	DISMISSAL	2:17

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 UCC symbolizes. By choosing to attend UCC, 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 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, Vice Principal (519-351-2987 Ext. 25410)** 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



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- Navy or Khaki casual pants
- Navy walking shorts

Women's Uniform

- Plaid kilt cut at 19"
- 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 School Cash Online during the first week of the semester and will be distributed by the Phys-ed Teacher. 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 will 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 an in-school/suspension.
4. Hats are not permitted and must be off and away. Otherwise they 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 UCC “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 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 may be excluded from all future school events and dances, including the prom.**

Cell Phones and Electronic Communication Devices

To help ensure students can focus on learning, the Provincial Code of Conduct has been updated to address the use of cellphones and other personal mobile devices during instructional time.

1. **Individual teachers will set out their guidelines for use of cell phones and other personal devices based on their curriculum.**
2. **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.**
3. **Failure to turn over a phone when requested may also result in a suspension or other consequence.**
4. 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.
5. Parents are asked to call the main office if there is an emergency and their child will be contacted by the office.
6. 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 UCC 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 9:40 a.m. informing the parent/guardian that the student is absent.
3. If a student is absent Period 2, 3 or 4 and not excused, 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 parent/guardian 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 if it has not been cleared by a parent/guardian. They must clear their absence at the Attendance Office. A 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. 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), they are to call the Attendance Office (ext. 4003) from class to have their attendance correctly recorded.

The following are the progressive consequences for Lates:

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** go to the Attendance Office. The Attendance Secretary will contact a parent/guardian to make arrangements for the student to get home.

Students of Legal Age

1. Students 18 years of age or older, may sign their own notes. Abuse of this privilege will result in revocation.
2. 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.
3. Notes signed by students do not absolve them from consequences of school procedures and policies.

Fog Days

1. When dangerous fog conditions exist, **morning** buses will be cancelled.
2. Students **will be** bussed home after school.
3. Parents/guardians should listen to their local radio station, or check the transportation web site at www.myschoolbusinfo.com.

4. Parents/guardians may download the MySBI bus status app. The app uses real-time push notification alerts to keep parents/guardians and students in Sarnia-Lambton & Chatham-Kent updated. Users can subscribe to receive alerts for inclement weather cancellations and school bus delays.
5. **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 Inclement Weather

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. Parents/guardians of **bus students**, who will not be attending school due to weather, do not need to call the Attendance Office.
4. **Buses will not run at the end of the day.**
5. Parents/guardians 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. The late bus picks up UCC Students at 4:30 p.m. from the Main Driveway at UCC, with a centralized drop off location in our surrounding communities.
2. Late busses are available Monday, Tuesday, Wednesday, and Thursday throughout the school year. The schedule will be available in September.
3. Late buses will not run if regular buses have been cancelled for the day.
4. Use of late bus is for acceptable activities only. They may include: sports, arts, club activities, after school tutoring / assistance, to work or 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.

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 UCC. 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. Food is NOT to be consumed in the classroom unless approved by the classroom teacher.
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 are at the start of Period 1 and consist of the playing of the National Anthem and daily prayers. Announcements take place at the beginning of Period 2. **It is imperative that all students remain in class, cease all activities, and give their undivided attention to opening exercises and announcements.** Copies of the daily announcements can be found in the hallway outside of the main office or on UCC's website (<https://www.st-clair.net/UCC/daily-announcements.aspx>)

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 the UCC 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:



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- Facebook, Twitter, YouTube, TikTok, SnapChat, Instagram and any other sites used primarily for 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 UCC'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. Classroom doors & windows are closed. Students in hallways will be directed to a safe location by staff.
- **Hold & Secure** – Staff and students will be directed to enter Hold & Secure procedures. Windows & doors are locked. All staff & students remain in the building until further notice.
- **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 a fully equipped facility 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 within 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.



st-clair.net
420 Creek St. Wallaceburg, ON, N8A 4C4
519-627-6762

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

UCC exists to foster a love of God as well as a love of learning. Campus Ministry provides opportunities where UCC 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 25422, or students may stop in at the Campus Ministry Office, located in the Guidance Building.

Guidance Department – Student Services

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	Ms. Bromley
G-M	Ms. Fisher
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. **PLEASE NOTE: Due to COVID – students graduating in the 2021-22 school year require 20 hours of mandatory community service hours.** 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 by the Guidance Department - at the end of the first semester, at the end of the second semester and in September.

Library

The Librarians are available to assist UCC 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 Librarians 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.

- Comprehensive tobacco control
- Vaping
- 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. **To contact your nurse phone 519-352-7270.**

The Public Health Nurse is also responsible for ensuring that all students are up to date with their vaccinations. All students attending school need to be immunized according to the Ontario immunization schedule. Keeping students up to date protects them from many serious diseases that are easily spread in schools.

The Public Health Unit is required by law ([Immunization of School Pupils Act](#)) to review the immunization records of all children attending school in the Municipality of Chatham-Kent. Students who do not have up-to-date immunizations will be suspended from school as per the Immunization of School Pupils Act.

Resource Department (Special Education)

UCC 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 study periods.

Student Support & Wellbeing Team

The role of the Student Support & Wellbeing 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 Principal, Vice Principals or Guidance staff.

Social Worker

The Social Worker, located in the Guidance Department of UCC, provides confidential, direct intervention with students. They will provide mental health assessments, provide and oversee referrals to the Mental Health and Addictions Nurse and community agencies. As well, they will support families with system navigations to help support the student and family.

Cafeteria

Aramark Foods holds the food service contract for the UCC cafeteria. They offer a large variety of foods for students and staff between the hours of 8:00 am to 1:00 pm. **Due to COVID 19 restrictions the cafeteria is currently closed.**

Newsletters

UCC creates a bi-monthly newsletter for students and parents. The newsletter is posted on the school website at: <http://www.st-clair.net/ucc/newsletters.aspx>

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, Student Data Verification Forms, etc.

Telephone/Electronic Communication

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
2. Important school information
3. A special event of importance to all

Websites for UCC (<https://www.st-clair.net/ucc/home>) and the St. Clair Catholic District School Board (<http://www.st-clair.net/>) provide a great deal of useful information for students, parents and community members.



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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. It is the student's responsibility to listen for their name to be called over the announcements to pick up their message. Ideally, urgent or emergencies will be dealt with promptly. 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 are able to purchase a yearbook through School Cash Online.

Student Identification Cards

Each student enrolled at UCC is provided with a student identification card. This card must be carried by the student at all times to ensure identification of the student, for school functions and/or to use school services.

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 UCC. 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 two 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 year all Grade 9's are assigned a locker by the Guidance Department and the Lancer Link Crew. This is their locker for the entire school year and students must remain in the assigned locker unless permission is granted from the Main Office to move.

For Grade 10, 11, 12 students, lockers are NOT assigned but are available upon student request and on a first come first serve basis.

All lockers are equipped with "Dudley" locks which are provided and assigned by the Main Office. Students should not share lockers or provide lock combination to others.

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.

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 required to empty their lockers at the end of each school year.

Parking

UCC has designated permit parking for staff. All staff must clearly display their parking pass.

Limited parking is available for UCC students and visitors in the UCC lot next to the Poplar Street parking lot. 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	ARTS
Badminton	Art Club
Basketball	Choir
Cheerleading	Concert Band
Cross Country	Film Festival
Curling	Jazz Band
Football	Mass Musicians
Golf	Musical Production
Hockey	Sears Drama
Rugby	
Soccer	CLUBS
Tennis	Anime
Track & Field	Computer Programming / Robotics
Ultimate Frisbee	Cosmo Club
Volleyball	Debate
Wrestling	Environment Club
	Games Club
	Kidwin Zhingwaak
COUNCILS	
Student Council	Me to We
School Advisory Council	Media
	Pedagape
LEADERSHIP	Prom
Lancer Link	Yearbook
Muskoka Woods	
Student Council	

DIRECTORY - COMMUNITY AGENCY CONTACTS

ACCESS Open Minds	519-437-6329	www.accessopenminds.ca
C-K Children's Services	519-352-0440	www.ckcs.on.ca
C-K Fire Services (non-emergency)	519-436-3270	www.ckfes.ca
C-K Health Alliance	519-352-6400	
C-K Police Services (non-emergency)	519-436-6600	www.ckpolice.com
C-K Public Health Unit	519-352-7270 x5445 519-401-7693 Kaylin	www.ckphu.com
C-K Public Library	519-354-2940	
C-K Women's Centre	519-354-6360	
CKMHA (CK Mental Health Association)	519-436-6100	www.lambtonkent.cmha.ca
CMHA Mental Health Response Team	1-866-299-7447	
Crisis Centre	519-354-8688	
Family Service Kent	519-354-6221	www.familyservicekent.com
First Nations Wellness Line	1-855-242-3310	
Kids Help Phone	1-800-668-6868	www.kidshelpline.ca
Learning Disabilities Assoc. of C-K	519-352-2024	
Maryvale	519-258-0484	
Mental Health & Addictions	519-351-6144	
Mental Health Crisis Line	1-866-229-7447	
Mental Health Network	519-351-3100	www.mhnck.com
Rain & Shine Behavioural Counselling	519-351-6657	
Restorative Justice C-K	519-380-0931	www.rjck.org
Thamesview Family Health Team	519-354-0070 ext.602	
United Way CK – Tilbury	519-682-2268	
United Way CK – Wallaceburg	519-628-5456	
United Way CK –Chatham	519-354-0430	www.uwock.ca
WAYS (Western Area Youth Services)	519-354-4095	www.ways.on.ca