

Part 7 School Procedures and Expectations

A complete list of all school procedures and expectations can be found in the Student Handbook.

ADDRESS OR SOCIAL INFORMATION CHANGES:

It is the responsibility of the parent/guardian to promptly report to the Main Office in writing changes to home address, telephone number, cell numbers, email address, and other pertinent information. Appropriate school support forms must also be completed.

ATTENDANCE:

Parents/guardians are responsible for the attendance and punctuality of their children until the age of 18. Parents/guardians are also responsible for reporting any absence and providing the reason for absence (such as illness, funeral, court appearance etc.). Students are to be in school and on time for all classes, including Homeroom. Regular and punctual attendance is necessary for students to complete all in-class work and other assessments. **Students absent for school authorized programs will not be penalized for missing an academic assessment or evaluation but will be required to promptly complete any missed work within the timelines established with the teacher.**

Absences:

Parents/guardians **must** report their child's absence by 8:15 a.m. on a daily basis by calling the Main Office. If leaving a message, clearly state the student's name, grade, and reason for absence. **Upon return from an absence, students are also required to bring a note to the Homeroom Teacher explaining the reason for absence duly signed and dated by a parent/guardian.** The Homeroom Teacher will provide an "Admit to Class" slip for the subject teacher whose class the student had missed. The school attendance record is issued daily and verified by subject teachers. The teachers, attendance secretary, or the vice principal may contact parents/guardians to verify the absence or to check for discrepancies. **Please note that according to Ministry of Education guidelines, a student who misses 15 consecutive days without a parent/guardian contacting the school will be removed from the school's enrolment register.**

Students who miss class because of a field trip, athletic contest, school retreat, guidance appointment or other school activity, will be marked absent by the teacher for that class or classes. All absences are counted when reporting the total days absent for the semester. In cases where absences are a concern, a decision may be made by the administration to limit a student's ability to participate in activities that cause class absences. Holidays, doctor appointments, vacations etc. should not be booked during school time, especially during exams. Students who are frequently absent and or absent without permission may be reported to the Board's Attendance Counselling Services. When parents/guardians, and students who have been appropriately counselled continue to be chronic offenders, Alternative Education Pathways may be recommended.

Co-operative Education Class Attendance:

Students must attend their in-school and job site sessions during the regularly scheduled school year. Students are not permitted to extend vacations that interfere with the schedule. Failure to abide by this procedure may result in the forfeiture of the co-operative education credits. **While attending the in school component of the program or any in school function, students are required to be in full and proper uniform.**

Early Leaves:

Medical or personal business appointments should not be made during school time. If a student must leave early, a note duly signed and dated by a parent/guardian must be presented to the office **before 8:15 a.m.** stating the reason for the early leave and the time of departure. **Early leaves are not permitted with a telephone call. If a student is ill during the day, he/she must report to the Attendance Office.** Failure to do so may be regarded as truancy and will result in disciplinary action from the vice principal. **Permission to leave school early is granted by the administration and is dependent on the school contacting a parent/guardian.**

Extended Illness:

Parents/guardians are asked to contact teachers directly to discuss arrangements for missed homework and assignments. **A medical note is required.**

Lates to School or Homeroom:

Students are expected to arrive on time for school and for each class throughout the day. Arriving late is not only detrimental to a student's success, it is also highly disruptive to the entire class. **Students who arrive to school or to Homeroom after the 8:20 a.m. bell has gone, must report to the Attendance Desk in the Attendance Office.** Being on time requires that a student is inside Homeroom prior to the 8:20 a.m. bell and remains inside class. Students who enter Homeroom and leave without the teacher's permission and re-enter Homeroom after 8:20 a.m. are considered late and must report to the Main Office. Students who arrive late to school **must provide a note** from a parent/guardian stating the reason for lateness and approximate time of arrival at school. The attendance secretary and/or the vice principal may contact a parent/guardian to verify the late.

Lates to Class:

Students are expected to arrive to classes on time and are given 5 minutes travel time between classes. Students should keep to the right, move along briskly, and should not block the passageways by stopping for social gatherings around their lockers, washrooms, or classroom doors. Students must have an 'Exit Pass' to be in the hallways.

Skipping Class / Truancy / Skipping Detention:

Students are expected to attend all scheduled classes and school activities (such as assemblies and liturgies). Failure to do so will be considered skipping. Students may be reported to the Board's Attendance Counsellor and students and parents/guardians may face truancy charges. Students who are absent from school or suspended must not be found on school property. Students who skip detention may be further disciplined.

Study Hall:

Students are expected to attend all scheduled classes and school activities (such as assemblies and liturgies) and to be at school in full and proper uniform throughout the instructional day. Failure to be in school during scheduled classes will be considered skipping. **Students with a period 1 Study Hall may arrive at school for period 2 classes and must sign in directly with their period 2 teachers. Students with a period 4 Study Hall may leave the school premises at the end of their scheduled classes. Students with a period 2 or period 3 Study Hall must remain either in the cafetorium or library in full and proper uniform.**

Vacations:

It is the policy of St. Jean de Brebeuf C.H.S. to discourage student absence from school, particularly the withdrawal of students at breaks other than those scheduled by the York Catholic District School Board, such as family holidays. **Students missing a summative evaluation or examination will find their academic standing being impacted.** If family vacations are planned during the school year, students must pick up an '*Extended Vacation Leave*' form from the Main Office at least 2 weeks prior to the vacation. Students will be responsible for all assignments, assessment, and evaluations missed during a vacation. No vacations are to be booked during the examination time. **Students who miss a formal examination (including in-class examinations) due to family/personal vacations may compromise their achievement.**

BULLYING PREVENTION:

The York Catholic District School Board values learning environments that are safe, nurturing, trusting, positive and respectful - consistent with our Gospel values. The Board believes that all bullying (physical, emotional, verbal, electronic) is a particularly insidious form of violence and that all students and educators have the right to a school environment free from bullying, harassment, threats and violence.

It is the policy of the York Catholic District School Board that bullying in any form is unacceptable and that staff shall implement bullying prevention and intervention strategies which foster a positive learning and

teaching environment for all students and staff. **In recognition of the seriousness of bullying, it has been added to the list of infractions for which suspension may be considered.**

BUSES:

Transportation is provided for students within the established boundaries and within the specific bus route. Parents/guardians or students who wish further information should contact **1-866-287-7837** or **www.schoolbuscity.com**. Only students who have been issued bus privileges will be allowed to use these services on a daily basis. **Any other special bus requests must be submitted to the Main Office before 8:15 a.m. accompanied with a parent/guardian note explaining the reason for the request. Only the Vice Principal will issue permission to ride a school bus in such extenuating circumstances.** Special bus consideration may be provided to students in the event of a medical condition.

Responsible behaviour is required at all times when riding on the school bus particularly since misbehaving may distract the bus driver and endanger lives of all on the bus. Inappropriate behaviour may result in the suspension of bus privileges and other school discipline.

CAFETERIUM USE AND LUNCH ACTIVITIES:

Students may purchase or bring lunch from home. The school cafetorium is available during the lunch hours and before 8:10 a.m. **No food will be sold after 8:10 a.m. and in the last 10 minutes of each lunch period.** The cafeteria must be vacated by 8:10 a.m. Limited service is available during examinations. Students purchasing lunch **must** line up and wait in the designated area in an orderly fashion.

Students are required to remain in full and proper uniform while in the cafeteria during the instructional day, including all three 40 minute lunch periods. Students are not permitted to leave the cafeteria during lunch until fifteen minutes before the end of the lunch period. At that time students should ensure they are prepared for all afternoon classes. Students who have a valid community centre pass, guidance appointment etc. will be allowed to move to those activities. Students may be permitted to leave lunch hall to go to the library. It is expected that students keep noise and conversation to a minimum in the hallways during lunch to avoid disturbing other classes.

Everyone has the right to eat in a clean, pleasant, and safe environment. **All food and drink must be consumed in the cafeteria and school eating area. No glass bottles are permitted. All students are personally responsible for removing their garbage from the tables, depositing it into the available containers and leaving their eating area clean. Students are not permitted to throw things in the cafetorium.**

CO-CURRICULAR AND ATHLETIC PARTICIPATION:

It is the policy of St. Jean de Brebeuf C.H.S. that **academics** are of primary importance to all of our students. Our school strives to have all of our athletic and co-curricular activities comprised of students who are keeping up with their studies and who represent our school in a consistently dignified and respectful manner. For this reason:

- Only students who have maintained an overall **average of 60% with no more than one failure per semester** will be eligible to participate in co-curricular activities;
- Only the most recent official mark recording period (November-Mid-Semester, February-Final, April-Mid-Semester and June-Final) **will** determine whether a student may **try out** and / or **remain** as a participant on a team/club;
- **Students who are failing a course at these specific mark-reporting periods will be permanently removed from the team / club for the remainder of the season / semester;**
- Students who are within 2% of the academic eligibility at these official mark-reporting periods will be given the opportunity to apply for an In School Board of Reference. At this meeting their eligibility will be determined by the Athletic Director, an Administrator, and the Coach. **Any student deemed ineligible at this time, will remain so for that entire season;**
- Students failing any number of subjects throughout the calendar year will be **ineligible to participate in any sport for the current season as well as the season that follows.** An

exception will be made for students failing a second semester course who have made up a credit during summer school;

- Only students who behave in a manner that models our school's expectations of positive behaviour, co-operation, and Catholic moral values will be permitted to participate. **Any student who is suspended as a result of conduct that does not meet these expectations will become ineligible to participate for the remainder of the athletic season / semester;**
- Any athlete who has been removed from a team due to misconduct will be ineligible to participate in the following sport season.

As a member of a St. Jean de Brebeuf C.H.S. athletic team, you are representing yourself and your school. To this end you must be committed to the goals of St. Jean de Brebeuf C.H.S. athletics and have a responsible attitude toward your team. As a member of a team it is also important that you adhere to the following guidelines:

- It is the responsibility of the athletes to inform their teachers regarding conflict between their playing schedule and their academic requirements. The athletes are required to make prior arrangements for missed tests and assignments.
- All athletes **must attend all practices** scheduled by their coach. If you have a valid reason for missing practice, you must personally contact and inform you coach **prior** to the practice.
- As a representative of your school and a member of a team, you are expected to behave in an acceptable, responsible, sportsperson like manner. This behaviour expectation will include pre-game, game and post-game conduct. **If problems arise in this area, you will be removed from the team and will be ineligible to compete on any other school team for the remainder of the year or sport season.**
- Students participating in St. Jean de Brebeuf C.H.S. Athletics must be full time students and pay a yearly athletic fee. In addition, any athlete representing St. Jean de Brebeuf C.H.S. Athletics must submit a post-dated cheque (dated to the end of the season) prior to receiving a uniform. All cheques will be destroyed upon the return of the uniform at the end of the season. No athlete may participate until these requirements have been met. The fees must be handed to your coach **prior to the first date of competition**, league or tournament. Failure to do so will deem you ineligible.

DRIVING AND PARKING (Subject to space availability, student parking may or may not be allowed):

For the 2010/2011 academic year, due to the large number of teachers on staff, student parking is **not** permitted.

Cars must be operated in a safe and responsible manner at all times on school property in order to ensure the safety of drivers, passengers, and pedestrians. Traffic signs must be obeyed and there is no stopping in the Fire Routes.

Careless or reckless driving, operating or gathering around the vehicle other than for rides to and from school will result in the loss of parking privileges, forfeiture of the parking fee, possible suspension, and possible police involvement for the Highway Traffic Act.

Unauthorized cars or cars illegally parked may be towed and / or tagged at the owner=s expense by the City of Vaughan.

EMERGENCY CODES AND RESPONSES:

A full colour 'Emergency Codes and Responses' chart is posted in every classroom. In the event of a school emergency, students must follow the direction of the administration.

EXAMINATIONS:

Final examinations for all students in all subjects are held at the end of each semester in January and June. **Students and parents/guardians are NOT to book vacations or appointments at this time.** All students must write their examinations on the scheduled examination dates **including in-class examinations**. Any exceptions, i.e. for serious medical emergencies, must be approved by the administration. **All absences during examinations due to illness must have a medical certificate.** A student who misses a formal examination, even when a doctor's note is provided, may be required to take a make-up exam at a later date. A parent/guardian must contact the Main Office by 8:15 a.m. to report a student absence during examinations.

Students are expected to know their course code, section and teacher's name, and students are responsible for knowing the date, time, and location of their examinations. Students are expected to arrive on time and in full and proper uniform when writing their examinations. **Students who arrive late will not be given extra time. Students who arrive out of uniform may be sent home to change and will not be given extra time.** Students may leave school at the conclusion of their examination(s). Transportation is provided and scheduled accordingly during the examination period. Students and parents/guardians have the right to access the final examination once corrected. Examinations are stored for one year.

EXIT PASS:

Students who need to be excused from class for a very brief period must request the teacher's permission first and be given an 'Exit Pass' that identifies the student has permission from the teacher to be out of class. Students must carry the pass and be prepared to show it to any staff member who requests it. Students are not permitted to be in the hallways or at lockers during class times. Eating and drinking is not permitted in the hallways. Use of the Exit Pass is limited, must not be abused, and is at the teacher's discretion.

EXTORTION, ROBBERY, AND THEFT:

Any form of stealing is illegal and strictly prohibited. Students who are involved in extortion (using force, threat or intimidation to obtain money or property) theft (stealing) or robbery (stealing by using or threatening to use force or violence) of any kind, will be immediately reported to the administration and possibly to the Board and police.

FIELD TRIPS AND EXCURSIONS:

Field trips and excursions are valuable learning experiences and an important part of the school program. A user fee is usually assigned to subsidize the cost of student transportation. Students are responsible for all assignments and tests while they are absent from school and must complete the '*Consent Form for Field Trips and Co-Curricular Activities*' Form. Parental/guardian consent forms must accompany each and every trip or excursion. In all situations, school rules apply and safety is stressed. The **uniform dress code will remain in effect** unless other arrangements have been made with the administration. **Students who arrive to school without the proper uniform will not be permitted to participate in the trip and will not be reimbursed for any fees.** All other school rules, policies, and procedures will also remain in effect. Only students who have demonstrated responsibility will be invited to take part on field trips.

FIRE DRILLS AND EVACUATION:

Staff and students must move quickly, quietly, and in an orderly fashion to the closest fire exit as indicated in each room. In the event this exit is unavailable, use the closest alternative exit. All windows and doors must be locked. Once outside, students and staff are to stand 30 meters away from the building in the assigned location and may not return inside until advised to do so. All fire routes are to be free for access by fire trucks. The fire alarm system must only be activated to report a fire. **False alarms are illegal; those who cause a false alarm may be prosecuted.**

Designated staff and special needs students with physical disabilities or limited mobility will proceed to the designated safety areas and will be assisted by the Educational Assistants and teachers.

FORGERY AND FRAUD:

Forgery is using or signing a name without authority to do so. Fraud is the falsification of identification or some other documentation. All false representation by act, word, conduct that is intended to deceive, false allegations, or concealment of what should have been disclosed, is considered fraudulent.

Parents/guardians are required to sign and date all notes to the school. The administration and or the school staff may contact parents/guardians to verify the authenticity or validity of a parent/guardian note. A student who is involved in forgery (signing a note or submitting a note to the school) may be subject to discipline.

GAMBLING:

Gambling is strictly prohibited on school property. Students may play cards only for their enjoyment during the lunch period. Gambling for money or other valuables will result in discipline.

HARASSMENT-SEXUAL, RACIAL, ETHNO-CULTURAL:

Harassment of any form involves the intent to incite bias or hatred against a person or group of people. It is not only not tolerated in the school, **it is illegal** and may be considered criminal if the victim(s) feels tormented, troubled, or continually or chronically plagued.

Making a frivolous/vexatious harassment complaint, one that is false, unreasonable, or malicious is also a serious matter and may also result in discipline.

Any form of **sexual assault**, touching of a sexual nature without the consent of the person touched or in instances where consent is impaired, negated, or irrelevant may be suspended with recommendation for expulsion and the police may be notified.

HEALTH CONCERNS, MEDICATIONS AND ANAPHYLAXIS:

Parents/guardians must inform the school of any health concerns, conditions, and allergies that may affect a student so that we may place them on the computer database of medical alerts. Students and parents/guardians should note that the school staff cannot administer any medication including aspirins and cough medicines. **If a student must take medication during the school day, parents/guardians must inform the school in writing (S15 and S15a forms) and the medication must be taken in the Main Office. Students who become ill during the school day must report to the Main Office. An administrator will contact a parent/guardian prior to granting permission to leave the school.**

Anaphylaxis is an extremely serious systemic allergic reaction that engages two or more of the body's systems: the gastrointestinal tract, the respiratory tract, the skin, and the cardiovascular system. It may result in circulatory collapse, shock, and may sometimes be life-threatening or fatal. **Parents/ guardians with children who have this type of allergic reaction are required to indicate this on the school registration form, to ensure all school medical forms are up to date, and to provide the school with an extra epi-pen which will be stored in the Main Office. These students must also carry their epi-pens with them at all times.** Because of the variety of allergens and the number of students in the school, the student and parents/guardians must determine whether to buy cafeteria foods or vending machine foods. Our school and school board cannot guarantee an allergen free environment.

HOMEWORK:

Academic success is directly related to serious planning and home study, especially if it is regular and systematic. Homework is the extension of learning and includes completion of reading and written assignments, on-going development, preparation of projects, papers, essays, review of notes, and preparation for tests and examinations. Homework completion is a valuable learning skill. Homework may also be evaluated to meet curriculum expectations. Time spent on homework will vary for each student and according to the quantity and quality of the work. Recommended average homework time should range from 1.5 hours to 2.5 hours in duration daily. **Students who are absent from school are responsible for missed work** and are encouraged to contact a peer in class so that work can still be completed. If a student will be absent for a prolonged period of time or is on a suspension, a **parent/guardian may make arrangements to bring or deliver homework to the school.** Teachers will notify a parent/guardian if homework incompleteness is persistent and / or if homework completion is being evaluated.

HONOUR ROLL:

A cumulative Honour Roll will be published at the end of the school year for students who achieve an average of 80% or higher in both semesters. These students will receive a congratulatory letter by the Principal and a medallion at the Awards or Graduation Ceremony.

- *Bronze Honour Roll* - Students obtaining Honour Roll status 1 time in 4 years.
- *Silver Honour Roll* - Students obtaining Honour Roll status 2 times in 4 years.
- *Gold Honour Roll* - Students obtaining Honour Roll status 3 times in 4 years.
- *Platinum Honour Roll* - Students obtaining Honour Roll status all 4 years.

INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION:

Inappropriate student public displays of affection may result in disciplinary action, including suspension.

INCENDIARY DEVICES:

Possession or threatening to use a device that may cause a fire (lighter, firecrackers, etc) may result in jeopardizing the safety of the entire school community. All such items are strictly prohibited.

LOCKS AND LOCKERS:

Lockers are school property on loan to students. Each student is **assigned a specific locker** for the year provided he / she takes responsible care of it and maintains it in an orderly fashion. Only a school issued **“Master”** combination lock may be placed on lockers. Locker use is permitted at appropriate times only (it is not permitted during class time nor during traveling time). **The school has the right to search lockers if problems are suspected.** Any graffiti or damage to the locker is the student’s responsibility. Offensive material cannot be displayed in lockers. Students will be held financially accountable for any damages incurred during the year. Due to an increase in student population and limited lockers, students may be required to share lockers.

LOST AND FOUND:

All articles are to be returned to the Main Office. Lost articles may be claimed during lunch or at the beginning or end of the school day. **The school is not responsible for lost items. It is strongly recommended that students do not bring valuable personal or electronic items to school.**

PORNOGRAPHY:

Accessing or possessing pornography is strictly prohibited. Students who are investigating the topic of pornography for a course assignment must collaborate with the course teacher and or teacher librarian to ensure this is done in an ethical manner.

POSTING OF FLYERS:

Students must obtain permission from an administrator before posting advertisements. Flyers that do not have approval will automatically be removed. Distribution or posting of community flyers or advertisements is not allowed.

SAFE SCHOOLS (STUDENT DISCIPLINE):

It is important that all students have a safe, caring and accepting school environment in order to maximize their learning potential and to ensure a positive school climate for all members of the school community. The York Catholic District School Board supports the use of positive practices as well as consequences for inappropriate behaviour, including progressive discipline, which includes suspension and expulsion where necessary, to meet the goal of creating a safe, caring, and accepting school environment. The Board does not support discipline measures that are solely punitive. Schools are required to implement proactive positive practices and corrective supportive practices when necessary.

In order to promote and support appropriate and positive student behaviours that contribute to creating and sustaining safe, comforting and accepting learning and teaching environments that encourage and support students to reach their full potential, the Board supports the use of positive practices for: (1) prevention, and (2) positive behaviour management.

Progressive discipline is an approach that makes use of many programs, interventions, supports, and consequences, building upon strategies that promote positive behaviours.

SCHOOL CODE OF CONDUCT:

The mandate of St. Jean de Brebeuf C.H.S. is to develop a Catholic learning community that will help our students become successful and productive members of the community and good Catholic citizens. Our students are expected to respect themselves and the dignity of others, be it peers or adults. As well, our students must demonstrate a positive appreciation of the learning environment and the learning tools that are given to them. With Jesus as our inspiration, students are to look to the Gospel to understand ethics, morality, and what is right. Our school staff operating “in loco parentis” (in the place of the parent/guardian) will oversee the conduct and care of students. Adherence to this philosophy and the expectations found in the *Code of Conduct* will help ensure students are successful in high school and in their future.

A Code of Conduct enables a school to outline its expectations regarding student behaviour and reflects the values of the Catholic learning community of the school, including but not limited to, respect for persons and property. The Code of Conduct is based on an understanding of the responsibilities of students under Section 23 of Regulation 298 of the Education Act, Duties of Students and is in line with the Ontario Safe School Act. Students, parents/guardians, and staff are expected to be familiar with the Code of Conduct and support its implementation. The school upholds the York Catholic District School Board's *Code of Conduct* (which supports the Ontario Code of Conduct) and Board's *Student Discipline Policy* as a means of setting clear standards of behaviour.

SCHOOL LIAISON OFFICER (YORK REGIONAL POLICE):

As part of the York Regional Police Youth Strategy, School Liaison Officers are assigned to work with students and educational staff in the various secondary schools on various youth issues and school-community initiatives such as the Whole Schools Approach program. Officers will work with youth and schools to provide a balanced approach while working with the 3 cornerstones of the youth strategy: Prevention, Diversion / Intervention, and Enforcement. The role of the School Liaison Officer is primarily to interact with students in a positive manner and build strong relationships between police and students.

SMOKING AND TOBACCO PRODUCTS:

Smoking is not permitted anywhere in school or on school property and may result in disciplinary action and/or fines.

SPIRIT DAYS:

The Student Government in co-operation with the Administration, will designate certain days as spirit days in which students may **wear at least one article of spirit wear (a school item with the school or athletic logo purchased from the Tuck Shop, the gym uniform, etc.) in addition to the regular school uniform in order to show school pride or to motivate teams and clubs.** From time to time, “civies days” will be scheduled. Proper student behaviour and modesty of dress consistent with the philosophy of our school and Catholic morality is expected on these days. All dates are tentative until final approval from the administration. Students may be asked to support a fundraising initiative through these days.

STUDENT ACCIDENT INSURANCE:

The accident insurance covers the student while at school or during school related activities. This insurance is available for all students. Families are encouraged to avail themselves of this service in September. The family makes all claims directly to the insurance company.

STUDENT ACTIVITY PHOTO CARD:

The student activity photo card is issued to each student. It will identify a student and it is useful for school events, transportation, and other school related activities. The student must carry this card at all times. Cards must be used to take books out of the Library Information Centre and to use computers. Replacement cards may be purchased through the Library Information Centre.

STUDENT EMPLOYMENT:

A student who has a part-time job must realize that his/her job should not be allowed to interfere with academic studies and responsibilities towards school. Educational research indicates that after 15 - 20 hours of work per week a student's academic standing drops dramatically.

STUDENT MESSAGES AND TELEPHONE ACCESS:

Parents/guardians needing to communicate an **emergency message** to a student must contact the Main Office. **Do not place telephone calls directly to students during class times.** All emergency calls to parents/guardians must be placed in the Main Office with approval by an administrator.

SWEARING AND SWEARING AT A PERSON OF AUTHORITY:

Using profane or improper language is inappropriate. Members of the school community are expected to speak respectfully to each other.

TEXTBOOKS AND OTHER SCHOOL RESOURCES:

Students are responsible for all textbooks or other school resources on loan to them. Assigned textbooks are loaned to students for each course and it is the student's responsibility to ensure each subject **teacher receives the assigned** textbooks at the end of each semester and all other school resources are returned on time. Students who lose or damage school textbooks or resources will be required to replace them.

TRANSFERS / WITHDRAWALS:

Students who transfer from St. Jean de Brebeuf C.H.S. or who are withdrawing/retiring from school must contact the Guidance Department. Students are required to complete appropriate documents, return textbooks, and fulfill all obligations.

TRAVEL POLICY:

Participants in co-curricular activities are required to travel to and from school-sponsored activities under adult supervision provided by the school.

UNIFORMS:

The school uniform has been supported by parents/guardians, students and staff as a means of creating a distinct school identity. Students who enroll at St. Jean de Brebeuf C.H.S. do so with a full awareness of the uniform expectation and implicitly agree to abide by the uniform dress code. Students are expected to be in full and proper uniform at all times throughout the instructional day (8:20 a.m. to 2:22 p.m.) including the lunch periods and if attending school programs before or after school (i.e. SLIC, detention, Help Lab etc.) **Students with a Study Hall or in the Co-operative Education Program must also be in full and proper uniform throughout the instructional day.** Students are also required to be in full and proper uniform during school field trips unless arrangements have been previously made with administration.

The uniform consists of:

- **Solid Black dress or soft top shoes;**
- **Halperns black dress pants-zippered and worn at the waist;**
- **Halperns zip top sweatshirt worn with the Halperns golf shirt;**
- **Halperns golf shirt (short or long sleeved) worn alone;**
- **The approved gym uniform is required for all physical education classes, but must not be worn as the uniform in any other classes.**

**Halperns
1981 Langstaff Road, Unit No. 15
Vaughan, Ontario
L4K 5T3
905-660-2399**

Note carefully:

- **Any design modification of uniform items will render such items non-conforming** and students and parents/guardians are responsible for the repair or replacement of uniform items;
- Parents/guardians are advised to purchase duplicate pieces of uniform items to ensure that students come to school in full uniform each and every day;
- Any additional **solid white or black undershirt** must be tucked in and not protrude at the sleeves or beyond the school golf shirt (no stripes or other designs must be visible);
- Hats, caps, headbands, bandanas, or any type of decorative headwear are not permitted;
- Modest make-up, jewelry, and hair styles and colours (human colours only) are required at the discretion of the administration and in co-operation with the parent/guardian (body piercing, except of the ear and a small nose piercing, is not permitted).

VANDALISM:

Vandalism, including defacing or destroying property, is a serious and possibly criminal offence. All school property, including items that are on loan to students (lockers, textbooks, etc.) must not be damaged.

Vandals may be prosecuted and may be required to pay restitution for damages or replacement.

VIDEO PRODUCTIONS:

Any videos, films, pictures, or any other material produced for the school will remain the property of St. Jean de Brebeuf C.H.S and no student, staff, or member of the public may be videotaped, audio taped, or photographically reproduced prior to obtaining written consent and administration's approval.

VISITORS:

All visitors are required to report to the Main Office and to receive a Hall Pass. Visitors may be asked to present identification and sign the visitor's register to comply with the Trespass To Property Act of Ontario and Board Policy. Parents/guardians are asked to make an appointment with teachers or administration prior to arrival. **Other visitors are not permitted on school property and non-compliance with this policy may result in a trespassing charge.** Visitors are asked to park in designated visitor parking spaces.

WEAPONS:

Possession, trafficking, using, or threatening to use a weapon or **a replica or imitation weapon** is strictly prohibited.