



# St. John's College

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Principal  
Mr. Darren Duff

Vice Principals  
Mrs. Mary Bradford [A-K]  
Mr. Marek Deska [L-Z]

## 2023-2024 STUDENT HANDBOOK

This agenda book belongs to:

Name: \_\_\_\_\_

**HOME OF THE GREEN EAGLES**

### **Brant Haldimand Norfolk Catholic District School Board**

322 Fairview Drive, P.O. Box 217, Brantford, Ontario N3T 5M8 / (519) 756-6369  
[www.bhncdsb.ca](http://www.bhncdsb.ca)



As a Catholic learning community, supporting each other in our faith journey, we provide academic excellence within a safe, Christ-centered environment while enabling all individuals to become life-long learners who make a positive contribution to society.

## MEET YOUR BOARD OF TRUSTEES:



### MESSAGE FROM THE DIRECTOR OF EDUCATION

At the Brant Haldimand Norfolk Catholic District School Board, we endeavour to provide the highest quality education for your child – and believe that the journey is a shared experience of encounter involving the home, school, and parish.

As we continue our history of excellence in student achievement, we do so in an inclusive environment that values the voice of our parents and community and that encourages participation through input and collaboration. Your local Catholic School Advisory Council and the Regional Catholic Parent Involvement Committee are both ways to become involved.

It is a great honour to be entrusted with the education of your child throughout his/her journey. Working together, we can ensure high levels of academic excellence, as well as the successful completion of the Ontario Catholic School Graduate Expectations.

Yours in Christ,

**MIKE McDONALD** | Director of Education Brant Haldimand Norfolk Catholic District School Board



### MESSAGE FROM THE PRINCIPAL

Welcome to St. John's College and the 'Eagles Nest'! St. John's College is an exhilarating, dynamic, and safe place to learn and to grow academically, personally, socially, and in faith. We have a remarkable community here at St. John's College and we continue to strive to be a place where the infusion of Gospel values is actively practiced. Treating people with respect and dignity in our daily activities is a critical component of our school. Staff and students continue to strive for the highest standards in all aspects of our learning environment. We are blessed with a teaching and support staff dedicated to providing our students with excellent learning opportunities both in and out of the classroom.

St. John's College has a long tradition of mixing academic excellence with amazing extra-curricular activities and community involvement. We hope that you will choose to be part of the Eagle tradition of excellence in athletics, drama, music or one of the many other remarkable clubs or activities at St. John's College. Seize every opportunity to be part of the SJC school community and all that it has to offer. The caring and committee staff at SJC are always prepared and willing to volunteer their time so that your high school years are rewarding and memorable.

With God's blessing and your participation, we can achieve great things for our St. John's College community this year! Students, challenge yourselves to always live our Mission Statement. I can't emphasize enough – Get Involved! Make the most out of your time at SJC and let's make this a year to remember.

Soar Like an Eagle in 2023-2024!  
D. Duff, Principal.

## **SCHOOL MISSION STATEMENT**

**Our school, St. John's College,  
is a Catholic Educational Community striving:  
to accept, to nurture, and to challenge  
the whole person in the Spirit of Christ.**

### **CHAPLAINCY LEADER, Mr. Andrew Hall**

The role of the Chaplaincy Leader is to call members of the community to live out their faith on a day-to-day basis through prayer and worship, through observation of the seasons and holy days of the Church calendar and through service to others. The Chaplaincy Leader also provides spiritual direction and pastoral care. Students and staff are encouraged to visit the Chaplaincy Leader in his office for pastoral counseling and referrals. In addition, the Chaplaincy Leader co-ordinates the Retreat Program and serves as a link to the community, local parishes, and the Archdiocese. The Chaplaincy Leader is also responsible for leading the charitable outreach for our school.

### **FAITH DIMENSION OF OUR SCHOOL**

St. John's College is a Catholic school based on the traditions of Christian values and morals taught by the "Master Teacher", Jesus Christ.

The values of our faith are present in all of our programs and activities. These can be witnessed in our retreats, our liturgies, our community outreach, our school celebrations, and in our daily interactions with each other. Specifically:

- Students will take a religious education course each year they are enrolled at St. John's College. These courses involve the active participation of all of our students in the related classroom activities. These include group work, individual presentation and sharing, class liturgies, prayer experiences, and visits to local churches.
- Students will participate in retreats or faith development experiences as provided by the school. There is a full day retreat for grades 9, 10, and 11 through their religion classes.
- Morning prayer and reflections provide a time for community prayer, reflection, and sharing with the members of the entire school community.
- Classroom prayers provide a time to reflect and pray with peers, and a unique opportunity for students and teachers to gather their thoughts for a common purpose.
- Eucharistic Liturgies and Liturgies of the Word are an integral part of our faith. It is a gift and honour to be able to celebrate these liturgies as a St. John's College Community and should be respected by all. These are not optional experiences.
- The chapel is designated as a sacred space in our school available for prayer and reflection.
- We challenge ourselves to live each day with the guidance of the Gospel values. This is most evident in the way we treat each other.

You are invited to become active participants in the daily life of our school by bringing your energy, enthusiasm, generosity, and faith to the task of building our Catholic community at St. John's College.

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## SCHOOL YEAR CALENDAR 2023-2024

**Number of Instructional Days = 177**

**Number of PA Days = 7**

**Number of Exam Days = 10**

**School Year Start – September 1, 2023**

**Opening Day - September 5, 2023**

**Closing Day - June 28, 2024**

### **School Holidays**

Every Saturday and Sunday

Board Holiday – September 1, 2023

Labour Day - September 5, 2023

Thanksgiving Day – October 9, 2023

Christmas Break - December 25, 2023 - January 5, 2024

Family Day – February 19, 2024

March Break - March 11- 15, 2024

Good Friday – March 29, 2024

Easter Monday – April 1, 2024

Victoria Day - May 20, 2024

### **Professional Activity Days – Secondary**

September 15, October 3, November 17, 2023

February 1, February 2, April 19, June 28, 2024

### **Examination Dates -**

#### **Semester 1**

January 25, 26, 29, 30, 31, 2024

#### **Semester 2**

June 21, 24, 25, 26, 27, 2024

### **Secondary Reporting Dates:**

Interim Progress Reports – October 4, 2023 (S1) / March 6, 2024 (S2)

Mid-Term Reports Emailed to Parents – November 24, 2023 (S1) / May 2, 2024 (S2)

Final Report Emailed to Parents – February 16, 2024 (S1) / July 12, 2024 (S2)

<b>DAILY SCHEDULE [#1]</b>		
Period 1	8:55 - 10:15 am	(75 min + 5 min HR)
	(5 min)	
Period 2	10:20 – 11:35 am	(75 min)
Gr 9/ 10 Lunch	11:35 – 12:20 pm	(45 min)
	(5 min)	
Period 3a	11:40 – 12:20 pm	(40 min)
Period 3b	12:20 – 12:55 pm	(35 min)
Gr 11/12 Lunch	12:55 – 1:40 pm	(45 min)
Period 3c	12:55 – 1:35 pm	(40 min)
	(5 min)	
Period 4	1:40 – 2:55 pm	(75 min)

# STUDENT COUNCIL 2023-2024

## OUR MISSION STATEMENT

We, the Student Council of St. John's College, strive to make this school a place where students want to be.

We promise to do our best to bring spirit, responsibility and enjoyment to our student body.

## STUDENT COUNCIL EXECUTIVE

Co-President	Bennett Portelli, Cristina Rocchi
Vice-President	Tessa Sinclair
Secretary	Destiny Foa, Avery Slot
Media & Tech	Allie Bar, Gabriella Ferrao, Matthew Georgeff, Mulan How
Senior Chaplain	Madison Driol
Junior Chaplain	Sofia Robertson, Kathryn Stanley
Student Senate	Kiera Bigrigg, Peyton Klunder
Student Trustee	Caroline Goveas

## ATTENDANCE

The Ministry of Education states that attendance in classes is mandatory and that a student is excused from school only by reason of sickness or other unavoidable causes. St. John's College actively encourages and promotes regular attendance. Education research has consistently shown that a student's progress and academic success are closely connected to regular attendance and participation in the day-to day activities.

### General Information

1. **Studies begin at 8:55 a.m. with Period 1. Lateness will not be tolerated.** Absences must be reported by the parent/guardian or students 18 years of age.
2. In a situation where a student does not provide a note, the home will be contacted before the student will be permitted to resume classes.
3. An automated phone message will be sent to the home to advise the parent/guardian of an unexpected absence.
4. **Absences for such things as haircuts, concerts, early vacations, studying or part-time jobs are NOT considered unavoidable and, therefore are NOT excused.**

## **ABSENCES FROM SCHOOL**

Parents are to inform the school of an intended absence **prior to 8:45 a.m.** by exercising one of two options:

1. **Phone:** 519-759-2318 ext. 15221 (this line is available 24 hours a day).
2. **A Note:** must be provided to attendance office on student's return should the parent not phone in for the absence.  
Students who are 18 years are legally responsible for themselves and are held accountable for their absences which will be recorded as "**Truant**". Unless a call is made prior to the absence by the student and/or parent/guardian (if applicable) for those who have signed permission for the Release of Information, it will be recorded accordingly.

Note: Until the absence has been parent approved, the student will be recorded as Truant. **Excessive truancies will result in a conference with the Administration. Monthly attendance letters will be sent home to students with excessive absences/lates.**

## **LATES**

Late-to-class is defined when the student does not arrive on time and prepared for class. Seven (7) lates will result in administrative discipline including suspension.

### **Student Lates:**

Students who arrive **more than 20 minutes late** to school due to an early morning appointment, etc. must come to the Attendance Office, with a note from a parent/guardian, in order to obtain an admit-to-class slip.

## **MISSED EXAMINATIONS, TESTS AND ASSIGNMENTS:**

1. Students are responsible for all course work and assignments while absent.
2. Students are required to write every exam for which they are scheduled.
3. Failure to write an exam without verified, written medical note will result in a mark of ZERO and will not be rescheduled.
4. **(a) If a student misses a test and/or assignment, a doctor's note will be required.**  
**(b) If a student is off for medical reasons only, parents MUST contact the Vice-Principal to reschedule the examination, and a medical note will be required.**
5. Students must complete a "Request to Write Final Exam on an Alternate Date" form due to medical reasons.

**Students are required to write examinations as scheduled. Please plan vacations/employment so that they do not conflict with examination days or other evaluation periods. Students are not permitted to miss an examination due to vacation or employment.**

**In the event of inclement weather, examinations will be pushed back one day.**

### **SIGNING OUT DURING THE DAY: (for illness or appointments only)**

1. Provide a notice in writing or by phone to the attendance office before 8:45 a.m.
2. Students must record their name on the "Sign-Out Sheet" in the Attendance Office prior to leaving the building.
3. **Students must be off school property IMMEDIATELY after sign out time.**

NOTE: absences not handled in this manner will be recorded as TRUANT.

### **SIGNING IN LATE DURING THE DAY: (for illness or appointments only)**

1. Provide the notice in writing or by phone to the Attendance Office.
2. Students must record their name on the "Sign-In Sheet" in the Attendance Office **immediately** upon arrival. An admit slip will be issued in each case.

NOTE: Student forging letters or impersonating a parent/guardian will be dealt with by administration, possible police involvement, and discipline. Consequences will be up to the discretion of Administration.

## **CODE OF CONDUCT**

The purpose of the Code of Conduct is to provide clarity and to assist providing a safe learning environment.

### **UNIFORMS**

- Students must be in complete uniform, worn properly and modestly for the entire school day including lunch periods in **all** areas of school and school property. **"In school, in uniform!"**
- A student will be recorded as "Late" if they must leave the classroom to get into proper uniform. Lates will be tracked through the triplicate tracking form. At 3 lates, the teacher will speak to parent; at 5 lates a vice principal will speak to parent; at 7 Lates the student will receive consequences that could result in a suspension.
- All uniform infractions will be recorded and notification will be given to the student as a reminder of the date they are not to dress down.
- Dress down days will be removed for consistent uniform violators.
- **Students must be in Number #1 dress (including ties) on the specified dates. If a student is not wearing the Number #1 dress for the entire day on the specified date, the student will be spoken to by their vice-principal indicating that they will not be allowed to dress down on the next Dress Down Day.**
- Students must be in uniform in all areas of the school. If a student is asked by a staff member to get into uniform and the student does not, the student will be referred to administration for opposition to authority and defiance.
- If a student cannot get into uniform, the teacher will send the student to the office. The office will work with the student to get the student into uniform. This may involve the student calling home to have the item brought to school.
- Students may wear warm outerwear out to the portables. This outerwear must be removed upon entry to the portable. No outerwear is to be brought into classrooms within the school at any time.
- Solid black boots are only to be worn if indistinguishable from shoes (i.e., covered with a pant leg). If a student wears boots, they must wear pants over the top of the boots.
- No backpacks, bags or large purses are allowed in the classrooms or portables at any time. If a purse can fit a three-ring binder, then it is too large.



- Footless leggings or footless tights are not permitted at any point.
- Exercise and/or yoga tights/pants are not permitted at any point.
- **Hats are not allowed in the building or portables even on dress down days.** Hats will be brought to the Vice Principals office and picked up at the end of the day. Hats are not to be worn in school from the time of entry. In addition, they must be kept in the locker. They are not to be carried around all day. No bandanas, sunglasses or other head wear are allowed during the school day. Progressive discipline will be applied to habitual offenders.
- If kilts continue to be worn improperly, tights will become mandatory or kilts will be removed from the uniform.
- Sandals must be solid black or dark chocolate brown. Flip-flop, thong sandals , beach shoes, water shoes, athletic sandalst, crocs or plastic shoes are NOT permitted.
- Undershirts must only be white or black with no logos or writing. Undershirts may not be visible below the cuff or hem of a uniform shirt. White undershirts (with no logo or writing) must be worn under white or black shirts. Black undershirts (with no logo or writing) must be worn under black shirts ONLY.
- Accessories that are small, in good taste, and not detracting from the uniform are permitted.

The administration reserves the right to decide on appropriate attire.

## **YOU TUBE / INTERNET POSTING**

Students are now posting videos of themselves or others using the school's name. Often times these postings are inappropriate.

Students must adhere to the following:

- that no student use the name of their school or any other school and/or district when posting to any form of social media.
- that no student post any school events, or pictures taken in school or a school activity that is contrary to our School Code of Conduct and the morals of our faith.

If a student adds a posting to any form of social media using the name of a school within our school district or using the name of a staff member or the student, the student will receive a suspension, or expulsion if so determined; the length of the consequence to be determined by the school principal.

If a student posts inappropriate material on any form of social media using videos taken at school or any school activity the student will receive a suspension, the length to be determined by the school principal.

If a student video tapes or records a staff member or student without his/her consent, the student will receive a suspension, or expulsion if so determined. The length of the suspension or expulsion will be determined by the Principal.

## **OPPOSITION TO AUTHORITY & RESPECT TO AUTHORITY**

(i.e. failure to comply, failure to give your name to a staff member, refusing to report to the office, not following the directions or instructions given by a staff member.)

- If a student is oppositional or defiant to a staff member, administration will be involved immediately. Discipline and consequences will be up to the discretion of the administrator.
- Consequences can range from "in school" discipline to the possibility of suspension.
- "In school" discipline can include detentions, loss of privileges, apology to the staff

- member, etc.
- A student's refusal to give his or her name to a teacher will result in a suspension.
- A student's failure to report to the office when directed will result in a suspension.

### **THEFT**

- Students caught stealing will be suspended. The police may also be involved.
- The student will be responsible for full restitution/payment or the return of the stolen item.
- Students are **strongly** encouraged not to leave valuables in the change rooms.
- The school is not responsible for lost or stolen items.

### **VANDALISM**

The following are possible consequences for students caught vandalizing school property:

- Restitution- pay/repair/clean up
- Suspension
- Police Involvement

### **PROFANE LANGUAGE**

- Profane/inappropriate language (in classroom or hallway) will be addressed by a staff member. The student will be referred to the administration. Discipline and consequences will be up to the discretion of the administrator.
- "In school" discipline can include detentions, loss of privileges, apology to teacher, etc.
- Profane/inappropriate language directed towards a staff member by a student will result in a suspension.

### **BULLYING / CYBER-BULLYING**

(This includes any forms of Social Media – i.e. Twitter, Facebook)

- All bullying will be referred to administration.
- School consequences may apply to incidents that occur outside of school hours that influence the atmosphere of the school.
- The administrator will investigate the incident. Consequences and discipline will be left to the discretion of the administrator.
- Discipline can range from "in school" consequences to possible suspension and police involvement.
- The victim and perpetrator may be referred to the school's social worker.
- The victim and perpetrator may be asked to participate in a restorative justice session.

### **PARKING ISSUES**

(i.e. students parking in the teacher lot, unsafe driving in the parking lot, loitering in the parking lot)

- Students are not permitted to park their vehicles in the teacher parking lot.

The following are possible consequences for students who park in the teacher lot, drive unsafely in the parking lot, or loiter in the parking lot.

- Removal of parking privileges
- Police involvement
- Suspension

## **HALLWAYS**

Hallways are off limits during the lunch hours as some classes will be in session during the lunch hour.

- The only halls accessible during the lunch hour are the library/drama hallway on the first floor and the main office/Room 2008 & 2009 hallway on the second floor. There is to be no loitering in these halls.
- Students will have access to their lockers during the travel time only.
- Students who are oppositional or defiant to a staff member in the hallways will be referred to administration immediately. Discipline and consequences will be up to the discretion of the administrator.

## **ANAPHYLAXIS POLICY**

In accordance with Sabrina's Law, our Board has an anaphylaxis policy that includes strategies to reduce risk of exposure to anaphylactic causative agents, regular training on dealing with life-threatening allergies, a requirement that every school principal develop an individual plan for each pupil who has an anaphylactic allergy, and a requirement that every school principal maintain a file for each anaphylactic pupil. The individual plan for a pupil with an anaphylactic allergy includes details on the type of allergy, monitoring and avoidance strategies and appropriate treatment, a readily accessible emergency procedure for the pupil and storage for epinephrine auto-injectors, where necessary. The complete policy may be viewed at [www.bhncdsb.edu.on.ca/policy/files/200.18.pdf](http://www.bhncdsb.edu.on.ca/policy/files/200.18.pdf)

## **EXTRA-CURRICULAR PROGRAM**

At St. John's College, we strongly encourage students to become involved in a variety of activities outside of the classroom. Arts, athletics (varsity and intramural), and club activities are important in the complete development of a balanced secondary experience. Though extra-curricular activities are vital, academics will always remain the major focus at St. John's College.

1. **ACADEMIC:**

- Students who have not fulfilled their academic obligation to their course teacher may be removed from school activities.
- Exceptions may be made for students who are identified (I.P.R.C.'d), have documented medical reasons for lack of success and/or who have personal issues which impede academic success. Supporting evidence may be requested.

2. **BEHAVIOURAL:**

Students who are suspended from school will not participate in any school related activities during the suspension period.

3. **ATTENDANCE:**

Students with poor attendance records (truancies, lates) and/or poor academics will be removed from school activities.

4. UNIFORM VIOLATIONS:

Students who do not adhere to the uniform policy may be suspended, removed from any extra-curricular activities, and will lose their next dress down.

Administration reserves the right to alter the above guidelines.

Student co-curricular fees at St. John’s College cover a small part of the costs associated with co-curricular activities. **The fee is dependent upon the activity in which the student participates in and will be paid on “School Cash Online”, <https://bhncdsb.schoolcashionline.com>. Students must pay the fee associated with the activity prior to participating.**

*[Please note: Any school required forms and/or fees may hinder the student’s participation in any school related activity.]*

### **ACTIVITY FEE**

**2023 – 2024 Fee: \$55.00** paid at the time of registration

Includes: yearbook, school calendar, student planner, photo ID card, library services, dress-down days, and extra-curricular events. Subsidies provided to Student Council and Chaplaincy.

**REFUND SCHEDULE:**

- |                             |   |
|-----------------------------|---|
| <b>Prior to July 1</b>      | [a full refund will be issued]                              |
| <b>July 1 – September 1</b> | [a \$40 refund will be issued minus \$15.00 processing fee] |
| <b>After September 1</b>    | [no refunds]  |

### **TEXTBOOKS/INSTRUCTIONAL MATERIALS**

- Provided to students for the duration of the course.
- Students are responsible for the condition of the materials while they are in the student’s care.
- Loss or damage to materials:
  - 1. Semester 1: restitution must be made prior to final examinations.**
  - 2. Semester 2: restitution must be made prior to final examinations.**

Parents who wish to make repayment arrangements are asked to contact an administrator at 519-759-2318

### **LIBRARY**

- Hours 8:30 a.m. – 3:00 p.m.
- Signing out materials – 3 weeks
- Outstanding materials must be returned, or restitution must be made prior to final examinations.

### **SECURITY CAMERAS**

Video cameras are located throughout the school. The cameras encourage students and visitors to respect each other and our facilities.

## **SCHOOL UNIFORM / DRESS CODE**

At St. John's College we intentionally create an environment which is based around Gospel values and which holds each person with dignity and respect. Our policies regarding the school uniform and modest dress help foster this environment. When one takes pride in what they wear, and at St. John's College that is the uniform, it says that they are proud to be here.

We understand the meaning of uniform to be the following: "*a distinctive outfit intended to identify those who wear it as members of a specific group*" (Houghton Mifflin Canadian Dictionary). In wearing the uniform one has a sense of identity. At this school it means that the student belongs to the tradition and community which is St. John's College. With this identity comes the values of education, dignity, and respect. One wishing to develop the values which we hold and the lifestyle we profess, means identifying with us. One of the major ways in which we accomplish this is in and through the uniform. It gives the sense of belonging and develops a sense of community. It also defines our role as students to wear the uniform with pride and to be proud of the place and the values they represent. To not wear it properly is to say that I do not want to be a part of the values and lifestyle in this community. Therefore, in short, it is to say that I do not wish to belong. Since Christian community is what we strive to create here at St. John's College we need all who attend to become a part of its identity. Therefore we ask each student to adhere to the Uniform Policy.

### **OUR GOVERNING PRINCIPLES**

WE BELIEVE that the human person reflects the Image of God.

WE BELIEVE that each person is called to be a steward of God's Creation.

WE BELIEVE that the care of the body affects the formation of the soul.

WE THEREFORE AFFIRM THAT:

- Acknowledging and striving to model these principles is the goal of all members of the St. John's College community.
- Wearing the St. John's College uniform is an outward participation in nurturing the transformation of the inner person.
- Joining the Catholic educational community of St. John's College means that students and their families take up this challenge of stewardship.

## In School = in uniform!...Including Lunch Hour

Each student has the responsibility to be in complete school uniform at all times during the school day (8:50 a.m. to dismissal). Any student who cannot get into proper uniform will not be permitted into class. Administrative approval will be required for re-admittance only once parent/guardian has been contacted.

UNIFORM PARTS		HOW TO WEAR IT
<b>*DRESS SHIRTS</b>	White long sleeved <b>(OR)</b> white short sleeved	<ul style="list-style-type: none"> <li>- only plain white short sleeved T-shirts are to be worn under all white SJC tops</li> <li>- must be buttoned modestly</li> <li>- no layering</li> </ul>
<b>*DRESS SHIRTS</b>	female styling	<ul style="list-style-type: none"> <li>- only plain white short sleeved T-shirts are to be worn under all white SJC tops</li> <li>- dress shirts, button down collars must be buttoned modestly</li> <li>- no layering</li> </ul>
<b>*GOLF SHIRTS</b>	white polo short sleeved  black & grey polo short or long sleeved	<ul style="list-style-type: none"> <li>- only plain white short sleeved T-shirts are to worn under all white SJC tops</li> <li>- worn over a plain white T-shirt</li> <li>- worn with plain white short sleeved T-shirt or black short sleeved t-shirt</li> </ul>
<b>*RUGBY SHIRTS</b>	long sleeved  short sleeved	<ul style="list-style-type: none"> <li>- may be worn over white T-shirt</li> <li>- may only be worn with plain white or black short sleeved T- shirt under all SJC tops</li> </ul>
<b>*OTHER ITEMS</b> <b>No non-uniform item will be worn over the uniform in the school building, classrooms, or portables. (Spirit wear items do not qualify as school uniform.)</b> Non-uniform items will be taken if worn in classrooms. All items are <b>not to be worn too tight, too short or too large.</b> Administration has the right to ask students not to wear items that are considered either too small, too large, or inappropriate. Pants must be worn at the waist.	v-neck vest (green)  v-neck l/s sweater  green cardigan  sweatshirt zip-up jacket	<ul style="list-style-type: none"> <li>- must be worn only over white uniform dress shirt</li> <li>- may be worn without a shirt</li> <li>- must be worn with uniform shirt</li> <li>- can NOT be worn with #1 dress uniform</li> <li>- may be worn over white uniform dress shirt, or black polo uniform shirt</li> </ul>

<b>FOOTWEAR</b> <b>Not to be changed during the school day,</b> if a student chooses to do so the shoes will be confiscated.	solid black shoes	<ul style="list-style-type: none"> <li>- must be worn at all times while in school</li> <li>- any trim visible, must be solid black</li> </ul>
	sandals - solid black or dark chocolate brown	<ul style="list-style-type: none"> <li>- must <b>NOT</b> be a flip-flop, thong sandals, beach shoes, water shoe or athletic sandal, crocs or plastic shoes</li> <li>- NO FLAT THONG SANDALS under the discretion of the administrator</li> </ul>
	Boots – Solid black	<ul style="list-style-type: none"> <li>- are only to be worn with pants</li> <li>- pants are not to be tucked into boots.</li> </ul>
<b>SOCKS</b> If socks are visible they must be white, or black. Socks must be below knee level.  *Work socks are not permitted.	with pants	<ul style="list-style-type: none"> <li>- no coloured socks other than white or black</li> <li>- no layering socks</li> </ul>
	with shorts	-white or black socks may be worn with shorts
	With kilts and with jumpers	<ul style="list-style-type: none"> <li>- white or black socks</li> <li>- white, beige or black nylons or tights (with feet)</li> </ul>
<b>*PANTS</b>	Unisex/ grey/black	<ul style="list-style-type: none"> <li>- must be hemmed and in good repair</li> <li>- must be worn with belt</li> <li>- must be worn at the waist and no underwear is to show</li> <li>- <b>not rolled or altered in any way.</b></li> </ul>
	Grey/Black	<ul style="list-style-type: none"> <li>- must be hemmed and in good repair</li> <li>- must be worn at the waist and no underwear is to show</li> <li>- must not be worn too "tight"</li> <li>- <b>not rolled or altered in any way.</b></li> </ul>
<b>*KILT</b>		<ul style="list-style-type: none"> <li>- length is to be no more than 2" above the knee</li> <li>- not to be rolled</li> <li>- not to be worn too tight</li> <li>- If kilts/jumpers continue to be worn improperly, tights will become mandatory or kilts/jumpers will be removed from the uniform.</li> </ul>
<b>*WALKING SHORTS (unisex)</b>	black only	<ul style="list-style-type: none"> <li>- knee length</li> <li>- is not to be shortened or rolled up</li> <li>- can be worn with #1 dress</li> <li>- <b>SJC logo must be visible</b></li> </ul>
<b>*DRESS SHORT (GIRLS / BERMUDA)</b>	Black	<ul style="list-style-type: none"> <li>- not to be adjusted or shortened or rolled up</li> <li>- SJC logo must be visible</li> </ul>
<b>BELT</b>	solid black – no lettering or studs	- to be worn at the waist

<b>*TIE</b> (must be knotted appropriately at shirt collar and tucked inside the vest)	uniform tie	- only school ties are permitted - ties will be worn properly all day
<b>*GYM UNIFORM</b>	T-shirt (grey or white)	mandatory wear
<b>*GYM UNIFORM</b>	black shorts or green shorts	mandatory wear

**\*These items must be purchased from the uniform provider. Do NOT purchase these items from any other store as these items will not be accepted as uniform.**

**\*Only items available from our Uniform Provider will be accepted as uniform.**

**No uniform item is to be ripped, frayed, or modified.**

**Hats are not to be worn in school. In addition, they must be kept in the locker. They are not to be carried around all day. No bandanas, sunglasses or other head wear are allowed during the school day.**

**Spirit Wear is NOT considered part of the daily uniform.**



## **COMPLYING WITH THE SCHOOL DRESS CODE /INFRACTIONS AND CONSEQUENCES**

- Students must be in complete uniform, worn properly and modestly for the entire school day including lunch periods in **all** areas of school and school property. **“In school, in uniform!”**
- A student will be recorded as “Late” if they must leave the classroom to get into proper uniform. Lates will be tracked through the triplicate tracking form. At 3 lates, the teacher will speak to parent; at 5 lates a vice principal will speak to parent; at 7 Lates the student will receive consequences that could result in a suspension.
- All uniform infractions will be recorded, and notification will be given to the student as a reminder of the date they are not to dress down.
- Dress down days will be removed for consistent uniform violators.
- **Students must be in Number #1 dress (including ties) on the specified dates. If a student is not wearing the Number #1 dress for the entire day on the specified date, the student will be spoken to by their vice-principal indicating that they will not be allowed to dress down on the next Dress Down Day.**
- Students must be in uniform in all areas of the school. If a student is asked by a staff member to get into uniform and the student does not, the student will be referred to administration for opposition to authority and defiance.
- If a student cannot get into uniform, the teacher will send the student to the office. The office will work with the student to get the student into uniform. This may involve the student calling home to have the item brought to school.
- Students may wear warm outerwear out to the portables. This outerwear must be removed upon entry to the portable. No outerwear is to be brought into classrooms within the school at any time.
- Solid black boots are only to be worn if indistinguishable from shoes (i.e., covered with a pant leg). If a student wears boots, they must wear pants over the top of the boots
- No backpacks, bags or large purses are allowed in the classrooms or portables at any time. If a purse can fit a three-ring binder, then it is too large.
- Footless leggings or footless tights are not permitted at any point.
- Exercise and/or yoga tights/pants are not permitted at any point.
- **Hats are not allowed in the building or portables even on dress down days.** Hats will be brought to the Vice Principals office and picked up at the end of the day. Hats are not to be worn in school from the time of entry. In addition,

they must be kept in the locker. They are not to be carried around all day. No bandanas, sunglasses or other head wear are allowed during the school day. Progressive discipline will be applied to habitual offenders.

- If kilts continue to be worn improperly, tights will become mandatory, or kilts will be removed from the uniform.
- Sandals must be solid black or dark chocolate brown. Flip-flop, thong sandals, beach shoes, water shoes, athletic sandals, crocs or plastic shoes are NOT permitted.
- Undershirts must only be white or black with no logos or writing. Undershirts may not be visible below the cuff or hem of a uniform shirt. White undershirts (with no logo or writing) must be worn under white or black shirts. Black undershirts (with no logo or writing) must be worn under black or green shirts ONLY.
- Accessories that are small, in good taste, and not detracting from the uniform are permitted.

The administration reserves the right to decide on appropriate attire.

**NOTE: Refusal to comply with the Dress Code is an act of defiance to school authority and as such is a suspendable infraction.**

### **DRESS CODE GUIDELINES FOR NON-UNIFORM SCHOOL EVENTS**

Dress must be clean, modest, and appropriate. Our school is air-conditioned for your comfort. We encourage students to treat the school setting as their place of work and thus choose appropriate clothing. It is important that you recognize our school as a place of learning. Respecting the intention of our Code of Conduct, we commit ourselves to wearing clothing that does not diminish our personal dignity by bringing inappropriate attention to our bodies.

We want to be very clear on the following:

- Clothing with inappropriate logos, sayings, or pictures are NOT acceptable at school. Your clothing should not promote any products or beliefs that are prohibited by our Code of Human Relations, and the values of our faith: eg. Clothing which condones sex, drugs, alcohol, violence, or racism.
- Tank tops, halter tops, tops with spaghetti straps, crop/midriff tops, backless tops, tube tops, one shoulder tops, cut-off shorts, torn jeans, etc. are NOT to be worn at school.
- No bare midriffs or bare shoulders.
- Shorts and skirts **must** be worn at a modest length.
- Jeans / pants that ride low are NOT permitted if the top worn does not completely cover the belly area.

- Underwear, this includes any clothing known to be underwear, is NOT to be visible. This includes bras / sport bras / thong underwear.
- Hats are not allowed in the building or portables even on Dress Down Days.
- This policy is in effect for school dances, school trips, and dress down days. You will be asked to change or leave the building if you do not respect the rules indicated above.
- While Prom and Semi-formal are considered special events, we remind you to be modest in the selection of a dress or outfit.

**Note:**

**If you decide to ignore these guidelines you will:**

- (a) be sent home to change**
- (b) be removed from the event**
- (c) lose Dress Down Day privileges**
- (d) wear a sweater, shirt, or T-shirt provided by the school**
- (e) be suspended**

**SPIRIT WEAR REGULATIONS**

\*Spirit Wear is NOT considered part of the daily school uniform.

On Spirit Wear Days, students can wear any part of a school team or club clothing pieces. Wearing white or green pieces of clothing which are not spirit wear is not acceptable. You may choose from the following:

- If you are only wearing a spirit wear top you must wear uniform pant, kilt, shorts and footwear as described in the uniform policy or as directed by administration.

N.B. Jerseys only can be worn from the following SJC sports teams: football, hockey, baseball and rugby.

**LOCKERS**

Lockers are the property of the school and as such must not be written on using markers or other devices. All postings must be with moral code. Administration has the right to search lockers at any time. ONLY SCHOOL LOCKS ARE PERMITTED! (Note: Students are assigned lockers and must remain in that assigned locker for the school year. Switching of lockers is not permitted. Discipline and consequence for not adhering to these rules will be left to the discretion of the administrator.)

## **SMOKING, VAPING, AND/OR CHEWING TOBACCO IS NOT PERMITTED ON SCHOOL PROPERTY**

### **(Tobacco Control Act) – (Tobacco Free Environment)**

Cigarettes, including “chew” and e-cigarettes vapour, are not to be visible/or used in the school or on school property.

Consequences include:

1. Fines and charges under the Provincial Offences Act.
2. An immediate suspension from school.
3. Informing the Health Unit, resulting in a fine and court appearance for those under 16 years of age.

## **DANCES / ACTIVITIES**

1. The use of drugs or alcohol is prohibited. Any person suspected of using drugs or alcohol will be refused admission to the dance. Further action may be taken with respect to a minimum of a **3 day suspension** from school and/or police involvement.
2. After a specified time no one will be admitted to the dance unless special permission was received beforehand.
3. Students will be searched prior to entering the dance/activity.
4. Anyone who leaves the dance/activity will NOT be permitted to re-enter.
5. Anyone displaying disorderly conduct will be asked to leave the school premises. **DISORDERLY CONDUCT INCLUDES SUGGESTIVE DANCING OR INAPPROPRIATE TOUCHING.**
6. No student from another school will be allowed to enter a school dance/activity without a sign-in sponsor from SJC. One sign-in is permitted per SJC student. The SJC sponsor is responsible for the behaviour of their guest.
7. Appropriate dress, see Uniform Policy: Dress Code Guidelines for Non-Uniform School Events.
8. Students who are bringing a guest, must have the name handed in no later than **ONE WEEK** prior to the event.

## **ACADEMICS**

### **ACADEMIC HONESTY**

Academic dishonesty is a serious offence which is contrary to the personal integrity which we strive to develop in our students. Such conduct will receive significant consequences. Academic dishonesty may occur in a number of ways, including, but not limited to:

1. Copying parts or all of a fellow student’s homework.
2. Copying parts or all of a fellow student’s assignment, essay, project, etc.
3. Having someone do parts or all of your work and submitting it as your own.
4. Superficial paraphrasing of someone’s ideas or writing and submitting them as your own.
5. Using someone’s ideas in your work whether quoted directly or written in your own words, without citation.

6. Submitting work which has been entirely or partially obtained from an Internet site as your own.
7. Failing to place quotation marks around a passage that you have not paraphrased, even if you acknowledge the source.
8. Using sources that are not permitted for a particular assignment as instructed by the teacher.
9. The person who facilitates or provided parts or all of their work to another person.
10. Resubmitting your original work in multiple courses/classes.
11. Utilizing AI powered tools (ie. Chat GPT) without proper acknowledgement and/or consent from teachers is a form of academic misconduct. Work produced must represent the student's own efforts and any external sources are cited appropriately.

The consequences are as follows:

LEVEL 1	Citation correction and Warning	Technical and unintentional in nature (an error in citation)
LEVEL 2	Re-Writing and Warning	Unintentional and fails to meet criteria. The infraction is on record.
LEVEL 3	No Mark, or Zero	Intentional or significant infraction that ought reasonably be known to be dishonest. The infraction is kept on record and could impact the student's eligibility for academic award.
	No Mark, or Zero, and/or Suspension	A second Level 3 infraction, in any course, during the same school year.

If a teacher suspects academic dishonesty, the teacher will follow this procedure:

1. Consult with the Department Head to determine if there are sufficient grounds to proceed.
2. If there are sufficient grounds, discuss the matter with the student and allow the student to provide explanation.
3. Consult an administrator to determine whether there should be a consequence and what an appropriate consequence would be for the infraction.
4. Inform both the student and the parent of the consequence.

If a student is uncertain whether his/her efforts might constitute academic dishonesty, it is the responsibility of the student to check with the teacher before completing and submitting his/her assignment for evaluation.

## **EVALUATION**

- Students are informed at the beginning of each course as to how they will be evaluated.
- Evaluation of student progress is a continuous process and involves a variety of activities.
- It is vital that teachers and parents work together to monitor and support student progress.

The reporting dates for 2023-2024 school year (which may also be found on the school calendar) are as follows:

Semester 1: Progress Reports (via student) - October 4  
Mid Term Report Card (emailed) - November 24  
Final Report Card (emailed) - February 16

Semester 2: Progress Reports (via student) - March 6  
Mid Term Report Card (emailed) - May 2  
Final Report Card (mailed) - July 12

Parents may contact the school (519) 759-2318 to speak to the teacher and/or arrange an interview to review student progress.

## **HOMEWORK**

Completed homework and a sense of pride ensure success. Homework includes: completion of daily class assignments, review of work, previewing work to be done and preparation and research for projects, essays and long-term assignments.

## **ACCIDENTS**

All accidents, regardless of severity, either personal or property, must be reported to the Main Office immediately and are to follow the school's standard procedure:

1. Accident is reported to staff member. Immediate assessment is made regarding need for medical attention.
2. **Minor Injury:** student is accompanied to Main Office. Parental contact is made.
3. **More Serious Injury:** first aid trained staff member(s) attend(s) to student while office staff makes parental contact.
4. **Serious injury requiring evaluation/treatment by a doctor:** student will be transported by ambulance only to the Brantford General Hospital. Parent will be advised to meet there.
5. Any injury related to concussion or concussion-like symptoms occurring at any time (including non-school activities) must be reported to the school.
6. In all cases, full documentation of the details of the accident is recorded.

## **FIRE DRILLS AND ALARMS**

- Go quickly and quietly to the nearest fire exit as indicated in each classroom.
- Remain with your class and teacher outside, well away from the school building until advised to return to class.
- Designated Fire Routes cannot be blocked.

## **BUSES**

Inclement weather may occasionally result in the cancellation of transportation services or the early dismissal of students. Schools are closed when bus transportation is cancelled. Please note that it is the parents' responsibility, at all times, to decide whether it is safe for their children to attend school. Transportation cancellations and delays, or early dismissals, will be announced on local radio stations (820 CHAM, 900 CHML, 1150 CKOC, 1380 CKPC, 92.1 CKPC), the BHNCD SB website, St. John's College website, and Twitter. Detailed

procedures for transportation of students, bus cancellations or delay information is available on the Board's website or [www.stsbhn.ca](http://www.stsbhn.ca)

1. Students must use assigned routes.
2. The driver's directions must be obeyed.
3. Students should be at the bus pick-up point 10 minutes before the scheduled transportation.
4. General bussing inquiries:  
Transportation Services (519) 751-7532 or [www.stsbhn.ca](http://www.stsbhn.ca)
5. No passes of any sort will be provided. You must ride your assigned bus.

<b>ST. JOHN'S COLLEGE IS IN ZONE #4</b>
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## **TIMETABLE CHANGES**

Course termination for legitimate reasons, after the semester deadline which appears on the School Calendar, will require the permission of parent, counselor and an administrator.

**Full Disclosure:** If a student withdraws from a Grade 11 or 12 course (including a student with an IEP) **on or before** 5 instructional days following the issuance of the first provincial report card, the **course will not be recorded** on the transcript. If a student withdraws from a Grade 11 or 12 course **after 5** instructional days following the first provincial report card, a **"W" is entered** in the credit column and the student's **mark** at the time of withdrawal is expressed as a percentage in the achievement column. If a student repeats a Grade 11 or 12 course, each attempt and its mark will be recorded on the Ontario Student Transcript (OST) however only one credit will be granted. The course with the **lower mark** will have an **"R" entered** in the credit column.

## **VALUABLES**

Students are advised not to bring valuables to school such as large amounts of cash, expensive jewelry, and electronic devices. The School will not assume responsibility for any lost or stolen articles. Please note this includes all areas of the school including change rooms.

## **PRINCIPAL'S HONOUR ROLL**

Students who qualify for Principal's Honour Roll must achieve:

- For grade 9,10 – 80% average in minimum eight courses and be recognized as a full-time student [September – June]
- For grade 11, 12 – 80% average in minimum 6 courses and be recognized as a full-time student [September – June mandatory 6 courses]
- Must have a religion course within the period of July – June.

These courses must be taken in the Brant Haldimand Norfolk Catholic District School Board and will be calculated from July 1 – June 30 for each year's Honour Roll.

## HONOUR J / EAGLE AWARD

The Honour J and Eagle Awards recognize achievements and contribution to school life under the following categories:

CATEGORY	EAGLE AWARD MINIMUM # OF POINTS	HONOUR J MINIMUM # OF POINTS
<b>ACADEMICS</b> [ <i>compulsory category</i> ]	80	150
<b>CLUBS &amp; ORGANIZATIONS**</b> [ <i>optional categories</i> ]	10 - 15	20 - 25
<b>ARTS - DRAMA/MUSIC/VISUAL ARTS</b>	10 - 15	20 - 25
<b>SPORTS</b>	10 - 15	20 - 25
<b>SCHOOL VOLUNTEER SERVICE</b>	10 - 15	20 - 25
<b>FAITH DEVELOPMENT</b>	10 - 15	20 - 25
[**May also be counted separately in the clubs/organization category if desired]	1	1
<b>*LETTERS OF REFERENCE*</b> [ <b>COMPULSORY CATEGORY</b> ]	1	1
<b>TOTALS</b>	<b>150</b>	<b>250</b>

### CRITERIA:

- Assigned points for areas of involvement MUST be signed by the appropriate staff advisor/supervisor and confirmed with a signature.
- Points can be earned at any time during your first four years at St. John's College.
- **EAGLE AWARD:** You must earn at least the minimum number of points in the Academics compulsory category, 1 point for a compulsory Letter of Reference, and at least 10 points in three optional categories or 15 points in two optional categories (see chart above). Additional points may be earned from any/all categories.
- **HONOUR J AWARD:** You must earn at least the minimum number of points in the Academics compulsory category, 1 point for a compulsory Letter of Reference, and at least 20 points in three optional categories or 25 points in two optional categories (see chart above). Additional points may be earned from any/all categories.
- As a general guideline, each point awarded represents about 10 hours of involvement, as well as level of commitment and overall contribution to the group.
- The numbers you see on the application in the *Points per Year* column are maximum numbers.
- During the student's years at St. John's College, he/she must have behaved according to the *Code of Expectations* as indicated in the school's *Code of Human Relations*. (ie. having had no serious or ongoing violations for the Code).
- 40 hours of community volunteer hours CANNOT be included. Hours accumulated above the 40 hours required for the OSSD may be applied towards the Honour J and Eagle Awards if they were done at a St. John's College sponsored activity.

**APPLICATION FORMS ARE AVAILABLE IN STUDENT SERVICES. THE APPLICATION FORM MUST BE RETURNED TO STUDENT SERVICES BY APRIL 30<sup>TH</sup>.**