

St. Mary's High School Student Handbook 2021-2022



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Attendance Office (519) 745-6789, [Website: stmary.wcdsb.ca](http://stmary.wcdsb.ca)

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GUIDING PRINCIPLES



VISION OF ST. MARY'S HIGH SCHOOL

Our Catholic faith is the core of the St. Mary's community. We are committed to respecting the dignity of every member of our community and celebrating our diverse gifts. The vision of the WCDSB is **"Our Catholic Schools: Heart of the community -- success for each, a place for all."** At St. Mary's we believe strongly in this vision and strive each day to bring that vision to a reality in our halls and classrooms and among our Eagle family. As a staff, we demonstrate our commitment to this vision with students, parents, and community partners. Our expectation is that all members of the St. Mary's community embrace this vision by putting our faith into action in the school, local, and global communities.

OUR BELIEF STATEMENTS

All students nurtured in a community grounded in our Gospel values, and experiencing authentic learning environments of collaboration, inquiry and engagement, will become global citizens who transform God's world.

We maximize the God-given potential of each child when we welcome all students, believe in all students and instill hope in all students.

In fostering students who meet the Ontario Catholic School Graduate Expectations we also produce successful and independent global 21st century learners who give witness to their faith.

SCHOOL MISSION STATEMENT

- * *Rooted in Faith*
- * *Learning in Love*
- * *Dedicated to Excellence*

*Where kindness matters,
community grows!*



SCHOOL CREST

The St. Mary's school crest contains the motto, "Virtus et Scientia", - virtue and knowledge. It succinctly expresses the aim of the school - to impart profound truths in both the religious and secular subjects so that its graduates may go forth as valiant young people, strong in character, virtue and learning.

CODE OF CONDUCT

The Code of Conduct for the Waterloo Catholic District School Board has as its foundation the School Board's mission statement which states, **"As disciples of Christ, we educate and nurture hope in all learners to realize their full potential to transform God's world."**

Students are expected to:

1. show respect for themselves, for others, and for those in positions of authority;
2. follow established rules and take responsibility for their own actions;
3. come to school prepared, on time, and ready to learn;
4. refrain from bringing anything to school that may compromise the safety of others.

Each person is responsible for his/her conduct within the walls of St. Mary's, at the local plaza, at extra-curricular events, on bus transportation and in the community.



ST. MARY'S HIGH SCHOOL DAILY SCHEDULE

Period 1 – AM Class

9:05 – 11:35

Homeroom: 10:15 – 10:20

Lunch

11:35 – 12:15

20 minutes in period 1 class to eat lunch (BELL)

20 minutes to transition to next class

12:10 PM – Warning Bell to move to PM class

Period 2 – PM class

12:15 – 2:45

- **Liturgies and assemblies** are an integral part of our school program and attendance at these events is required.
- Special timetables will be created for school liturgies and assemblies when these events occur.
- **Our Student Council** plans many spirit activities throughout the year, which are not published in our calendar.
- Some dates/activities may change as the school year unfolds.
- Students will be informed throughout the year as our new Student Council organizes these activities.

Opening Exercises

The Land Acknowledgement, National Anthem, Morning Prayer will happen at the beginning of period one. **Students are to stand and remain quiet during these opening exercises in both the hallways and classrooms.**

Announcements are displayed throughout the day on Eagle Vision through the TV monitors in the upper forum, cafeteria, and on the school's website. Verbal announcements will take place at 1015 am each morning.



All students are expected to be in period 1 and in proper uniform at 9:05 a.m.

IMPORTANT DATES 2021-2022

Sept. 7	Full day of classes for Gr 9 & 10, ACTIVE & CL students – FULL uniform)
Sept. 8	Full day of classes for Gr 11 & 12, ACTIVE & CL students – FULL uniform)
Sept. 9 & 10	Full day of classes (ALL Students – SPIRIT WEAR MAY BE WORN)
Sept 10 & 14	School Photos (by class)
TBD	Awards Night
Oct. 11	Thanksgiving Day (school closed)
Oct. 7	Parent/Teacher Conferences/Q1Term 2 begins (Careers/Civics Turnaround Day)
Oct. 8	P.D. Day
TBD	Gr. 10 Literacy Test (OSSLT) (will occur between Oct. 13 & Dec 1, 2012)
Nov. 3	Take Your Kid to Work Day (Gr. 9)
Nov 10 & 11	Q1 Evaluations
Nov 15.	Q2 Begins
Nov. 19	P.D. Day
Nov. 25	Q1 Report Card Distribution & Gr. 8 Parent Information Night
Dec. 2-6	Grad Photos
Dec 16.	Parent/Teacher Conferences/Q2Term 2 begins (Careers/Civics Turnaround Day)
Dec. 20-Dec 31	Christmas Holidays (school closed)
Jan. 3	Classes resume
Jan. 31 & Feb 1	Q2 Evaluations
Feb. 2	P.D. Day
Feb. 3	Q3 begins
Feb. 16	Q2 Report Card Distribution
Feb. 21	Family Day (school closed)
TBD	Ash Wednesday Liturgy
TBD	Grad Photos
Mar 8	Q3 Term 2 begins (Careers/Civics Turnaround Day)
Mar. 10	Parent/Teacher Conferences
Mar. 14-18	March Break
TBD	Gr. 10 Literacy Test (OSSLT – will occur between Mar 23 & May 18, 2022)
Apr. 8	P.D. Day
Apr. 15	Good Friday (school closed)
Apr. 18	Easter Monday (school closed)
Apr. 19 & 20	Q3 Evaluations
Apr. 21	Q4 Begins
May 2-6	Catholic Education Week
May 6	Q3 Report Card Distribution
May 23	Victoria Day (school closed)
May 24	Q4Term 2 begins (Careers/Civics Turnaround Day)
May 26	Parent/Teacher Conferences
TBD	7 UP Day
TBD	Graduation Mass and Breakfast
TBD	Relay for Life
June 3	P.D. Day
June 13	Athletic Banquet
June 23-28	Q4 Evaluations
June 21	2021 Graduation
July 12	Q4 Report Card Distribution

Our Student Council plans many spirit activities throughout the year, which are not published in our calendar.

Students will be informed throughout the year as our the Student Council organizes these activities.

Dates/activities are subject to change as the school year unfolds. An up-to-date calendar is always available at stmary.wcdsb.ca



**WELCOME
TO
ST. MARY'S
HIGH SCHOOL**



A MESSAGE FROM ADMINISTRATION

Welcome to the St. Mary's High School community, a place where “*Kindness Matters*”! We are delighted that you have chosen St. Mary's as your school. The mission statement of our school is: ***Rooted in Faith, Learning in Love, Dedicated to Excellence***. Our staff is committed to Catholic Education and we celebrate and witness our Catholic faith through experiences of liturgy, charity and social justice activities, retreats, prayer and community building. In all aspects of school life, we embody our mission statement.



We have a dedicated and caring staff that will make every attempt to help you to be successful in your studies and to have some fun along the way. We hope you will get involved in the many co-curricular activities that are planned each year. Students who become involved in their school life tend to enjoy school more and, in most cases, are more successful in their studies.

Best wishes for a great year!

<i>Deanna Wehrle</i>	<i>Michael Ambeau</i>	<i>Jamie Rodrigue</i>	<i>Luisa Vona</i>	<i>Frank Wittmann</i>
<i>Principal</i>	<i>Vice-principal</i>	<i>Vice-principal</i>	<i>Vice-principal</i>	<i>Vice-principal</i>

A MESSAGE FROM CHAPLAIN

“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity.” – 1 Timothy 4:12

Hello St. Mary’s!

My name is Deacon Ed MacIntosh (you can call me Deacon or Deacon Ed) and I am extremely blessed to be the Chaplain for St. Mary’s High School. For 10 years I was the Chaplain at St. David in Waterloo and for the 10 years before that I worked in the Elementary School panel doing retreats at Mt. Mary, Camp Brebeuf, and Paradise Lake (YMCA).

I am very excited to be here at St. Mary’s and starting this journey with you. Please feel free to stop by my office (if I can find it) for a chat or just to say “hello!”

Deacon Ed MacIntosh, Chaplain

Chaplaincy

One of our responsibilities as Catholic educators is to approach student development in a holistic way. Consequently, the school creates an environment that enhances personal and communal growth in body, mind and spirit. The primary role of the Chaplain is to facilitate this growth in the context of our Catholic faith. By sharing with students and staff in liturgical celebrations, retreats, social action, small faith communities, support groups, counselling, walking with individuals and groups on their faith journey, the chaplain provides opportunities to experience the risen Lord. These experiences become the building blocks of the school’s Catholic Christian Community.

COMMUNICATION

Students are assigned an Administrator and Guidance Counsellor based on the first initial of their last name.

Administrative Team

<p>Deanna Wehrle Principal Alpha S + CL & ACTIVE</p>	<p>Michael Ambeau Vice-Principal Alpha L – O, T</p>	<p>Jamie Rodrigue Vice-Principal Alpha C – E, P – R</p>	<p>Luisa Vona Vice-Principal Alpha A – B, U – Z</p>	<p>Frank Wittmann Vice-Principal Alpha F – K</p>
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Guidance Counsellor

Mark Cameron
Joe Taranto
Lisa Collins
Nancy Arruda
Valerie Coates
Colleen Borman
Phil Lehmann

Student Alpha Assignment

A – B, W – Z
C – E + (int'l)
F + ICP
G – K
L – O
P – R
S – V

Chaplain

Deacon Ed MacIntosh

SAC Director

Mia Robson

Guidance

Program Head – Phil Lehmann

Special Education

Program Head – Kristy McDonnell

Student Success

Program Head – Tony Paolo

Athletic Director

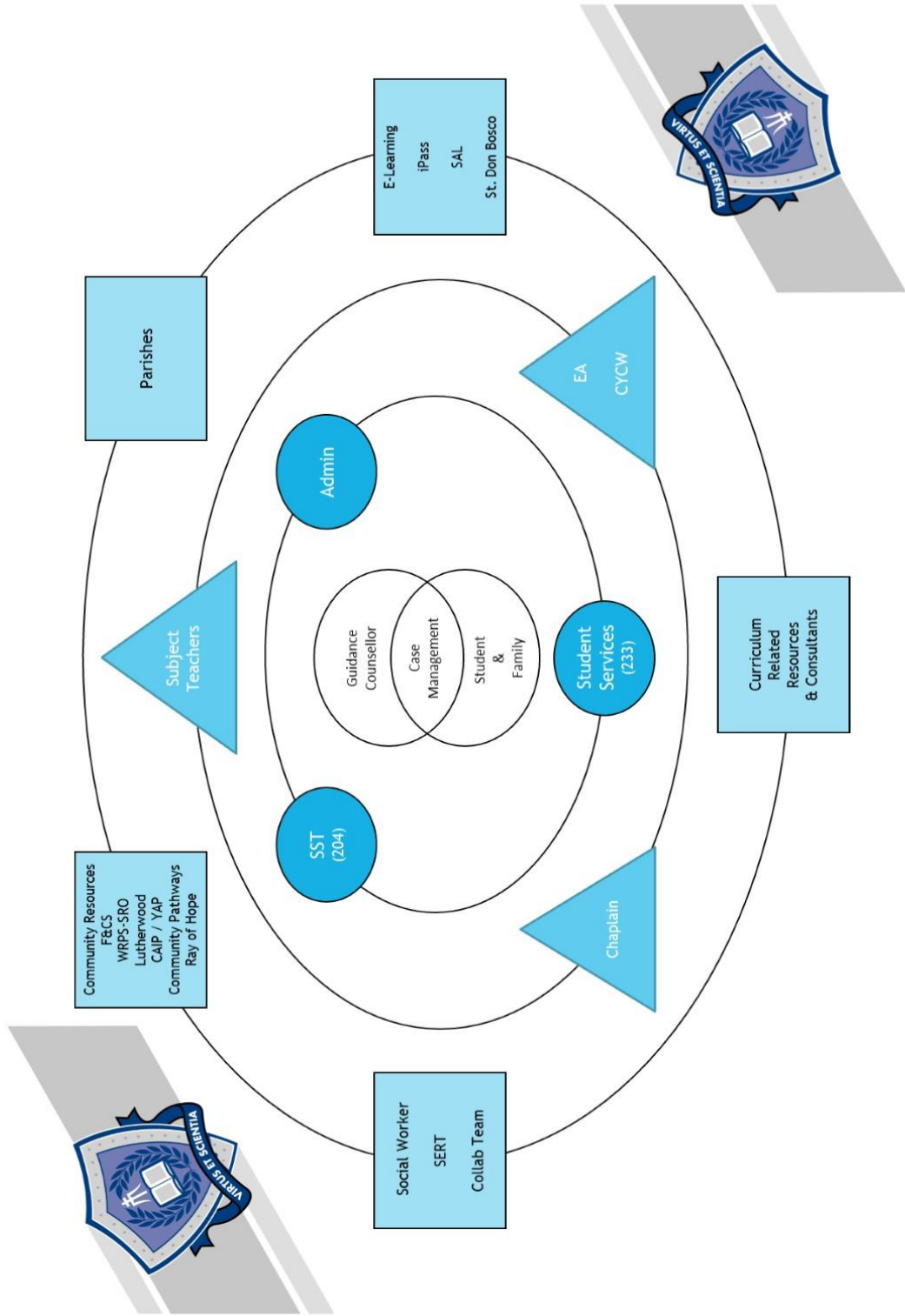
Kyle Armour

Communication Chain

When a parent has a concern or suggestion, it is expected that the concern/suggestion will be raised first with the staff member, prior to contacting administration, as per Board Policy APC001.



Supports for Student Achievement and Well-being



ST. MARY'S HIGH SCHOOL STAFF

Matthew Acheson	Matthew Devine	Cindy Hughes	Kim McLeod	Paula Scheben
Kelsey Agunmadu	Mark Devlin	Cecilia Imunu	Michelle Medeiros	Deborah Schell
Sean Alp	David Di Giuseppe	Kelly Jackman	Robert Meissner	Wendy Scherbey
Mike Ambeau	Gian DiGiandomenico	Michael Jackson	Maria Mendez	Shelley Schindler
Maria Amorim	Karen Drummond	Amanda Jarvis	Rebecca Meyer	John Schneider
Daliana Anghel	Brittney Duke	Elizabeth Jones	Alen Mijic	Dylan Schnute
Daniel Ariza	Kelly Dunnington	Sandra Karl	Amy Miller	Dan Scholtz
Kyle Armour	Jessica Elias	Mira Karlovich	Colleen Miltenburg	Judy Scorfield
Nancy Arruda	AprilAnne Elliot	Ronnie-Lee Kennedy	Danielle Modolo	Dave Shillingford
Evelyn Ashton	Katherine Engelhardt	Karen Kestner	Sean Morgan	Yasmin Smith
Jordan Ashton	Tyler Ertel	John Kipfer	Ted Mukhar	Marta Soczewinska
Maria Avila	Breanne Evans	Diana Knoll	Kelly Murphy	Janelle Soers
Amanda Bailey	Trish Everingham	Edith Kovacs	Julie Muscat	Linda Spencer
Marijana Barukcic	Jeremy Farwell	Leanne Kropf	Karin Nowak	Christine Stana
Benjamin Baumann	Brenda Feeney	Sandra Kropf	Claudia Nunes	Jill Strassburger
Andrew Baumgartner	Elizabeth Fernandes	Shawna Kropf	Zach Nunes	Carrie Subject
Laura Bekeris	Briana Filipe	Taveena Kum	Patrick O'Donnell	Dan Sullivan
Chris Bendia	Sean Forndran	David Lacalamita	Eric Offak	John Sullivan
Stephanie Blackwell	Natasha Frank	Mike Lamka	Vanessa Paiva	Jon Symanyk
Raylee Bonnell	Johanna Gallagher	Elizabeth Laurie	Ron Paleczny	Julie Szpara
Colleen Borman	Dorothy Gibson	Nichole Law-Luis	Tony Paolo	Cidalia Taggart
Kristiane Boyd	Amanda Giorgio	Emma Leger	Jason Parker	Tawnya Tapper
Lyndsay Briggs	Chris Gmach	Phil Lehmann	Michelle Porowski	Joe Taranto
Melanie Bristow	Annette Good	Angela Lehner	Jenny Prendergast	Kristina Thomas
Judy Brockelbank	Peter Gordon	Rebecca Logel	Gina Rabak	Keri Thompson
Marianne Butler	Stephanie Groh	Katarina Luke	Kimberlee Rambaldini	Irina Trunov
Christine Byrne	William Groleau	Bobbi MacGregor	MaryJo Raslovezky	Alicia Turman
Mark Cameron	Jim Hall	Ed MacIntosh	David Reinhardt	Christine VanderHeide
Roseangela Cappellano	Heather Hallahan	David MacPherson	Matt Reist	Teresa VanSchaik
Marc Charette	Adam Harnack	Carrie Mage	Christopher Reitzel	Carly VanSchouwen
Anna Chaudhari	Colleen Harrington	Marta Mandich	Richard Remillard	Jesse Ventura
Ashley Cidade	Brandon Haynes	Tom Mandich	Salvatore Renda	Amy Vermette
Tara Clinton	Connor Henderson	Alan Martel	Tara Richardson	Luisa Vona
Valerie Coates	Jason Hergott	Leslie Mask	Mia Robson	David Walker
Carlo Coi	Melissa Hesch	Amy Massicotte	James Rodrigue	Sasha Walker
Lisa Collins	Tracey Hewerdine	Tijana Mataruga	Patrick Ronzio	Greg Warren
Jenna Comeau	Sean Hickey	Michelle Mawhiney	Eric Roque	Deanna Wehrle
Rhonda Cook	Justina Ho	Alex Mazza	Allen Rossiter	Emily Weryho
Sarah Cook	Renee Hober-Rose	Jeannie McCarroll	Jeffrey Roth	Anna Winnett
Lisa Cronin	Yvonne Holl	Kristy McDonnell	Kara Samuels	Frank Wittmann
Catherine Daly	Todd Horne	Shanley McGowan	Paul Sanders	Jonathan Wright
Kim de Jeu	Brenda Howard	Cathleen McKague	Elder Santos	Emily Zack
Marlene DeGroot	Robert Hubert	Mike McKay	Susan Sawchuk	Elizabeth Zbikowski
Bianca DeSantis	Sarah Huemiller		David Scanlan	Sean Zister

Staff Email- firstname.lastname@wcdsb.ca

A MESSAGE FROM STUDENT COUNCIL

Hello Eagles! As your new co-presidents for the 2021-2022 school year, we are looking forward to an excellent year filled with fun memories and exciting new ventures with a commendable group of individuals on the student council. We have dreamed of acquiring the positions of co-president for our entire high school careers and we will ensure that we take this incredible opportunity to represent the student body of St. Mary's with the utmost respect, compassion, and excellence. Although our year may be unconventional and uncertain, we have a wide variety of events and activities planned with the focus of inclusivity and diversity. Undoubtedly, the St. Mary's community will experience an unforgettable 2021-2022 school year!

Ava Bizjak and Nicolas Amaya (2021-2022 Co-Presidents)

St. Mary's Students' Activities Council

A new Student Council is formed each spring for the following year. Elections are held for the positions of President and Vice-President. The rest of the council is appointed. The executive positions include: Arts Council Chair, Public Relations Rep., Spirit Rep., Special Events Convener, Operations Manager, Junior Representative, a Social Justice Representative and a School Council Representative. General Student Council meetings are held at least once a month. Be sure to get involved!

Stay Informed!



www.stmary.wcdsb.ca



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www.preventingcrime.ca/THINK



Follows: Jerome The Eagle

St. Mary's News...



**"The Eagle's View"
School Newsletter**

Sign up to receive *St. Mary's NewsWire* emails:

EXTRA-CURRICULAR ACTIVITIES

School is much more than a place where academics are studied between 9:05 a.m. and 2:45 p.m. All students should consider the many activities, clubs, intramurals, committees, and sports which are offered. New activities and clubs are always welcomed. Please see the Student Activities Director for information regarding joining or starting an activity. Whatever your interests, finding something to get involved in can really improve your experiences here at St. Mary's. When students are engaged in their community, studies show that academic improvement follows.

Get Involved

Volunteer

Clubs and Committees

Art Club
Black Matters
Board Game Club
Concert Band
Culture of Life
Dance Team
Dart Club
DECA Business Club
Eagle Buddies
Eagle's View Film Festival
Environmental Club
ESL Homework Club
Fitness Club
Guitar Club

Happiness Club
Hypercussion
Key Club
Link Crew
March for Life
Math Team
Math after School Club
Media Club
Model UN
Multicultural Club
Nutrition for Learning
Outdoor Adventure Club
Poetry Team

PRISM
Reach for the Top
Running Club
Science Olympics
Sears Drama Club
Social Action Team
Skills Canada
Student Vote
Table Tennis
Tech Crew
Tranquillity Club
Vocal Ensemble
Welding
Woodworking Club



Sports Teams



AUTUMN TEAMS

Basketball - Junior Girls
Basketball - Senior Girls
Cross Country
Field Hockey - Girls
Football - Junior Boys
Football - Senior Boys
Golf - Junior Boys
Golf - Senior Boys
Golf - Girls
Soccer - Junior Boys
Tennis - Junior
Tennis - Senior
Volleyball - Junior Boys
Volleyball - Senior Boys

WINTER TEAMS

Basketball - Midget Boys
Basketball - Junior Boys
Basketball - Senior Boys
Curling - Novice
Curling - Intermediate
Curling - Senior
Hockey - Junior Boys
Hockey - Senior Boys
Hockey - Girls
Powerlifting
Swimming
Volleyball - Midget Girls
Volleyball - Junior Girls
Volleyball - Senior Girls
Wrestling

SPRING TEAMS

Badminton - Junior
Badminton - Senior
Rugby - Junior Boys
Rugby - Senior Boys
Rugby - Girls
Soccer - Senior Boys
Soccer - Girls
Softball - Girls
Softball - Boys
Track & Field
Triathlon
Ultimate Frisbee

All extra-curricular activities are intended to enrich the education of our students. With the pursuit of excellence through their effort and dedication in these activities, students also contribute to the reputation of the school which benefits the entire school community.

Athletics



Athletes are charged a team fee for each sport played. This fee helps defray cost of league fees, transportation, officials and uniform depreciation. The cost is \$60.00/ team to a maximum of \$150.00 which includes an Athletic Banquet ticket. Some teams may choose to buy spirit wear, or attend additional tournaments which will be in addition to the team fees.

Team uniforms are distributed by the coaches. Uniforms must be returned on time, cleaned and in good repair at the end of the sport season. Failure to return a uniform by the return date may result in being placed on the owed materials list until the item returned. Athletes must pay the replacement cost of a lost uniform. Refer to the section on **Outstanding Materials** for a list of further consequences.

Once a commitment to participate is made, students are expected to attend all scheduled practices, games, and meetings.

Code of Conduct



When deciding to participate in these activities students agree to meet the following standards as representatives of our school:

- a) A student's first commitment is to their studies. Eligibility is dependent on a student's effort to be successful in the classroom.
- b) Students may not participate in an extra-curricular activity on a day when they have an unexplained absence or are on suspension. Students who miss more than a half day due to illness may not participate in an extra-curricular activity on that day. Chronic absenteeism could result in students being denied the opportunity to participate in extra-curricular activities. Participation in an extra-curricular activity on the previous or the following day is **never** an acceptable reason for missing class.
- c) Once a commitment to participate is made, students are expected to attend all scheduled practices, games, and meetings. **Failure to do so may result in being denied participation in any club or team for a period of one year from the time of the infraction. Students who quit or are removed from a team have 5 days to appeal the one-year athletic suspension.** Appeal forms are available in the Phys. Ed. office.
- d) Regardless of the outcome, students are expected to show respect for all officials and the rules of the game or activity, coaches, teachers, spectators, and opponents. We expect that students who represent St. Mary's in extra-curricular activities will be a source of pride to both themselves and the school. Actions or activities which detract from this premise are expressly prohibited and will be consequence accordingly.
- e) Students who attend games or activities as representatives of a school team or club are expected to travel in their school or team uniform. This applies to events during, before and after school hours.
- f) Students who visit other schools and travel to and from activities are expected to model, by their conduct and language, the same behaviours which are expected in our own school.

Plagiarism and Academic Cheating (reference APC050 Appendix A)

Plagiarism is defined as the act of using the words, ideas, work of another including a student and presenting it as your own without citing or giving credit to the source. This includes, but is not limited to written, visual, musical, performance, and other work created.

All forms of plagiarism are unacceptable. In all cases, the teacher will contact the parent/guardian and explain the situation and the board policy on plagiarism.

Students who commit plagiarism in the 70% of term work:

- will receive an "I" (Incomplete) for the assessment activity or
- if time permits, be required to redo the assessment activity to demonstrate that they have developed the required skills and/or met the expectations for that assignment – date and time at the discretion of the teacher

Students who commit intentional plagiarism on a Final Summative Assessment (30% final) will receive a mark of zero for that component of the Final Summative Assessment

UNIFORM POLICY

The St. Mary's uniform is supplied by R.J. McCarthy's and is purchased by visiting the outlet, calling or going online. **Only those uniform items sold by McCarthy's are permissible.**

RJ McCarthy, 44 Saltsman Drive, Unit 1, Cambridge, ON. 1-800-668-8261. rjmccarthy.com

ITEM	UNIFORM DRESS CODE
CORE	<p>Top: McCarthy white or blue golf shirt with eagle emblem OR McCarthy blue ¾ - zip with eagle emblem</p> <p>Bottom: McCarthy navy blue pants or shorts, with eagle emblem.</p>
SCHOOL SWEATERS (Optional)	<p>Core uniform must be worn underneath <u>ALL</u> of these items</p> <ul style="list-style-type: none"> • McCarthy full-zippered jacket or sweater (no longer sold) • McCarthy vest or pullover V-neck sweater
SHOES	Open toes, open heeled shoes may not be worn at St. Mary's. Prohibited in an Art/Tech classes or in Science labs.
NOTES	<ul style="list-style-type: none"> • Long sleeved shirts are not permitted to be worn under short-sleeved golf shirts. • Pants/shorts/ are worn at waist and are not to be tucked in socks. • Non-religious headwear is not to be worn.

Physical Education Uniforms

All physical education students are required to wear a uniform that consists of:

- A grey St. Mary's Athletic uniform t-Shirt
- A pair of navy St. Mary's Athletic shorts
- Proper running shoes for physical activities

Uniforms will be purchased from the Physical Education teacher within the first 2 weeks of a semester.

- T-shirts \$15.00 each
- Shorts \$15.00 each
- Package \$35.00 (includes 2 T-shirts and 1 pair of shorts)

Sweatshirts or loose-fitting jackets and trackpants worn over shorts are recommended for cooler days and outside activities.

Spirit Wear Days

Information regarding spirit wear days will be communicated through our school website. In the past every Wednesday students are encouraged to wear their spirit wear from teams, clubs, arts performances or items purchased from SAC to promote school spirit. The clothing must be associated directly to St. Mary's. **Shirts can be worn instead of the uniform shirt. School uniform pants, shorts, or capris must still be worn.**

Dress Down Days

"Dress Down Days" may be announced to the students at the discretion of the Administration. On these days, guidelines for appropriate dress include the following:

- Skirts/shorts are to be worn no shorter than 12 cm above the knee
- Clothing is to be worn so that no undergarments are showing.

The following items are **NOT** to be worn:

- Tank tops, spaghetti or 1-strap tops, bare midriiffs and low-cut necklines, hats, bandanas, or any type of headgear
- Clothing depicting or promoting (1) alcohol or drugs (2) sexual, racist, offensive slogans, words or pictures

Administration reserves right to send students home whose dress is not in keeping with these guidelines.

ATTENDANCE PROCEDURES



Attendance Procedures

Students are expected to be in proper uniform and to attend all classes to ensure academic success. All students are asked to adhere to the following procedures:

Absence Reporting 519-745-6789 Message Line available 24/7

Students who are going to be absent for the day are asked to have their parent/guardian call the school **BEFORE** the beginning of the school day.

Alternatively, the parent/guardian may provide a written note to explain the absence. This note must be given to the first period teacher who will then issue an admit-to-class slip. Parents will be notified by a daily automated message system when a student is absent from one or more classes.



Students who call the school pretending to be a parent/guardian or who forge a note may be suspended.

Encompass access for parents

REGISTER with the **PARENT** Portal of encompass for online access to your child's: class schedule, attendance, mid-term & final marks, credits, EQAO scores. Access available on the **St. Mary's HS website** homepage: <https://stmary.wcdsb.ca/> - click on the **COMPASS Parent Portal** link **OR** go directly to the **Parent Portal** site: <https://wcdsb.compassforsuccess.ca/portal/parent/index.do>.

Students over 18-years-old that have not given the school permission to contact parents will not have this service available to them.

Absence during Summative Assessment/Final Evaluations



Extenuating circumstances that affect a student not being able to write exams during the scheduled time will result in him/her completing their final evaluation(s) **AFTER** the scheduled final evaluation time frame. Students who choose not to write a final evaluation may lose the opportunity to repeat the course in the next semester. Placement consideration will be given to those who are registered in the course for the first time and those who completed the course but were unsuccessful.

Note: At Administration's discretion, a doctor's note may be required for missed summatives or final evaluations.

Extended Absences

Parents are encouraged to take holidays during designated school breaks so that students do not fall behind in their studies. If this is not possible, the procedure is as follows:

1. Completion of an "**Intent to Be Absent**" form from the **Attendance Office** at least 2 weeks before the intended absence.
2. Parents must sign the request.
3. Each teacher must sign the form and indicate what work must be done prior to/during the absence.
4. The form is **returned to the Main Office** and given to Administration for final approval.



Lateness



Students who arrive **more than 30 minutes late** to class must report to the Attendance Office for an admit-to-class slip. If students are **less than 30 minutes late** for class, they should report to their class immediately. Teachers will provide consequences for lateness which may include lunch and/or after-school detentions. In keeping with the school's progressive discipline policy, chronic tardiness will be reported to Administration.

Leaving School during the Day

Students should not be leaving the school campus during their morning at school. They will arrive for class before 9:05 and leave when class(es) is over at 11:35.

Unexplained Absence

An absence which was not reported by a parent/guardian and has not been supported by a note will be recorded as *truant*. The school may also require a medical note for extended absences.

Students Over 18 Years



In keeping with the Municipal Freedom of Information & Protection of Privacy Act, no calls will be made to report absences/ trancies for those 18 or over. Unless permission is granted by the student to share information regarding attendance and academic progress with their parent or guardian. The student is viewed as an adult. Those students who have extended absences are required to provide the school with a doctor's note to cover absences or risk withdrawal. A student has one opportunity to re-initiate parental contact, by signing the appropriate form in the Attendance Office.

COMMUNICATION TECHNOLOGY

Cell Phones, Messages, Electronic Devices

Electronic devices are not to be used during the school day unless directed by a teacher for educational use. They are disruptive to classes and may constitute an invasion of privacy to other students and staff. They are to be out of sight and turned off. St. Mary's High School cannot assume any liability for lost or stolen electronic devices.

Unauthorized classroom use will be addressed by teachers, in consultation with parents. Students will be referred to administration if the concern persists.

For emergency situations, messages for students will be accepted at the Main Office or Attendance. **Parents/guardians are asked not to telephone or text message students during school hours.**

Any student disseminating inappropriate material (electronic or otherwise) may be suspended and the police may be involved.



Computer Availability & Internet Usage

In order to use a computer, or connect to the internet (wired or wireless), all students must read the "Responsible Use of information Technology and Electronic Data Policy" APS017 and return the **Informed Consent form** (APS017-03), signed by the student and parent/guardian. Prohibited activities include:

- downloading of files from the Internet
- unauthorized email usage
- participating in "chat groups", on-line games
- sharing of logins and passwords



The prime use of the Internet is to support the educational activities of students through research and communication opportunities. **Students who do not abide by the rules will lose their computer access.**

Computer Lab Rules

Files & file maintenance - Directories must be checked and files erased when no longer needed. Files, pictures, video or audio images on the network should be for educational purposes only. Anything deemed inappropriate will result in loss of the files and possible loss of computer access.

Software - No personal software may be used or stored on the network. This includes games and executable files.

Pirating - All software is licensed and therefore is not to be copied.

Portable media - Only portable media (i.e. memory sticks, CD-Rs) authorized by the computer teacher can be used. All portable media must be checked for viruses using the virus software located on the network.

Login procedures - Students are responsible for all files in their directories. Students must not share their login or password or risk losing computer privileges. **Logoff procedures** - Do not turn off the computer until you have completely logged off.

Vandalism - Abuse of any part of the network, whether it be hardware, software or furniture, will not be tolerated. Any damage or problems should be reported to a teacher immediately. Students will be liable for any damaged caused by them.

Food and drink - No food or drink will be allowed in the computer rooms.

Availability of computer labs - Computers are mainly available during class time. If you need access to a computer, but are not scheduled in a computer lab you must bring a note from your teacher.

GENERAL POLICIES AND PROCEDURES

Banned Substances

The use of alcohol/ illegal drugs, the trafficking or possession of illegal drugs or paraphernalia, or other banned substances will result in the following:

1. Immediate removal from a class, a dance, an excursion or other school function for any student who is in possession of, or, in the opinion of an adult supervisor, under the influence of any of the above substances.
2. Suspension from the school for a period of 5 – 20 days.
3. A student, who is removed from a school dance or co-curricular school function, may be banned from future school dances or functions.
4. Involvement of the police.

Bus Transportation



Riding on a school bus, whether for transportation to and from school, on a school-related activity such as a field trip or a sports/extracurricular event, is a privilege not a right. At all times, the school bus is an extension of the school and all WCDSB policies. Suspension of bus riding privileges may apply to misbehaviour.

Change of Personal/Family Information

Students who experience a change in their address, phone number, contacts, etc. at any time during the school year are to report the change to the Guidance Office. This will ensure that student records are kept up to date at all times.

Graduation Prom



The prom is a school event and a privilege. Its intent is to celebrate student dedication and hard work leading toward their academic success. Effort and perseverance toward following the rules of the school related to attendance, lateness and behaviour will have an impact on whether a student is able to attend. Administration has the final word on who attends. Students who arrive to the prom under the influence of drugs or alcohol will not be admitted and will face suspension.

Hall Conduct

There is to be no loitering in the corridors at any time while classes are in progress. During lunch periods, classroom wings are to be out-of-bounds 5 minutes from the beginning of the period until 5 minutes prior to the end of the period.

Health Services

Accidents

Report any accident to the Main Office or to a nearby teacher immediately.

Sickness

Students who become ill during school are required to report to the Attendance Office or a nearby teacher for assistance. Do not remain alone in the washroom. If necessary, send another student to the office for help. If you must go home due to illness, your parent/guardian must be notified before you leave the school. **No form of medication, will be dispensed by school staff. This includes aspirin, antihistamine, or cough drops.**



Lockers

A locker is assigned to you when you enter grade 9 at St. Mary's and will remain your locker while you are a student here. A student who occupies a locker not assigned to him/her will have the lock removed and locker contents held at the Main Office.

Only locks provided by St. Mary's may be used (Any other lock will be removed). **Do not share** your combination or locker with others because you will be held responsible for all items (including illegal substances) found in your locker. **Students are not to switch locks or lockers.** If you have trouble with your lock or locker, please report the problem to the Main Office.





Students should carry all materials for the morning or afternoon classes to avoid having to return to lockers between classes. Please keep your locker neat and clean. When a student goes off roll, it is their responsibility to clean out the locker.

Lockers must be emptied at the end of the school year so that they can be cleaned.

Graffiti and markings on lockers and/or locker doors are **NOT permitted**. **Students will be charged a fee if cleaning or repairing is required.**

NOTE: Valuables should not be left in lockers, dressing rooms or classrooms. The school does not take responsibility for lost or stolen items.

Lost & Found

Found articles are to be dropped in the lost and found bin outside the Phys. Ed. Office. Valuable items are to be brought to the Main Office. If you have lost an item, please check periodically. All unclaimed articles are donated to charitable organizations.

Outstanding Materials

Students are loaned materials with the expectation that they are kept in good order and returned after use. It is the student's responsibility to return school materials (textbooks, uniforms, equipment, etc.) at the time of their final evaluation in each course. **Students will be charged for replacement/repair costs.**



Right to Search Students

The Supreme Court concludes that "A search by school officials of a student under their authority may be undertaken if there are reasonable grounds to believe that a school rule has been violated, and the evidence of the violation will be found in the location or on the person of the student. These grounds may well be provided by information received from just one student, parent or community member that the school authority considers credible". **The right to search extends to student lockers and student cars parked on school property.**

Smoking/Vaping

Our school community is focused on healthy lifestyle choices and we encourage students not to smoke. Smoking cigarettes including e-cigarettes, vapourizers, and/or chewing tobacco are **not allowed** in the building or anywhere on the campus, including the parking lot. **Students should also note that smoking is not permitted in cars on school property.** A supervised area for students who choose to smoke is provided at the front of the school within the fenced-in designated smoking area. Students are not permitted in the smoking area during their class time.



Students violating the smoking policy will be subject to a suspension and will be reported to the Tobacco Enforcement Officer at the Region of Waterloo as per Board Policy APS028.

Student Activity Fee

School is much more than a place where academics are studied between 9:05 a.m. and 2:45 p.m. All students should give consideration to the many activities, clubs, intramurals, committees, and sports which are offered. New activities and clubs are always welcomed. Please see the Student Activities Director for information regarding joining or starting an activity. **The Student Activity Fee for the school year will be \$25.00.** The fee is non-refundable 2 weeks after registration date. Please keep your receipt as proof of payment of Student Activity Fee. Yearbooks are available for purchase through school cash online. Additional fees may be required for some extra-curricular activities.

Student Cards

Student cards are issued to students who paid their Activity Fees. These cards are the only acceptable proof of fee payment. Student cards are a requirement to participate in extra-curricular and co-curricular activities.

This is an important piece of photo identification and should be kept safe at all times. Lost cards will only be re-issued once per semester on specific dates in November and April. There will be a fee to have a new card printed.

Student Parking



The Activa Sportsplex has generously agreed to have designated parking available for our students. This arrangement is dependent upon student care and available spots.

All parking spaces at St. Mary's High School are for the use of St. Mary's High School staff and visitors. As well, designated Kitchener Public Library spots are clearly marked and for the use of library staff and patrons. Unauthorized vehicles in a specific area may be ticketed or towed at the owner's expense by by-law officers.

Vandalism

Vandalism of any kind, such as marking desks or lockers and walls anywhere in or around the school, will result in restitution or compensation on the part of the student and may result in suspension.

Video Surveillance

St. Mary's High School is equipped with video surveillance equipment. Videos may be used in criminal investigations.



Visitors

All visitors must report to the Main Office. Authorized visitors (parents/guardians, guest speakers, volunteers) will sign in and be issued a visitor pass which will be returned after the visit.

Note: Students not enrolled at St. Mary's are not permitted on campus.

Weapons

St. Mary's is committed to the preservation of a non-violent safe environment. Please ensure that personal belongings including backpacks are free of any sharp-edged objects. Consequently all weapons or facsimiles are prohibited. Weapon possession issues will be referred to the Police. Students found with weapons in their possession (including in lockers) may face expulsion.

EMERGENCY PROCEDURES

Fire Alarms



Fire emergency drills are conducted 3 times per semester. The fire alarm is to be taken seriously at all times. When the fire alarm sounds, everyone needs to respond according to the pre-determined and practised procedures for the class they are in.

Lockdown

A "lockdown" is called when a staff member or student reports seeing a potentially serious situation – where there is a threat to life posed by an individual due to guns, knives, explosives, etc. Lockdown procedures are practiced once each semester in coordination with the Waterloo Regional Police.

In a lockdown, students and staff are directed to go to 'safe' areas such as classrooms and remain there until there is an announcement made that the lockdown is over. Staff members are directed to lock all doors, close blinds and ensure that all cell phones are turned off, to ensure uninterrupted communications with police and to avoid noise.

No door is to be opened to anyone. During a lockdown situation fire alarms are to be ignored unless otherwise notified. If the school needs to be evacuated, the Activa Sports Complex is the off-site location where students will be directed.

Hold and Secure

"Hold & Secure" will be used when there is a need to secure the school due to an ongoing situation outside and not related to the school (robbery near the school but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

Shelter in Place

"Shelter in Place" will be used when it is necessary to hold all occupants inside the school to protect them from external situations such as chemical spills, blackouts, explosions or extreme weather conditions such as a tornado.



ACADEMIC INFORMATION

Please check current course calendar, available on St. Mary's website. All students in grades 9 to 11 must take eight (8) credits. Grade 12 and students returning for a fifth year, may take fewer than eight (8) based on their diploma and post-secondary requirements and personal health. This is determined in discussion with their Guidance Counsellor.



Changes in course selection and timetable will only be considered for:

(1) failure to complete a prerequisite course, or (2) changes in post secondary plans.

Changes must be approved by parent/guardian, Guidance Counsellor, and in some cases, Administration.

Student who wish to drop a course must make an appointment with their Guidance Counsellor.

Some courses are over subscribed and students may be placed on a wait list.

Students may take the course as a new credit at summer school, night school, e-learning, or the following year.

Academic Awards

Each fall we honour students who have excelled academically the previous school year. Students in grade 12 are recognized at Graduation and students in grades 9 to 11 are recognized at an Academic Awards Evening in October. Subject Awards are awarded to the top students from each class of a subject discipline. Academic Excellence Awards are given to the top 5% of students in grades 9, 10 and 11.



Honour Roll

Students who receive an overall average of 80% or greater in each school year will be acknowledged on our Honour Roll. Students will receive an individual certificate and have their name displayed on the Honour Roll Plaque.

Merit Awards

Merit Awards are earned by students in each year who made an outstanding contribution to the school community. Academic achievement and participation in extra-curricular school activities accrue points towards this award.

Graduate Awards

A student may be designated an Ontario Scholar if he or she attains an average of 80% or higher in their best six grade 12 courses. For more detailed information on Ministry-approved courses and conditions of the award please visit www.edu.gov.on.ca/extra/eng/ppm/53.html. Graduating students are also encouraged to check the school website for information about scholarships and bursaries.

Evaluation



Students are informed of evaluation methods at the beginning of each course in alignment with the School Board Assessment and Evaluation Policies (APC050). **It is the right and responsibility of students to initiate communication with their teachers whenever aspects of their evaluation need clarification.**

Progress reports are distributed 6 - 8 weeks into the semester. Parent-Student-Teacher conferences are scheduled following their distribution. Two report cards are issued each semester (or one each quadmester). Mid-term reports are issued in November and April in a semester model and end-of-semester final reports are issued in February and June. Final marks are based on formative and summative evaluation.

Student Transfers

Students who transfer or retire from St. Mary's High School during the school year must complete the following procedures through their assigned Guidance Counsellor:

- Notification by a parent/guardian.
- Interview with a Guidance Counsellor.
- Return of all materials belonging to the school.
- Student athletes wishing to participate in athletics at their new school should discuss eligibility for athletics with their counsellor.

If a student is transferring locally, a Principal to Principal transfer is initiated through the Guidance Department.

Official transcripts will not be issued to retiring or transferring students who have not completed these procedures.

Transcripts

Students who wish to have an official transcript of their marks should contact the Guidance Department. Within the first year of leaving St. Mary's, there will be no charge for producing the transcript. For all other graduating years, there will be a nominal charge. Please allow at least one week for a transcript to be processed.

Ontario Secondary School Diploma (OSSD)



This diploma is awarded to students who successfully complete 30 credits (18 compulsory and 12 elective). Such credits will be based on discipline specific expectations and assessment as set out in the provincial curriculum policy.

All courses are 1 credit and require a minimum of 110 hours except for:

- Two (2) half-credit courses (Grade 10 Civics and Career Studies)
- Co-op is a two-credit program related to a specific course.

NOTE: All students will take Religious Education courses in grades 9 through 12 as part of their commitment to Catholic Education.

Compulsory Credits (Total of 18)		Elective Credits (Total of 12)
4	English (1 credit per grade)	PLUS 40 hours community-based involvement & Successful completion of the grade 10 Literacy Test
3	Mathematics (at least 1 credit in grade 11 or 12)	
2	Science	
1	French-As-A-Second Language	
1	Canadian History	
1	Canadian Geography	
1	Arts	
1	Health & Physical Education	
0.5	Civics	
0.5	Careers	
1	GROUP 1 Additional credit in English, or French as a second language, or a Native language, or a classical or an international language, or social sciences and the humanities, or Canadian and world studies, or guidance and career education, or cooperative education **	
1	GROUP 2 Additional credit in health and physical education, or the arts, or business studies, or cooperative education **	
1	GROUP 3 Additional credit in science, or technological education, or cooperative education **	

** A maximum of 2 credits in cooperative education can count as compulsory credits. Any others over 2 are then used as electives.

STUDENT SERVICES

Guidance Services

Students are assigned a Guidance Counsellor based on their last name. Services are aimed to help all students:

- Expand their knowledge and have an understanding of their interests, abilities and aspirations
- Annually develop a personal plan consistent with their abilities, interests and goals.
- Develop a personal career plan. Students learn decision making, career planning and job search skills. They expand their awareness of career alternatives using a number of career research strategies.
- Learn the skills needed to be effective students including: study habits, time management, and collaboration skills. Students become familiar with their preferred learning style and the way they learn best.

To help students achieve these outcomes, our Guidance Department uses a variety of delivery modes: Guidance Google Classroom (codes available for each grade on the school's website) speakers, presentations, workshops, personal counselling, My Blueprint Course Selection and Career Planning, and teacher/parent/guardian consultation. Where necessary, special resource personnel are available through the Student Services Department of the WCDSB. These include Behavioural Consultants, Social Workers, Attendance Counsellors, Special Education Consultants and a Consulting Psychologist. Guidance Counsellors can also provide referrals to approved outside community agencies in consultation with the student and parent/guardian.

How do Students Book Appointments and What Happens After?

1. Follow this link on to our Guidance Appt Booking Area: <https://stmary.wcdsb.ca/student-services/guidance/book-a-guidance-appointment/>
2. Or visit the Guidance Office and use our chrome books to access the school website and book an appointment
3. You will receive an email with confirmation of your Guidance Appt time
4. Come to Guidance at the time of your appt – you will not be called out of class

Special Education

In keeping with the WCDSB philosophy of inclusion, all students in our school attend in a positive and supportive environment. Individual Education Plans (IEP's) are developed to meet specific needs of the student, and through them, most accommodations and modifications to credit courses are provided by subject teachers. The ACTIVE and Community Living Programs provide alternative, Certificate pathway programming. Educational Assistants and PSWs support academic and physical needs, and Youth Care Workers develop and support plans to help with social-emotional, behavioural, and learning needs.

Each student who has an IEP is assigned a Program Support teacher who will:

- Meet with **teachers** to implement and adjust programming and assessment strategies.
- Meet with **parents** to discuss student success using the designated accommodations and modifications and advise on pathway planning in collaboration with Guidance Counsellors.
- Meet with **students** to coach self-advocacy, adjust accommodations, provide additional support and space for tests and assignment completion, and provide training and access to assistive technology.

Student Success Centre (Room 235)

The Student Success Centre offers support to **all** students including those who have an IEP (Individual Education Plan) during lunch, afterschool and during class time. It provides services that are aimed to assist student learning with additional support and a quiet workplace to complete assignments and tests, access to assistive technology (i.e. Kurzweil/Word Q, Google Read & Write), and assist with self-advocacy skills and one-on-one/small group supports. Student Success teachers work with a student's administrator and guidance counsellor to support students with various curriculum backgrounds as the need arises throughout the school year.

Youth Care Support

Child and Youth Workers offer support to students with social/emotional needs. They collaborate with student services, guidance, and administrators to promote the social and emotional growth/well-being of students so they can maximize their educational and life opportunities. In addition to assisting students in the acquisition and maintenance of academic, communication, social and personal management skills, Child and Youth Workers provide group and individual short term goal-oriented interventions as well as conflict resolution skill-building through Transformative Mediation in partnership with Community Justice Initiative (CJI)

Community Justice Initiative (CJI)

St. Mary's believes in fostering a welcoming, inclusive, and culturally responsive school environment. To assist in achieving this goal, the school has partnered with Community Justice Initiatives (CJI) - a non-profit organization. Phase 1 of this initiative includes conflict intervention initiatives, engaging youth leadership through a peer restorative justice program, inclusion initiatives for parents and families, professional development and coaching for teaching and support staff, and restorative circles training for educators.

LIBRARY LEARNING COMMONS



Our library is both the St. Mary's Learning Commons and a branch of the Kitchener Public Library. Student expectations apply during school hours (9:00 a.m. to 2:45 p.m.) and school librarians are available to provide research assistance and reading suggestions. Come visit us in the office beside the computers and desks!

Website

Visit <http://vlcguides.wcdsb.ca/stmary> to find links to reliable online sources, reading suggestions, and information about our Learning Commons.

Hours

Mon-Thurs: 9:00 a.m. to 9:00 p.m.; Fri.: 9:00 a.m. to 5:30 p.m.; Sat.: 9:00 a.m. to 5:30 p.m. During the month of June, the library closes one-half hour earlier.

Online Resources

St. Mary's Learning Commons provides access to great, reliable, online resources. The links are available on [our website](#). The St. Mary's librarians can give you the passwords and help you with your research.

Some of our resources:



Borrowing

Find out what books/magazines/graphic novels/DVDs, etc., are available by going to kpl.org and using the SEARCH bar (link is also on the [school Learning Commons website](#)).

Students use KPL cards to borrow and place holds on items. You can [register for a card online](#) or in person.

- Lost or damaged items: If you lose or badly damage an item, you are responsible for the replacement cost, plus a \$5.00 processing fee. Don't let other people use your card because you will end up responsible for anything they lose/damage!
- Fines: You can avoid paying fines by returning or renewing your items on time. You will get an email reminder to do it and you can renew items online!
- If you owe more than \$20.00, you will not be able to borrow items. Find out more about fines on [our website](#).

Printing

Free printing: on the school printer in the Learning Commons (black and white)

Colour printing: available wirelessly through [the KPL](#) at a cost of 50 cents/page. Instructions are available in the Learning Commons.

Student Expectations

The Learning Commons is a public space which requires good manners and respectful consideration for all users, both during and after school hours.

- During school hours, you need teacher permission to be in the Learning Commons. Students who have a spare may work here too.
- Chromebooks and a few desktop computers are available for students to use in the Learning Commons during the school day. Please visit the school librarian's office to borrow. The 6 computers close to the circulation desk are reserved for other visitors to the KPL.

- The section of the library in front of the school librarian's office is reserved for St. Mary's students during the school day. The other parts of the library are reserved for other visitors to the KPL.
- Please keep your voice and all other noise at a moderate level, and language respectful.
- No food or drinks (except covered water).
- Proper uniform is required from 9:00 a.m. to 3:10 p.m., **whether you are in class or on a spare.**

CAFETERIA AND NUTRITION

Cafeteria



Our cafeteria will be used by some classes to eat lunch. No food series will be available this school year. If you are eating in the cafeteria, **you must be in full school uniform.** All jackets, non-uniform sweaters, hoodies and bags are not permitted. When leaving the cafeteria, your table must be left clean and garbage must be placed in the proper receptacles. If you leave the school for lunch, it is your responsibility to return on time for your next class.



Food Policy Healthy Nutrition Environment



All five high schools in WCDSB are governed by a healthy eating policy – Nutrition-Healthy Choices APH017. The purpose of the policy is to promote an environment that encourages and supports the development and maintenance of healthy eating habits.

All school cafeterias must adhere to the Eat Smart! School Cafeteria guidelines. Vending machines must also carry healthy nutritional choices. These must include water, 100% fruit juice and low-fat milk and should be available in a variety of size options.

Poutine, French fries and sugar-laden drinks are limited or non-existent in school cafeterias. At least 50% of all sandwiches and breakfast cereals use whole grains. Milk snacks include cheese, yoghurt, milk puddings and frozen iced milk. All daily specials contain at least 3 of the 4 food groups.

We are one of many high schools across the province involved in this provincial Eat Smart! initiative. The Eat Smart! Ontario's Healthy Restaurant and Cafeteria programs offer recognition to restaurants and cafeterias that meet exceptional standards in safe food handling, healthy food choices and nonsmoking seating. In terms of secondary schools, cafeterias that meet the nutrition and food safety standards can earn the Eat Smart! Award of Excellence.

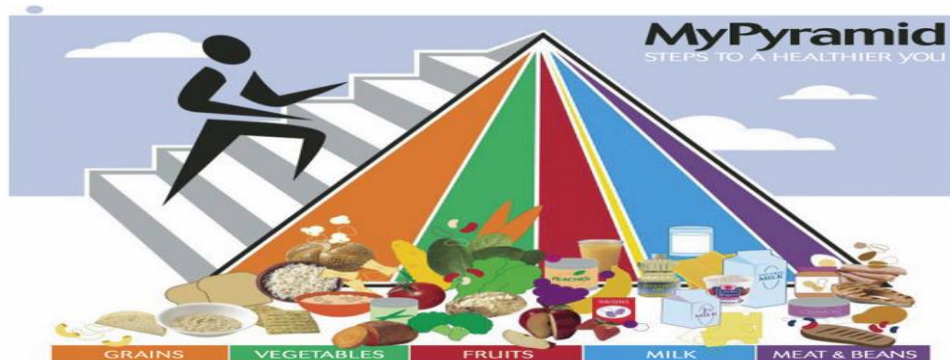
The Food Policy provides a guideline for healthy eating in our school. Check out the policy posted on our school website.

For more information:

- Check out the Eat Smart! web site at: <http://www.eatsmart.web.net>
- Check out the Together 4 Health Coalition web site at www.together4health.ca

We encourage students to bring or purchase nutritious lunches and snacks. Please make healthy eating a habit.

Eat Smart! School Program is brought to you by Healthy Choices, cafeteria staff, Region of Waterloo Public Health, and the Together 4 Health Network.



COMMUNITY SUPPORT SERVICES

NEED SOMEONE TO LISTEN?

Front door Access to Child and Youth Services	519-749-2932	frontdoormentalhealth.ca
Walk in Service: Wednesdays 12p.m.- 7:30p.m., Saturdays 9a.m.–3:30p.m.		1770 King St E, Kitchener
Free/No appointment necessary - for families with children up to 18 OR students 17 years and under		
Here24Seven (Waterloo Region Crisis Line)	844-437-3247	here247.ca
Kids Help Phone	800-668-6868	kidshelpphone.ca
Mental Health Help Line.....	866-531-2600	mentalhealthhelpline.ca

COMMUNITY AGENCIES

Betty Thompson Youth Centre/Safe Haven/Lutherwood	519-749-1450	lutherwood.ca
Community Information Centre	519-579-3800	waterlooregion.org/cic
Crime Stoppers.....	800-222-8477	waterloocrimestoppers.com
Family & Children Services.....	519-576-0540	facswaterloo.org
Grand River Hospital	519-742-3611	grhosp.on.ca
Multicultural Centre.....	519-745-2531	kwmc.on.ca
Region of Waterloo Community Services	519-883-2174	regionofwaterloo.ca/en/community-services.aspx
oneROOF Youth Services (Reaching Our Outdoor Friends)	519-742-2788	oneroof.org
St John's Kitchen	519-745-8928	theworkingcentre.org
St. Monica House	519-743-0291	monicaplace.ca
Waterloo Regional Food Bank	519-743-5576	thefoodbank.ca
Waterloo Regional Police.....	519-653-7700	wrps.on.ca
Waterloo Region Community Legal Services	519-743-0254	wrcls.ca

HOUSING/EMPLOYMENT CONCERNS

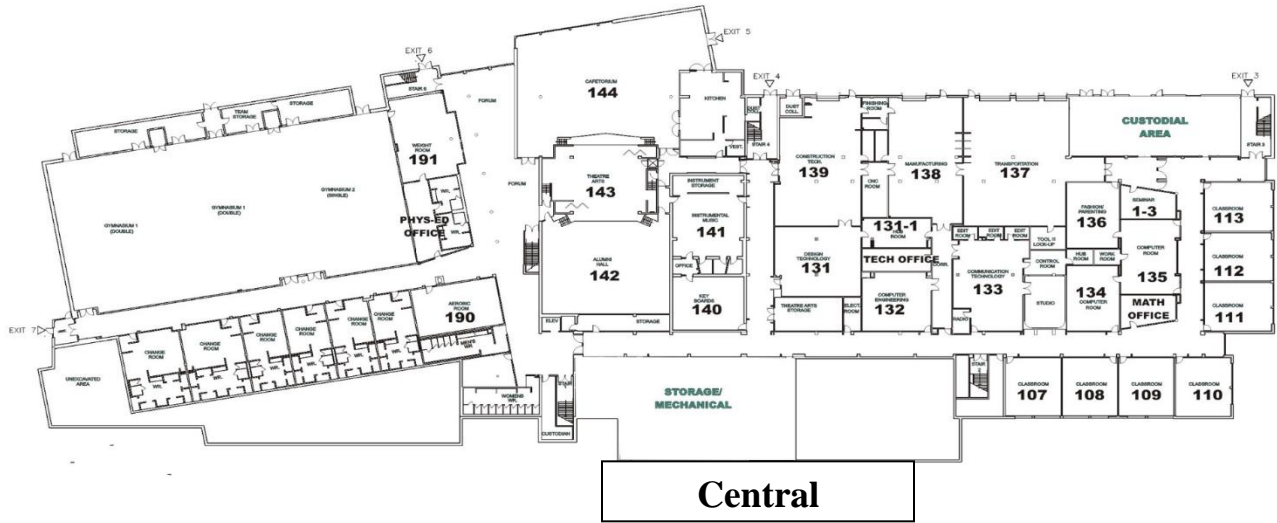
House of Friendship.....	519-742-8327	houseoffriendship.org
Human Resources and Social Development Canada.....	519-579-3880	canada.ca/en/employment-social-development
Lutherwood Employment	519-743-2460	lutherwood.ca/employment
Lutherwood Housing.....	519-749-1450	lutherwood.ca/housing
Mary's Place.....	519-744-0120	ywcakw.on.ca/emergency-shelter.

COUNSELLING SERVICES

Al-Anon or Alateen.....	519-896-5678	al-anon.org
Carizon Family Counselling	519-743-6333	carizon.ca
Coping Centre (bereavement).....	519-650-0852	copingcentre.com
Hospice Waterloo Region.....	519-743-4114	hospicewaterloo.ca
Interfaith Counselling.....	519-662-3092	interfaithcounselling.ca
John Howard Society.....	519-743-6071	john howard.on.ca/waterloo
K-W Counselling Services	519-884-0000	kwcounselling.com
Including OK2BME (Sexual Minority Youth)		
Walk in Service: Thursdays 12p.m. – 6p.m. 480 Charles St E; Fee for service – sliding scale – no appointment necessary		
Lutherwood Family Counselling.....	519-622-1670 x200	lutherwood.ca
Ray of Hope.....	519-578-8018	rayofhope.net
Region of Waterloo Public Health/Emergency Services	519-575-4400	chd.region.waterloo.on.ca

Child Abuse

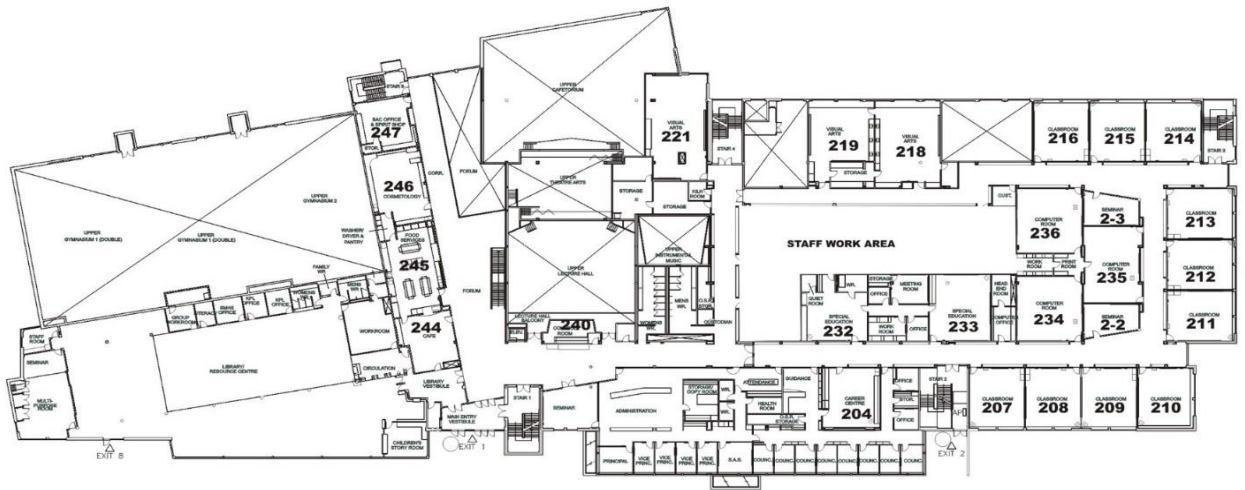
Child abuse is any form of physical harm, emotional deprivation, sexual mistreatment, or neglect which can result in physical injury or psychological damage to a child. A child, according to Ontario Law, is someone under sixteen (16) years of age, or someone up to eighteen (18) years of age if under the care of Family and Children's Services. Any person who believes on responsible grounds that a child is in need of protection is obliged to report this information. Any victim of abuse or any person who has knowledge of abuse is encouraged to contact a Teacher, Youth Care Worker, Guidance Counsellor, or Administrator if assistance is needed in making a report.



FIRST FLOOR PLAN



ST. MARY'S HIGH SCHOOL



SECOND FLOOR PLAN



ST. MARY'S HIGH SCHOOL





THIRD FLOOR PLAN



ST. MARY'S HIGH SCHOOL

