

# St. Mary's High School

## Student Handbook

### 2023-2024



1500 Block Line Road, Kitchener, ON, N2C 2S2, Tel: (519) 745-6891, Fax: (519) 745-2256,  
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."**

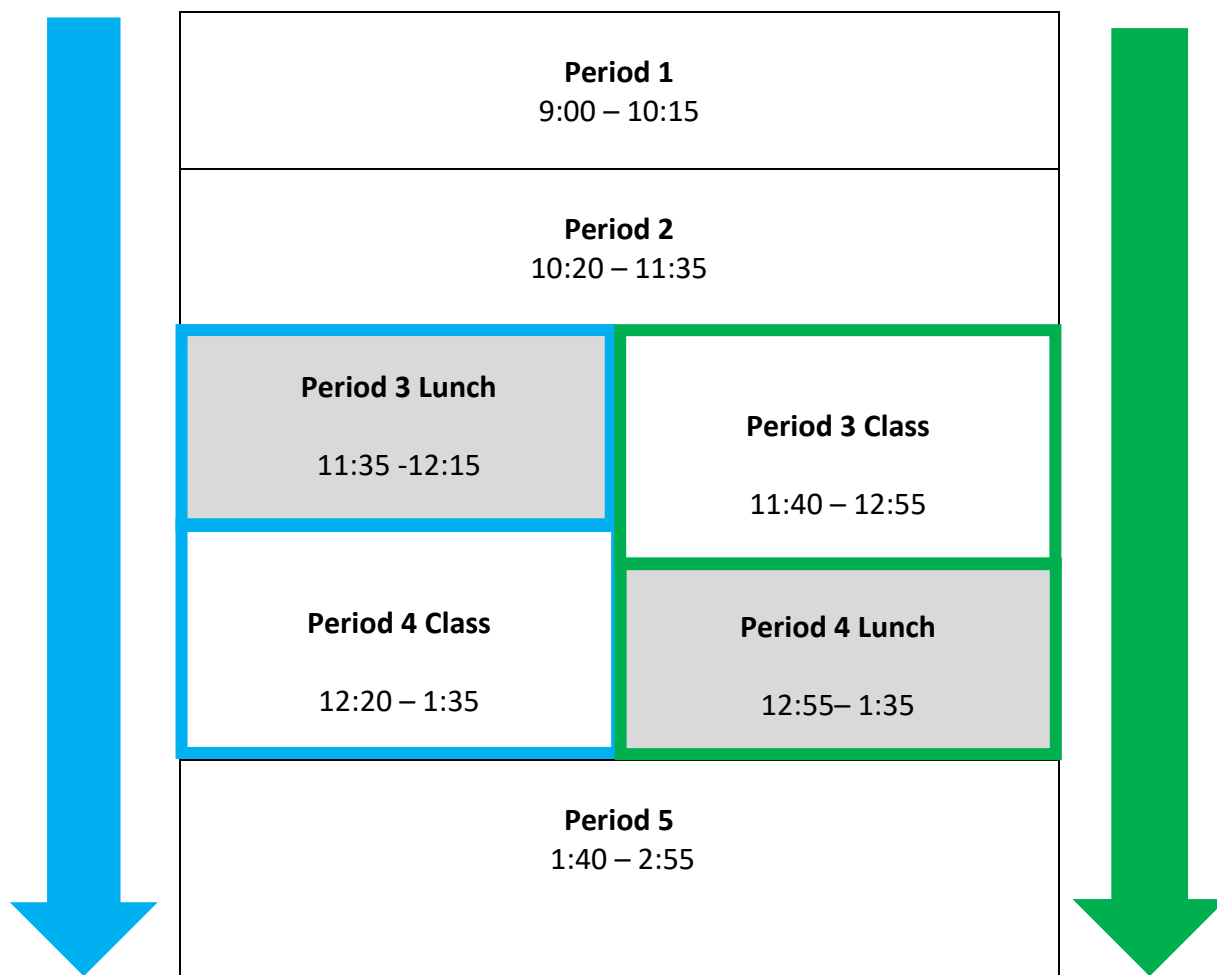
Students are expected to:

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 2023-2024 Daily Schedule



SCHOOL BUSES WILL DEPART AT 3:15 OR 3:25

- **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 during morning exercises.





## 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!*

<b>Deanna Wehrle</b>	<b>Michael Ambeau</b>	<b>Delmar Borba</b>	<b>Kevin Hinsperger</b>	<b>Luisa Vona</b>
Principal	Vice-Principal	Vice-Principal	Vice-Principal	Vice-Principal

## 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 Students and Families!

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 before that I worked in the Elementary School panel doing retreats at Mt. Mary, Camp Brebeuf, and Paradise Lake (YMCA).

This will be my third year at St. Mary’s, and I am very excited to be starting (or continuing) this journey with you. Please feel free to stop by my office, located on the 3<sup>rd</sup> Floor right beside our Chapel, for a chat or just to say “hello!”

I will be praying for you.

### 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.

### Our Catholic Parishes:

Blessed Sacrament Parish 305 Laurentian Drive Kitchener, ON N2E 2N6 519-742-5061	St. Anne Parish 268 East Avenue Kitchener, ON N2H 1Z4 519-745-5302	St. John Parish – and – Our Lady of Guadalupe Parish 85 Strange Street Kitchener, ON N2G 1R4	St. Mary, Our Lady of the Seven Sorrows Parish 56 Duke Street, West Kitchener, ON N2H 3W7 519-576-3860
St. Aloysius Parish 11 Traynor Avenue Kitchener, ON N2C 1W1 591-893-1220	St. Anthony Daniel Parish 29 Midland Drive Kitchener, ON N2A 2A9 519-893-6960	St. Joseph Parish 148 Madison Avenue, S. Kitchener, ON N2G 3M6 519-745-9302	

# COMMUNICATION

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

## ***Administrative Team***

<b>Deanna Wehrle</b>	<b>Michael Ambeau</b>	<b>Delmar Borba</b>	<b>Kevin Hinsperger</b>	<b>Luisa Vona</b>
<b>Principal</b>	<b>Vice-Principal</b>	<b>Vice-Principal</b>	<b>Vice-Principal</b>	<b>Vice-Principal</b>
Alpha <b>CL &amp; ACTIVE</b>	Alpha <b>L – Q</b>	Alpha <b>E – K</b>	Alpha <b>R – Z</b>	Alpha <b>A – D</b>

### ***Guidance Counsellor***

Mark Cameron  
Joe Taranto  
Nancy Arruda  
Colleen Galloway  
Valerie Coates  
Karla Arkell

### ***Student Alpha Assignment***

**A-Bo, AL/CL**  
**Br-F**  
**G-K**  
**L – O**  
**P-Sh (int'l + ICP)**  
**Si – Z**

### **Chaplain**

Deacon Ed MacIntosh

### **SAC Director**

Mia Robson

### **Guidance**

Program Head – Karla Arkell

### **Special Education**

Program Head – Shannon Penney

### **Student Success**

Program Head – Tony Paolo

### **Athletic Director**

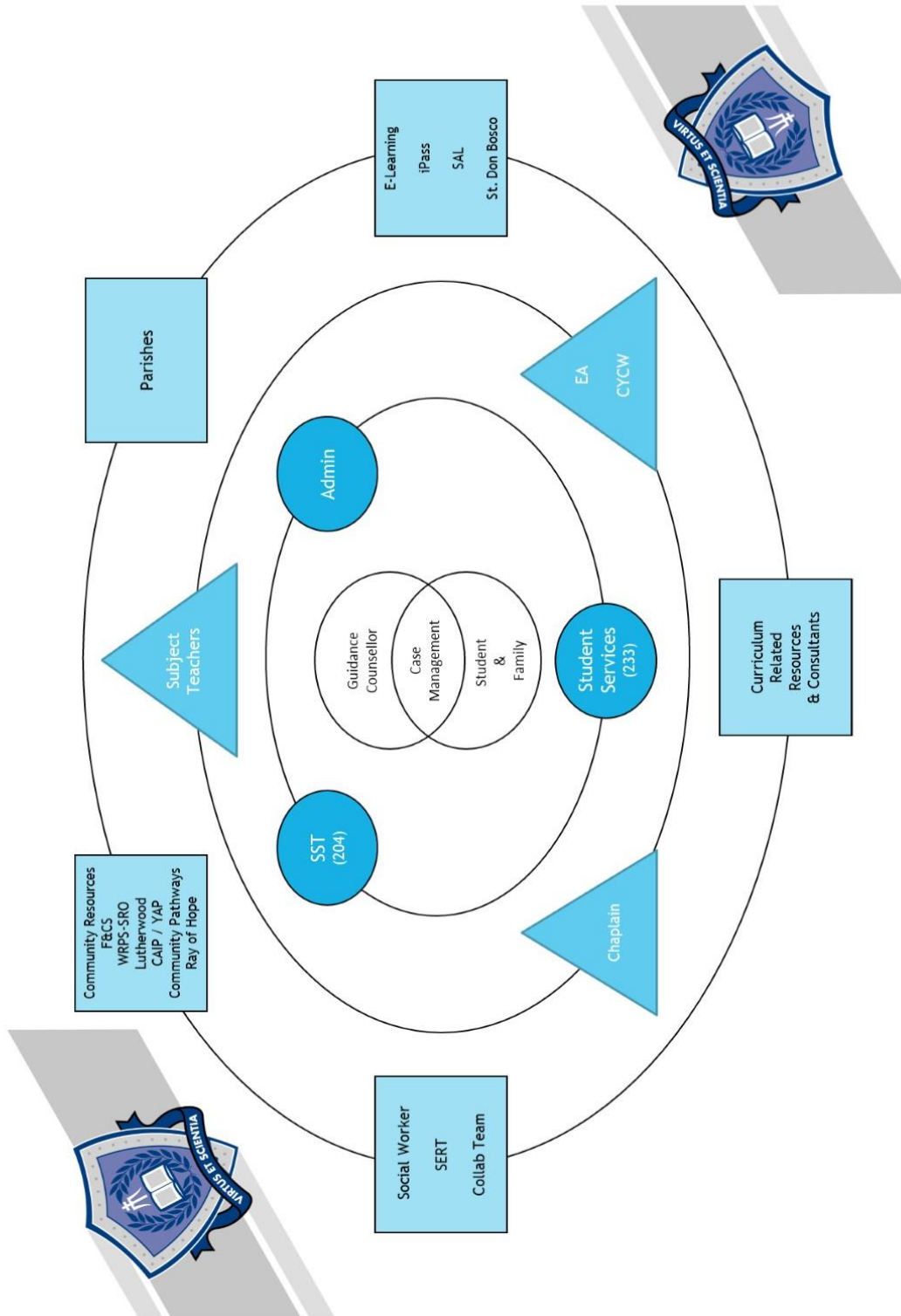
Kyle Armour

## **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

Staff Email- [firstname.lastname@wcdsb.ca](mailto:firstname.lastname@wcdsb.ca)

Matthew Acheson	Jill Cressman	Yvonne Holl	Alison Messmer	Paul Sanders
Kelsey Agunmadu	Sheila Cruz Green	Michelle House	Rebecca Meyer	Elder Santos
Michael Ambeau	Catherine Daly	Robert Hubert	Alen Mijic	Susan Sawchuk
Maria Amorim	Marlene DeGroot	Sarah Huemiller	Amy Miller	David Scanlan
Katherine Anderson	Kim deJeu	Sarah Inch	Colleen Miltenburg	Paula Scheben
Daliana Anghel	Mike Devereaux	Sheila Ivey	Sean Morgan	Deb Schell
Daniel Ariza	Matthew Devine	Kelly Jackman	Avery Moxey	Wendy Scherbey
Karla Arkell	Gian DiGiandomenico	Michael Jackson	Ted Mukhar	Shelley Schindler
Kyle Armour	David DiGiuseppe	Katherine Januch	Julie Muscat	John Schneider
Nancy Arruda	Karen Drummond	Amanda Jarvis	Karin Nowak	Dylan Schnute
Evelyn Ashton	Kelly Dunnington	Jennifer Jensen	Zach Nunes	Daniel Scholtz
Marcia Aultman	Paul Dymond	Kristopher Johnson	Mia OConnor	Judy Scorfield
Jerry Avila	Jessica Elias	Elizabeth Jones	Patrick ODonnell	Rob Silverson
Maria Avila	AprilAnne Elliot	Maria Joseph	Eric Offak	Marta Soczewinska
Amanda Bailey	Virginia Elliot	Sandra Karl	Marisol OrozcoMejia	Janelle Soers
Marijana Barukcic	Katherine Engelhardt	Mira Karlovich	Vanessa Paiva	Linda Spencer
Benjamin Baumann	Breanne Evans	John Kipfer	Ron Paleczny	Nick Spitzl
Andrew Baumgartner	Trish Everingham	Diana Knoll	Tony Paolo	Christine Stana
Laura Bekeris	Jeremy Farwell	Edith Kovacs	Jason Parker	Jill Strassburger
Chris Bendia	Elizabeth Fernandes	Leanne Kropf	Shannon Penney	Dan Sullivan
Emma Bennett	Briana Filipe	Shawna Kropf	Rebecca Petrosino	John Sullivan
Stephanie Blackwell	Nichole Fox	Channa Kurera	Julie Podrebarac	Krestena Sullivan
Raylee Bonnell	Natasha Frank	Christine Lalumiere	Michelle Porowski	Jon Symanyk
Delmar Borba	Colleen Galloway	Mike Lamka	Jenny Prendergast	Cidalia Taggart
Susan Boutzis	Dorothy Gibson	Elizabeth Laurie	Gina Rabak	Tawnya Tapper
Kristiane Boyd	Amanda Giorgio	Angela Lehner	Stefan Radic	Joe Taranto
Lyndsay Briggs	Chris Gmach	Rebecca Logel	Vuki Radic	Sandra Thomson
Melanie Bristow	Annette Good	Katarina Luke	MaryJo Raslovetzky	Irina Trunov
Judy Brockelbank	Steph Groh	Bobbi MacGregor	Kyle Reid	Alicia Turman
Kristopher Brockelbank	Heather Hallahan	Ed MacIntosh	Jacob Reimer	Christine VanderHeide
Mandy Butt	Adam Harnack	David Macpherson	David Reinhardt	Carly VanSchouwen
Christine Byrne	Colleen Harrington	Carrie Mage	Matt Reist	Amy Vermette
Mark Cameron	Brandon Haynes	Marta Mandich	Michael Reitz	Luisa Vona
Roseangela Cappellano	Connor Henderson	Tom Mandich	Christopher Reitzel	David Walker
Nicholas Casey	Jason Hergott	Alan Martel	Richard Remillard	Sasha Walker
Anna Chaudhari	Melissa Hesch	Leslie Mask	Kristen Renda	Marzena Wardzala
Ashley Cidade	Tracey Hewerdine	Amy Massicotte	Julie Richards	Greg Warren
Tara Clinton	Sean Hickey	Jeannie McCarroll	Tara Richardson	Deanna Wehrle
Valerie Coates	Kevin Hinsperger	Shanley McGowan	Patrick Ronzio	Emily Weryho
Carlo Coi	Justina Ho	Mike McKay	Graciamaria Roque	Randy Whiteford
Miltenburg Colleen	Renee HoberRose	Caroline McKenna	Allen Rossiter	Anna Winnett
Jenna Comeau	Jason Hobson	Kim Mcleod	Jeffrey Roth	Jonathan Wright
Sarah Cook	Kevin Hodd	Robert Meissner	Kara Samuels	CareyAnn Zedel



## A MESSAGE FROM STUDENT COUNCIL

*Hello Eagles! We are beyond excited to be representing our student body during the 2023-2024 school year! As your new Co-Presidents, we are looking forward to an eventful year filled with community, memories, and collaboration with our phenomenal student council. We will ensure to treat this incredible opportunity to represent St. Mary's student body with the utmost respect, compassion, and integrity for our students. We are eager to focus on diversity, inclusivity, and student voice. We encourage you, Eagles, to participate in school affairs and bring a tremendous amount of spirit and positivity throughout the year. Undoubtedly, the St. Mary's community will experience an unforgettable 2023-2024 school year.*

Cornelia Manda and Eva Stewart (2023-2024 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 Co-Presidents. The rest of the council is appointed. Some executive positions include Arts Exec., Communications Exec., Spirit & Events Exec., Social Justice & Diversity Exec., etc. There is also a limited general council for support.

## Stay Informed!



[www.stmary.wcdsb.ca](http://www.stmary.wcdsb.ca)



Follow: Jerome The Eagle



Follow: @SMHSAC



## EXTRA-CURRICULAR ACTIVITIES

School can be much more than a place where academics are studied. All students should consider the many activities, clubs, intramurals, committees, and sports which are offered. New activities and clubs are always welcomed (as long as there is staff supervision). 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. SMH offers clubs like the following, however, please look to SMH social media & Eagle Vision for the most recent information regarding clubs during the school year.

**Get  
Involved**

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

### Clubs and Committees

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

**Volunteer**



### 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

### Sports Teams

#### 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  
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, will 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](http://rjmccarthy.com)

ITEM	UNIFORM DRESS CODE
CORE	<b>Top:</b> McCarthy white or blue golf shirt with eagle emblem OR McCarthy blue ¾ - zip with eagle emblem <b>Bottom:</b> McCarthy navy blue pants or shorts, with eagle emblem.
SCHOOL SWEATERS (Optional)	<b>Core uniform must be worn underneath <u>ALL</u> of these items</b> <ul style="list-style-type: none"> <li>McCarthy ¾ zip sweater</li> <li>McCarthy pullover V-neck sweater</li> </ul>
SHOES	<ul style="list-style-type: none"> <li>Open toe, open heeled shoes may <b>not</b> be worn in Art/Tech classes or in any Science labs.</li> </ul>
NOTES	<ul style="list-style-type: none"> <li>Pants/shorts are worn at waist</li> <li>Hats are <b>not</b> to be worn.</li> </ul>

### 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
- 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 \$10.00 each or 2 for \$18.00

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 or shorts 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:

- Clothing is to be worn so that no undergarments are showing.

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

- 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 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.

Parents will be notified by a daily automated message system when a student is absent from one or more classes.

### ASPEN Parent Portal



For online access to your child's: class schedule, attendance, mid-term & final marks, credits, EQAO scores go to <https://bit.ly/3oLn3QW> or following the link on the school website.

If you are having any challenges getting registered for a portal access account, please contact the Aspen home support line 519-578-3677 ext. 2316.

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 the student 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 a missed summative or final evaluation.

### 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 late to school may go directly to class. Parents/Guardians will be notified by a daily automated message system when a student is late for one or more classes. 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 or afternoon classes. They will arrive for class before 9:00am and are able to leave **ONLY** during their lunch break and expected to return to school on time for their afternoon classes. They will remain in the school until the end of day at 2:55.

## Unexplained Absence

An absence which was not reported by a parent/guardian 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.

Parents of students who have not been given access to records will NOT be able to call in sick or sign out their students when needed. As well will not be able to validate absences or lates.

## COMMUNICATION TECHNOLOGY

### Cell Phones, Messages, Electronic Devices

Electronic devices used during the school day as directed by a teacher for educational use. They are not to be 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



Prom is a student run event. The school has no part in selecting the date/location/theme/or cost of ticket.

### 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 9:00 a.m. and 2:55 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 **\$50.00**. 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 Axtiva 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, (2) changes in post secondary plans or (3) an incomplete schedule.

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.

### 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](http://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. Completion of 2 online learning credits must be completed. (Opt-out process available in guidance office).

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)	<b>PLUS</b>  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	<b>GROUP 1</b> 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	<b>GROUP 2</b> Additional credit in health and physical education, or the arts, or business studies, or cooperative education **	
1	<b>GROUP 3</b> Additional credit in science, or technological education, or cooperative education **	

*\*\* Students must take two learning credits during their time in High School. Please see your guidance counsellor for options. 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
- 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: 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 Appointment Booking Area: <https://stmary.wcdsb.ca/student-services/guidance/book-a-guidance-appointment/>
2. Choose the correct guidance counsellor based on your last name.
3. Ensure you use your wcdsbcloud.ca email address to book.
4. You will receive an email with confirmation of your Guidance Appointment time
5. Come to Guidance at the time of your appointment – 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 2)

The Student Success Centre offers support to **all** students including those who have an IEP (Individual Education Plan) during lunch, after school 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)

## ST. MARY'S LIBRARY LEARNING COMMONS (LLC)

Our library is a shared facility and serves as both the St. Mary High School Library Learning Commons and Kitchener Public Library's Country Hills Community Library. **During school hours (9 am - 2:55 pm) the library is considered part of St. Mary's High School and student expectations apply.**

**SCHOOL LIBRARIAN:** Ms. VanderHeide (she/her)

**OFFICE HOURS:** Monday - Friday 8 am - 3:30 pm

Ms. VanderHeide is available for research assistance and reading suggestions by email at [christine.vanderheide@wcdsb.ca](mailto:christine.vanderheide@wcdsb.ca) or by visiting her office in the St. Mary's Learning Commons area, beside the SMHS computers/tables.

### ACCESSING THE LIBRARY

The library is open during Kitchener Public Library's operating hours:

**Monday - Thursday:** 9 am - 9 pm **Friday & Saturday:** 9 am - 5:30 pm

*From the beginning of June to Labour Day weekend KPL closes 30 minutes earlier.*

During school hours students can access the library in the following ways:

1. **Class visits** arranged and supervised by your teacher.
  2. **Teacher permission** for individual students to print or sign out an item during class time. **Your teacher needs to email/call the school librarian before a student can visit to ensure the library has the capacity for additional visitors, and to show library staff that the student has teacher permission to be in the library.**
  3. Students on a **spare** period or **eLearning course** may work in the library.
  4. During **lunch periods** the library is available for students to work on assignments, read, print, borrow library items, or to get assistance from the school librarian.
- Library washrooms are just for students using library resources. **Students should not be coming into the library when leaving the classroom for a washroom break.**
  - The school librarian should be informed if students wish to **take pictures or video** in the library for class projects. Students, staff, and customers must be kept out of images unless they have given their permission to be included.
  - Unless arrangements have been made via your Vice Principal/Guidance Counsellor and the school librarian:
    - **If students have been signed out from attendance by their guardian or themselves (if they are 18+), they are expected to leave school property. This includes all areas of the library, as the library is part of the school during the school day.**
    - SMHS students from alternate campuses (Bosco, etc.) are not to be in St. Mary's library during the school day when they are supposed to be in attendance at their own school.
    - Students are not to meet with non-students or students from other schools in the library during the school day.

### STUDENT SEATING

**During the school day (9 am-2:55 pm) students must use the seating/computers in the St. Mary's Learning Commons area in front of the school librarian's office**, in the blue plastic chairs/black armchairs provided. **Other seating and computers in the library are for KPL customers during school hours.** Our school has 2000+ students, so having designated seating areas helps ensure community visitors have equal access to our joint-use library. After school, students may use any seating in the library.

### LIBRARY CARDS

Our school's library collection is shared with Kitchener Public Library, so a Kitchener Public Library card is required to borrow and request items from the library.

- Students must be in **full uniform at all times while in the Library.**
- Sign up online (<https://www.kpl.org/your-account/library-cards>) or in person at the library's service desk by bringing identification to confirm your identity (driver's license, student ID card, etc.). You don't need to live in Waterloo Region to get a KPL card, as long as you work or go to school in the Region.
- **Loans:** Most items can be borrowed for 3 weeks and renewed twice, unless reserved for other customers.



- **Your library card is only for you to use.** You are responsible for anything signed out to your account, and for replacement costs of lost or damaged items. **Do not share your card with family or friends.**
- **Lost cards:** report immediately to the KPL service desk so staff can cancel the lost card and give you a replacement card (replacement cards are \$2).
- **Overdue fines:** KPL is a fine-free library - no overdue fines! Return items as close to the due date as possible so other customers can access them. Items not returned after 60 days will count as lost and a replacement charge will be added to your account until the item is returned or the charge is paid.
- Visit the KPL website for more information about borrowing: <https://www.kpl.org/your-account/account-questions>

## COMPUTERS AND PRINTING

Desktop computers and a small number of Chromebooks **for in-library use only** are available for students to use in the Learning Commons during the school day. Visit the School Librarian's office to borrow a Chromebook. A St. Mary's student card or look-up in Aspen is required to confirm your identity. Computers outside of the Learning Commons are for KPL's community visitors during the school day, except for colour printing.

- **Black ink printing:** free for St. Mary's students by using the computers in the SMHS Learning Commons.
- **Colour ink printing:** 50 cents/page, using KPL's printer either wirelessly or via one of KPL's computers. Visit the KPL service desk for more information.

## STUDENT EXPECTATIONS

- Be **considerate and respectful** of community members, staff, and the physical space while using the library, both during and after school hours.
- Students who are pushing, shoving, or participating in other **unsafe behavior will be told to leave the library.**
- **Be respectful with your volume and language** so others can also use and enjoy the library.
- Only students on a class visit (supervised by their teacher), spare, or e-course can be in the library.
- **Students are not permitted to eat in the library** (beverages are permitted). If you need to eat, please go to the Upper or Lower Forum tables, or the cafeteria if it is open.
- No beverages at the computer tables, or near electronic equipment.
- Help keep the furniture, floors, and other surfaces in the library tidy by using the garbage cans and cleaning up messes.
- **Library washrooms are for staff/students using the library during class visits, on lunch, or on spare/e-course. **Students should not be visiting the library without teacher permission when they are supposed to be in class.****
- **No loitering in the library washrooms**, and if they are at full capacity (3 people), please use a washroom inside the school.
- **No smoking/vaping** in any area of the library including the library washrooms.

## ST. MARY'S LIBRARY LEARNING COMMONS WEBSITE

Visit the St. Mary's LLC website (<http://lclguides.wcdsb.ca/stmary>) to find reading suggestions, research tips and quality online research sources, including SMHS/WCDSB-subscribed research databases.

- The system should automatically sign in SMHS staff/students when accessing databases inside the school or using WCDSB Wi-Fi.
- To access databases outside the school, use the login details found here: <https://bit.ly/SMHSLoginsInternal>. **These logins are for St. Mary's staff and students only.**
- The St. Mary's LLC website includes access to the KPL/SMHS online catalogue to search the library collection. Items in our library have **Country Hills** listed as the location, though you can use your KPL card to have items brought here from KPL's 4 other locations.

## ST. MARY'S LIBRARIAN SUPPORT

The St. Mary's School Librarian is here to support students with their research and reading needs, including assistance with school databases, searching and locating items in the library collection using the online catalogue, and more. Email or visit the School Librarian office in the library for assistance.



## CAFETERIA AND NUTRITION

### Cafeteria



Our cafeteria will be used by students to eat lunch. Vending machines 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.

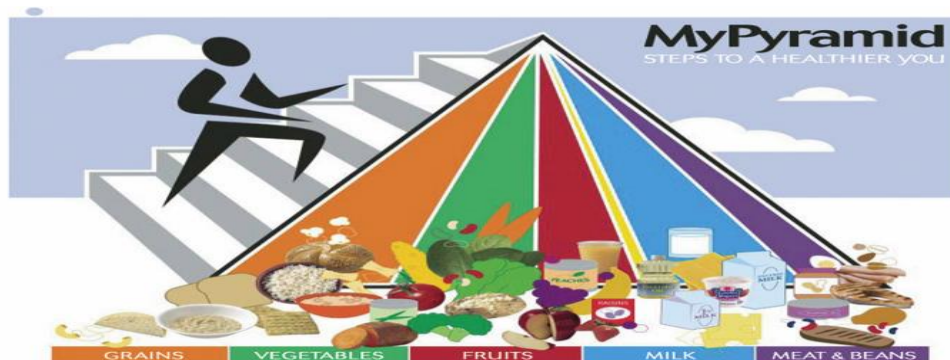
The Food Policy provides a guideline for healthy eating in our school. Check out the policy posted on our school website.

#### 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](http://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.



## MENTAL HEALTH & WELLBEING

If you or someone you know is in crisis, please call **Here 24/7** at **1 (844) 437-3247 (HERE247)**, call **911** or go to the nearest **emergency department**.

### RESOURCES

We all have a role to play in promoting positive mental health in our school community. To learn more general information about mental health and wellbeing, please visit the following resources from WCDSB and School Mental Health Ontario.



[wcdsb.ca/programs-and-services/mental-health-and-well-being-at-wcdsb](http://wcdsb.ca/programs-and-services/mental-health-and-well-being-at-wcdsb)



[smho-smso.ca](http://smho-smso.ca)

### MENTAL HEALTH SERVICES



Addictions, Mental Health & Crisis  
Services Waterloo - Wellington

If you or someone you know is in crisis or requires immediate support, contact **Here 24/7**.

**Here 24/7** serves as both a crisis service as well as a guide to help figure out how to get help for mental health and addictions in Waterloo-Wellington.

Phone: 1 (844) 437-3247 (HERE247)

Website: [here247.ca](http://here247.ca)

**Kids Help Phone** 

**Kids Help Phone** connects children and youth to a trained counsellor either by phone, text, or live webchat 24-hours a day. Services are anonymous.

Phone: 1 (800) 668-6868

Text: 686868

Website: [kidshelpphone.ca](http://kidshelpphone.ca)



**Quick Access Counselling** is available at **KW Counselling Services** are available by video or phone. Call to schedule the next available Quick Access appointment.

Phone: (519) 884-0000

Website: [kwcounselling.com](http://kwcounselling.com)

### COUNSELLING SERVICES



**Camino Wellbeing & Mental Health** Welcome to Camino Wellbeing + Mental Health, where we are committed to supporting your journey towards improved wellbeing and mental health by bringing together the expertise of Carizon, KW Counselling Services, and Monica Place.

Phone: (519) 743-6333

Website: [CaminoWellbeing.ca](http://CaminoWellbeing.ca)



**Front Door** is a collaboration between Carizon and Lutherwood and provides assessment, counselling services, and referral to appropriate services in the community for youth up to their 18th birthday.

Phone: (519) 749-2932  
Website: [frontdoormentalhealth.com](http://frontdoormentalhealth.com)



**KW Counselling Services** provides counseling services to individuals, couples, and families. Counselling services are available for up to eight (8) sessions. Fees are assessed according to a sliding scale based on income and number of dependents.

Phone: (519) 884-0000  
Website: [kwcounselling.com](http://kwcounselling.com)



**OK2BME** is operated by **KW Counselling Services** and is a set of free, confidential services including counselling and a youth group for kids and teens wondering about their sexuality or gender identity.

Phone: (519) 884-0000  
Website: [ok2bme.ca](http://ok2bme.ca)



**Ray of Hope Youth Addiction Services** offers addiction treatment programs which assist youth in the Waterloo and Wellington regions on their journey to overcoming addiction and substance abuse. Support is also provided to parents/guardians.

Phone: (519) 578-8018  
Website: [rayofhope.net](http://rayofhope.net)

## EMERGENCY SHELTER



**Safe Haven Youth Services** provides emergency shelter and support or planned respite care to youth. The program offers immediate admission and services on a 24 hour/7 day a week basis at 41 Weber Street West Kitchener.

Phone: (519) 749-1450  
Website: [lutherwood.ca/housing/safe-haven](http://lutherwood.ca/housing/safe-haven)



**oneRoof Youth Services** provides support to youth who are experiencing homelessness, and youth who are at-risk of homelessness, aged 12 to 25 in Waterloo Region.

Outreach | Streets to Housing: Monday to Friday 9:00am - 5:00pm or by appointment  
Providing A Roof Shelter: 365 days a year 9:00pm - 9:00am at 1314 King Street East Kitchener

Phone: (519) 742-2788 | Drop in Phone: (519) 741-6415  
Website: [oneroof.org](http://oneroof.org)



**YW Kitchener-Waterloo Emergency Shelter** at 84 Frederick Street in downtown Kitchener provides emergency shelter and basic needs for cis and trans women and non-binary individuals. The outreach program provides shelter and other support to women who cannot use the shelter and to families with children.

Phone: (519) 744-0120  
Website: [ywcakw.on.ca/emergency-shelter](http://ywcakw.on.ca/emergency-shelter)

## Child Abuse

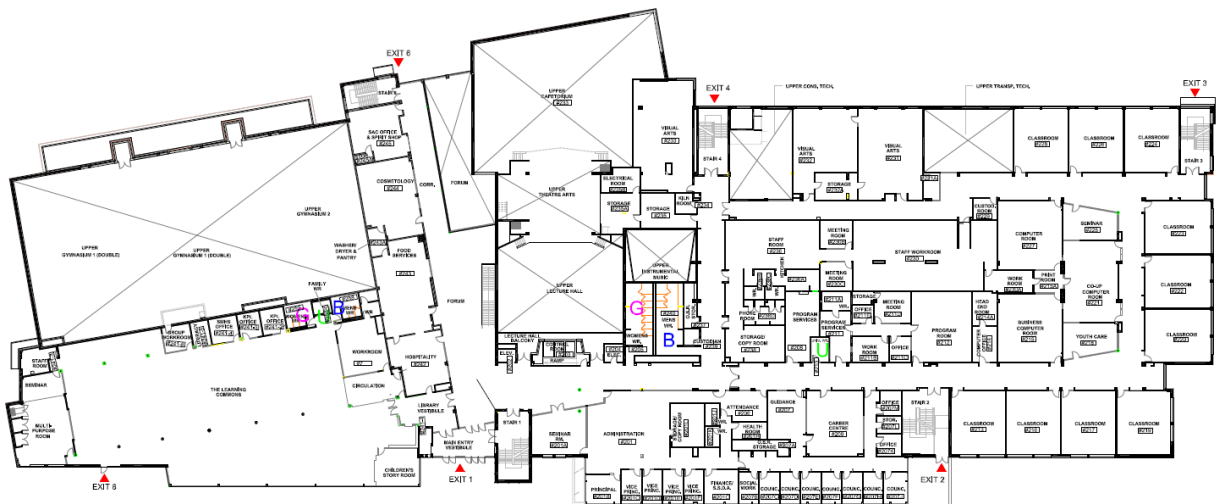
Child abuse is any form of physical harm, emotional deprivation, sexual mistreatment, or neglect which can result in physical injury or psychological damage to a child. A child, according to Ontario Law, is someone under sixteen (16) years of age, or someone up to eighteen (18) years of age if under 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.

## FLOOR PLANS – please note room numbers have changed



ST. MARY'S BASEMENT FLOOR PLAN

Facility Services Department &  
After Hours Phone #  
(519) 578-3677 x 5555



ST. MARY'S MAIN FLOOR PLAN

Facility Services Department &  
After Hours Phone #  
(519) 578-3677 x 5555



