



**St. Benedict Catholic Secondary School**

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Sudbury, ON P3E 4X5  
705-523-9235

[st-benedict.sudburycatholicschools.ca](http://st-benedict.sudburycatholicschools.ca)

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Principal – L. Kuzenko  
Vice-Principal – A. Rioux  
Vice-Principal – M. Sanowar

**STUDENT AGENDA  
2017-2018**

St. Benedict Prayer

*Gracious and Holy Father,  
Grant us the intellect to understand you,  
Reason to discern you, diligence to seek you,  
Wisdom to find you, a spirit to know you,  
A heart to meditate on you.  
May our ears hear you, may our eyes behold you,  
And may our tongues proclaim you.  
Give us the grace that our way of life may be pleasing to you  
That we may have the patience to wait for you  
And the perseverance to look for you.  
Grant us a perfect end – your holy presence,  
A blessed resurrection and life everlasting  
We ask this through Jesus Christ our Lord. Amen.*

**“Deo Duce Quare Optima”  
With God as guide, we seek the best**

***This agenda belongs to:***

NAME \_\_\_\_\_

PHONE \_\_\_\_\_

## 2017-2018 Secondary School Year Calendar

<p><b>SEPTEMBER</b></p> <p>1 Board Designate Day – <b>No School</b>            4 Labour Day            5 Professional Activity Day – <b>No School</b>            6 First Day of School            14 Pictures            29 Professional Activity Day – <b>No School</b></p>	<p><b>FEBRUARY</b></p> <p>1 Scheduled Exam Day            2 Professional Activity Day – <b>No School</b>            5 Semester 2, Term 1 Begins            12 Report Cards Mailed Home            19 Family Day – <b>No School</b>            23 Winter Carnival</p>
<p><b>OCTOBER</b></p> <p>9 Thanksgiving Day            17 Progress Reports            18 Parent-Teacher Interviews            19 Picture Retakes</p>	<p><b>MARCH</b></p> <p>12-16 March Break            27 Progress Reports            28 Parent Teachers Interviews            30 Good Friday – <b>No School</b></p>
<p><b>NOVEMBER</b></p> <p>6 Graduation Pictures            10 Remembrance Day Service            13 Semester 1, Term 2 Begins            16 Mid-Term Report Cards            17 Professional Activity Day – <b>No School</b>            26 1<sup>st</sup> Sunday of Advent</p>	<p><b>APRIL</b></p> <p>2 Easter Monday – <b>No School</b>            10 Ontario Literacy Test            16 Professional Activity Day – <b>No School</b>            17 Semester 2, Term 2 Begins            26 Mid-Term Report Cards</p>
<p><b>DECEMBER</b></p> <p>3 2<sup>nd</sup> Sunday of Advent            7 Credit-at-Risk Reports Mailed Home            10 3<sup>rd</sup> Sunday of Advent            15 Last Day of Field Trips            17 4<sup>th</sup> Sunday of Advent            25 Christmas Day            27-29 Board Designated Day</p>	<p><b>MAY</b></p> <p>6-11 Catholic Education Week            8 Province Wide Mass            21 Victoria Day – <b>No School</b>            24 Credit-at-Risk Reports Mailed Home            31 Last Day of Field Trips</p>
<p><b>JANUARY</b></p> <p>1 Happy New Year            2-5 Board Designated Day            8 School Resumes            17 Grade 6/8 Open House            25 Semester Ends            26 Exams Begin            29-31 Scheduled Exam Day</p>	<p><b>JUNE</b></p> <p>8 Prom            14 Athletic Banquet            18 Professional Activity Day – <b>No School</b>            25 Exams Begin            28 Convocation            29 Last Day of School</p>

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## **PRINCIPAL'S MESSAGE**

On behalf of the St. Benedict Catholic Secondary School community, I would like to welcome all of the students back to the 2017-2018 school year. I would also like to extend a very special welcome to our new grade 9 students and all other new students who are beginning their St. Benedict journey this year. St. Benedict continues to build a strong tradition of excellence in academic and extracurricular programs rooted in our faith. I urge you to take advantage of these opportunities that will help you to maximize your potential as a student.

Our goal is to help each student succeed. We strive to prepare our students beyond the world of high school. Whether you intend to pursue a postsecondary diploma, degree or enter the workplace, rest assured that your experiences at St. Benedict will prepare you for the challenges that lie ahead. This student agenda has been developed to assist you in organizing, managing, and planning your academic and personal life. It also contains helpful information about St. Benedict for both students and parents.

Welcome to the Bear's Den!

Laura Kuzenko  
Principal

## **VISION STATEMENT**

At St. Benedict Catholic Secondary School, our vision is to build a solid foundation of excellence: spiritual, emotional, intellectual, physical, and social, which will cultivate the growth of our students. We believe that to instill the capacity and motivation for lifelong learning, we must encourage each person, through a gradual process based upon individual growth and development, to accept responsibility for his or her own learning. This may be accomplished if we help the individual acquire the values, knowledge, and skills necessary to succeed in a more complex, interconnected world. The curriculum at St. Benedict will provide the individual with the perspective necessary to understand his/her relationship to God, community, country, and world, and how he or she can shape his/her own future.

## **MISSION STATEMENT**

St. Benedict Catholic Secondary School provides a positive learning environment that will encourage academic excellence, creativity, and intellectual curiosity in harmony with each individual's abilities and interests. We are committed to providing a Christian environment in which our students develop a sense of self-worth and self-discipline essential for personal growth. This commitment, involving all members of the St. Benedict community, recognizes that all students must be allowed to develop individual abilities to their fullest potential.

**At St. Benedict you can expect:**

- A safe learning environment
- Academic excellence
- Programs and services of the highest quality
- A community modeled on Christ's teachings
- A Catholic tradition based on gospel values
- A caring, innovative, and involved staff
- To be treated as an individual
- To feel a sense of belonging and respect
- To be given responsibility
- To be treated fairly

In addition to these values, students at St. Benedict will embody the following Ontario Catholic School Graduate Expectations:

- A discerning believer formed in the Catholic Faith
- An effective communicator
- A reflective and creative thinker
- A self-directed, responsible, lifelong learner
- A collaborative contributor
- A caring family member
- A responsible citizen

### **SECONDARY SCHEDULES**

<b>REGULAR SCHEDULE</b>		
Period 1	08:25	09:47
Period 2	09:50	11:05
Lunch (3)	11:06	11:48
Period 4	11:51	01:06
Period 5	01:09	02:24
<b>MORNING ASSEMBLY</b>		
Period 1	08:25	09:32
Assembly	09:35	10:35
Period 2	10:38	11:38
Lunch (3)	11:39	12:19
Period 4	12:22	01:22
Period 5	01:24	02:24

<b>AFTERNOON ASSEMBLY</b>		
Period 1	08:25	09:32
Period 2	09:35	10:35
Lunch (3)	10:36	11:16
Period 4	11:19	12:19
Assembly	12:21	01:21
Period 5	01:24	02:24

## **ATTENDANCE**

Regular attendance is one of the most important factors in a student's academic success, social development, and spiritual growth. The administration and staff at St. Benedict are committed to the safety and security of our students at all times. Therefore, we have a stringent attendance policy and procedure in place. We urge parents and guardians to cooperate and support us in this endeavor.

Attendance is taken in each period during the school day. Students are expected to be punctual and attend all classes listed on their timetable. Students are also required to attend all masses, assemblies and special functions held during the year.

### **Procedures for Absent Students**

Parents or guardians are asked to contact the school at 705-523-9235 as soon as possible to let us know that their son or daughter will be absent. If a student is absent and a phone call from the parent or guardian is not made to the school, the parent or guardian will be contacted. If the school has not heard from the parent or guardian on the day the student is absent, the student is required to return with a note from the parent or guardian. Students are to give notes to the office before Period 1. All notes are kept on file.

### **Procedures for Students Who Are Late**

Lateness can interfere with classroom instruction. Students should be on time for classes, and special events. Recurring lateness will be addressed by administration and parents.

There will be a bell to signal the end of class and one to start the next. Students are expected to be in their classroom by this second bell.

## **LEAVING DURING THE SCHOOL DAY**

### **Appointments**

If a student is required to leave school during the day (e.g. doctor's appointment), the student is to go to the office before Period 1 and present a note from his or her parents or guardian explaining the reason for leaving early. The student will be issued an "excused slip" that he/she will present to his/her teacher. If the student does not present a note from his/her parent or guardian, the student must attempt to contact them at work or at home before going to class. When the student returns to school, he or she must sign in at the office before going to class. Students are not permitted to leave school without permission. Leaving the school without parent consent is considered truancy and will be addressed by administration.

**Illness**

A student who becomes ill during the school day is to report to the office. If the student is too ill to remain at school, the parent or guardian will be contacted and arrangements will be made for the student to leave.

**Sign In/Sign Out Privileges**

Students who are 18 years of age may apply for Sign In/Sign Out Privileges. Approval will be given to a student based on their attendance and discipline record. These privileges are only for legitimate reasons such as illness or medical appointments.

**Leaving School Property**

Grade 7 to 10 students, regardless of their age, are not permitted to leave school property. Senior students in grades 11 and 12 may leave school property at lunch time or during their study period. Students who wish to leave the school during their study periods are required to have a sign in/sign out permission form signed by their parents or guardians.

**CATHOLIC EDUCATION AND PASTORAL CARE**

Catholic education views human life as an integration of body, mind, and spirit. Rooted in the vision, Catholic education fosters the search for knowledge as a lifelong spiritual and academic quest. The expectations of catholic school graduates, therefore, are described not only in terms of knowledge and skills, but also in terms of values, attitude, and actions. As a Catholic Community, St. Benedict is dedicated to its students in every aspect of their lives. The Chaplaincy Lead provides pastoral care to the St. Benedict community. The Chaplaincy Lead's office is located in the office.

**Celebration of Sacraments**

Celebrations of the Eucharist are available to all students and staff. School liturgies are celebrated at significant points during the academic year.

**Chapel**

The chapel is located at the main entrance of the school. Mass is celebrated in the chapel for small groups and individual classes. The chapel is also open to students and staff to use as a quiet area to reflect and pray.

**Religious Studies**

Religious Education is not meant to be found in the religion class alone. Our Catholic values permeate the school and touch the students in all their classes. Each subject is taught with these values in mind. Liturgical celebrations, retreats, and community service are all integral to life at St. Benedict. Religion courses are offered for students in grades 7 to 12.

## SCHOOL POLICIES AND PROCEDURES

### **School uniform**

All students attending St. Benedict are to be in full uniform while on school property and while representing St. Benedict in the community. A student will not be admitted to class if he or she is not in proper uniform.

The uniform consists of the following:

#### **Females**

##### *Bottom:*

- Tartan kilt or navy short – is to be worn with navy, hunter green or white knee socks or tights.
- Navy flat front dress or casual pant – if the pant is not purchased at McCarthy's, it is to be of the same material, style, and colour.

##### *Top:*

- White French-cut blouse – this blouse is tapered at the hip
- Navy or hunter green golf shirt
- Rugby shirt
- Crew neck long sleeve knitted sweater – a white undershirt may be worn underneath this sweater
- Crew neck quarter zip sweatshirt – a white undershirt may be worn underneath this sweatshirt
- Zip sweatshirt – a plain white shirt or blouse is to be worn underneath
- V-neck cardigan – the white blouse or t-shirt is to be worn underneath.

#### **Males**

##### *Bottom:*

- Navy dress pant or navy short – if they are not purchased at McCarthy's, it must be of the same material, style and colour. Students are to wear navy, hunter green or white socks.

##### *Top:*

- White oxford shirt – this shirt is to be tucked in at all times
- Navy or hunter green golf shirt
- Rugby shirt
- Crew neck long sleeve knitted sweater – a white undershirt may be worn underneath this sweater
- Crew neck quarter zip sweatshirt - a white undershirt may be worn underneath this sweatshirt
- Zip sweatshirt – a plain white shirt or blouse is to be worn underneath
- V-neck cardigan – the white blouse or t-shirt is to be worn underneath.



### **Footwear**

Dress or running shoes must be solid black in colour and closed at the heel and toes. They must have flat non-marking soles with black laces. Shoes that are or resemble slippers, sandals, or boots are not permitted.

### **Other uniform requirements**

- T-shirt worn under blouses and shirts is to be solid white.
- Any article of clothing that is ripped, torn, or stained is not acceptable
- Footwear must be worn at all times
- Administration reserves the right to determine the appropriateness of all non-school uniform items.

## **BUS BEHAVIOUR EXPECTATIONS**

Transportation to and from school is a privilege provided by the Sudbury Catholic District School Board. Contact the Sudbury Student Services Consortium at 705-521-1234 with any changes.

Students should be familiar with the following rules:

- All riders shall remain seated when the bus is in motion. Keep head, hands and arms inside the bus. Riders must sit in an upright position at all times.
- Fighting, and the use of obscene or inappropriate language is not acceptable.
- Bus riders are not to litter the bus with food or other debris. For health and safety reasons, eating is not permitted on the bus.
- The bus driver is asked to report any misconduct to the Principal.
- The bus driver is in complete charge while on the bus. Parents or guardian will be notified if there is misconduct.
- **Bus riders may be denied the privilege of riding the bus.**
- The rider will pay for damage to the bus, should there be any.
- Riders are to be at the correct loading area 5 minutes prior to the scheduled pick-up time, morning and afternoon. Students should be waiting for the bus, not the bus waiting for students.
- Smoking is not permitted on the school bus.
- It is not permitted to bring animals on the bus.
- Skates will be permitted if protected by a blade guard and musical instruments only if they can be placed on your lap and don't interfere with the safety of other riders.
- Students must take the bus that is assigned to them. **Taking another student's bus is not permitted.**

## **ASSESSMENT AND EVALUATION**

Assessment is the process of gathering information from a variety of sources including assignments, demonstrations, projects, performances, and tests that accurately reflect how well students are achieving the curriculum expectations. Evaluation is the process of judging the quality of a student's work on the basis of established achievement criteria and assigning a value to represent that quality.

### **Late Assignment**

If a summative assignment piece is not submitted on the due date, the teacher in conference with the student will determine the appropriate actions/next steps or consequences needed to determine a grade reflective of student achievement.

### **Academic Honesty**

Academic honesty is a fundamental cornerstone of student learning. Breaches of academic honesty are intentional attempts to gain credit for work that is not the student's own. All breaches of academic honesty shall be reported to the school administration and a plan of action will be implemented.

## **LIBRARY**

The Learning Commons is open between 8:00 a.m. and 2:30 p.m. Books are available to borrow for 21 days. Long-term loans for books can be arranged upon request, if items are required for course assignments. All reference books must remain in the Learning Commons. Laptops and iPads can be signed out for the day.

## **GETTING CONNECTED PROGRAM**

St. Benedict is a wireless environment enabling the use of various hand-held and other electronic devices. These devices are encouraged for educational purposes at school. Students will be permitted to use their device under the direction of the teacher. Students will be required to complete the Responsible Use Agreement in order to receive their password to gain access to the wireless network.

## **COMMUNITY INVOLVEMENT**

As part of the diploma requirements, students must complete a minimum of forty (40) hours of community involvement activities. These activities may be completed at any time during their time at St. Benedict beginning in the summer between Grade 8 and Grade 9.

Community involvement activities may take place in a variety of settings: not-for-profit organizations, public sector institutions including hospitals, and informal settings. Students may not fulfill the requirement through activities counted toward a credit (cooperative education and work experience for example), through paid work, or by assuming duties normally performed by a paid employee.

The requirement is to be completed outside normal instructional hours – that is, during student designated lunch hours, after school, on weekends, or during school holidays. Students are advised to consult the Sudbury Catholic District School Board Community Involvement Policy Guidelines.

### **ACTIVITY FEE**

A student activity fee of \$40.00 will be collected during the first week of September. This fee is used to subsidize student activities during the course of the school year, including a student card, lock, agenda, student activities sponsored by the Students' Council and Athletic Council, and various other events held during the year. Payments can be made through School Cash Online, our online fee payment system that allows parents to pay for student fees and other school items (trips, athletic fees, pizza days, graduation or any other activity or item you have pay for student purchase). Parents can enroll by registering online at: <https://sudburycatholicschools.schoolcashonline.com>

### **TEXTBOOKS**

Students are responsible for lost textbooks and library books, they are expected to pay for their replacement.

### **CAREER CRUISING**

Career Cruising is an internet-based career exploration and planning tool for students as they consider career choices. It can be accessed from school or home. Parent access can be obtained through [www.careercruising.com/parent](http://www.careercruising.com/parent).

## **STUDENT RESPONSIBILITIES**

### **Hats and Caps**

Baseball caps, bandanas, and other hats are not to be worn inside the school.

### **Telephone Calls**

Students should not request to use office phones unless it is an emergency. Cell phones may be used in the school foyer or outside. Cell phones, for texting, are permitted in the Auditorium before school and at lunch.

### **Photocopying**

Photocopying is available in the Library at 10¢ per page. See the Librarian for more information.

### **Student Parking**

Students are asked to register their vehicles with the Vice-Principals. Student parking is located in the upper level. Students are to drive in a responsible manner. Parking privileges can be revoked if it is determined that student driving is unsafe.

### **Valuables**

Students are asked not to bring items of value to school. Do not leave money or other valuables in your locker or the change room. The school is not responsible for lost or stolen items, including technology.

### **Locks and Lockers**

Each student is assigned a locker and lock that they will use throughout their stay at St. Benedict. Lockers are the property of St. Benedict and can be accessed by administration at any time. Students are responsible for the care and cleanliness of their lockers. Students are not allowed to change their locker or lock without permission from the Vice-Principal. Unauthorized locks will be removed. Lockers cannot be shared with other students. Replacement locks can be purchased for \$10.00.

### **Smoking/E-Cigarettes/Vapors**

Smoking, e-cigarettes, and vapors are not permitted on school property or at any school related activities.

### **Backpacks, Purses, Bags**

Due to safety reasons, backpacks, purses, and other forms of baggage are not allowed in the classroom or in the halls. Computer bags designed for this sole purpose are permitted.

### **Excursions and Field Trips**

Excursions and field trips are valuable learning experiences and are an important part of the school program at St. Benedict. In all situations, school rules and policies apply. Uniforms must be worn, unless the nature of the activity requires different clothing.

### **Eating and Drinking**

Students are not permitted to consume food or drinks in the hallways, or the classrooms. Food and drinks can only be consumed in the cafeteria or Breakfast Club room.

### **Classroom and School Safety**

Safety is a critical part of all programs. Students must observe all rules and regulations without exception, particularly in science labs and technology shops. All students have the responsibility to foster a safe classroom environment. Horseplay and rough housing are unacceptable and will be brought to the attention of the administration.

### **Casual Dress Days (Dress Down)**

From time to time, the administration will designate certain days as Casual Dress Days. Proper student behavior and appropriateness of dress, consistent with the philosophy of our school, is expected on these days. On "Bear Wear" days, spirit clothing is to be worn with the school uniform.

### Extra-Curricular Expectations

At St. Benedict, we offer a vibrant extra-curricular program. Our athletes and club members tend to lead our school in spirit, character, and attitude. A student may be withdrawn from an extra-curricular program if the student experiences academic difficulty, or poor classroom attendance, at the discretion of the administration, until significant improvement occurs.

### Student Council

The Student Council of St. Benedict consists of an elected president and four other cabinet members, two staff moderators, and social conveners from each grade level. Social conveners express the opinions and safeguard the interests of their respective classmates at Student Council meetings.

### CODE OF CONDUCT

St. Benedict is a caring Catholic community that fosters a positive school climate so that students learn to become self-directed, responsible life-long learners. Appropriate student behavior and early on-going intervention, along with preventative education is integral to ensuring the safety of our students.

The Code of Conduct is enforced through a progressive discipline program which supports bullying prevention, character education, student leadership and community partnerships.

Students at St. Benedict are expected to put forth their best effort at all times and to conduct themselves in an appropriate manner, as articulated in the motto:  
**With God as guide, we seek the best.**

To achieve this, students have certain rights and responsibilities which include, but are not limited to, the right to be treated with respect and dignity. In return, they must demonstrate respect for themselves and for others and the responsibilities of citizenship through acceptable behavior. Respect and responsibility are demonstrated when a student:

1. comes to school prepared, on time and ready to learn.
2. shows respect for themselves and for others.
3. refrains from bringing anything to school that may compromise the safety of others.
4. follows the established rules and takes responsibility for his or her own action.

### **Definition of Bullying Education Act Policy/Program Memorandum No. 144**

“bullying” means aggressive and typically repeated behavior by a pupil where,

- a) the behavior is intended by the pupil to have the effect of, or the pupil ought to know that the behavior would likely to have the effect of,
  - a. causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual’s reputation or harm to the individual’s property, or

- b. creating a negative environment at a school for another individual, and
- b) the behavior occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.

Aggressive behavior may be intentional or unintentional, direct or indirect. It can take many forms, including physical, verbal, and social. If aggressive behavior is physical, it may include hitting, pushing, slapping and tripping. If it is verbal, it may include name calling, mocking, insults, threats, and sexist, racist, homophobic, or transphobic comments. If it is social, or relational, aggression, it is more subtle and may involve such behaviors as gossiping, spreading rumors, excluding others from a group, humiliating others with public gestures or graffiti, and shunning or ignoring. Social aggression may also occur through the use of technology (e.g., spreading rumours, images, or hurtful comments through the use of e-mail, cell phones, text messaging, internet websites, social networking, or other technology).

**Activities for which suspension must be considered under section 306(1) of the Education Act**

1. uttering a threat to inflict serious bodily harm on another person
2. possessing alcohol or illegal drugs
3. being under the influence of alcohol
4. swearing at a teacher or at another person in a position of authority
5. committing an act of vandalism that causes extensive damage to school property at the student's school, or to property located on the premises of the student's school
6. bullying
7. any other activity for which a student may be suspended under a policy of the Board
  - a. possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes
  - b. being under the influence of illegal, controlled or intoxicating substances that are not prescribed for medical purposes
  - c. smoking on school property
  - d. committing vandalism, destruction, damage to school property or to the property of others located on or in school premises
  - e. stealing property; engaging in intimidation, extortion, harassment, or verbal aggression
  - f. misusing or misappropriating school property or services, including computers and other technology systems
  - g. engaging in hate motivated incidents
  - h. engaging in gang related activity

- i. possessing dangerous objects or substances, including for example laser pointers
- j. gloves with studs on knuckles; or any other item deemed by the principal to be unsafe or a hazard to persons or property in the school
- k. committing physical assault on another person
- l. engaging in or encouraging a fight
- m. engaging in conduct that constitutes opposition to authority
- n. demonstrating poor attendance that warrants disciplinary action
- o. engaging in behavior that is disruptive to the learning environment of the class or school
- p. engaging in conduct that is detrimental to the moral tone of the school
- q. wearing clothing/apparel that is inappropriate, offensive or violates the school Dress Code
- r. engaging in unauthorized gambling or games of chance
- s. engaging in another activity that, under the Code of Conduct of the school, is one for which a suspension is warranted

**Activities for which expulsion must be considered under section 310(1) of the Education Act.**

- 1. possessing a weapon, including possessing a firearm
- 2. using a weapon to cause or to threaten bodily harm to another person
- 3. committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- 4. committing sexual assault
- 5. trafficking in weapons or illegal drugs
- 6. committing robbery
- 7. bullying (if the student has been previously suspended for engaging in bullying and the student's continuing presence in the school creates an unacceptable risk to the safety of another person)
- 8. any activity listed in subsection 306(1) that is motivated by bias, prejudice, or hate
- 9. giving alcohol to a minor
- 10. any other activity for which a student may be expelled under Board policy
  - a. hate motivated violence
  - b. gang related violence
  - c. trafficking in controlled or intoxicating substances not prescribed or dispensed for medical purposes
  - d. uttering threats or threatening conduct intended to intimidate
  - e. engaging in harassment
  - f. ongoing conduct that is so refractory that the student's presence in the school or class room is considered by the principal to effect a danger or possibility of harm, physical or emotional, to others in the school or the reputation of the school

## **VTRA (Violent Threat Risk Assessment)**

### **Fair Notice to Parents/Guardians**

The Sudbury Catholic District School Board aims to maintain a positive and safe environment in their schools for all students, staff, parents and visitors. Any kind of violence or harassment is taken very seriously. As a result, when a student's behaviour poses a serious threat to his or her safety, or the safety of others, the Board reserves the right to activate a Violent Threat Risk Assessment (VTRA).

When a VTRA is activated, parents/guardians will be notified. If a concern for safety still exists, and parents/guardians cannot be reached, or if they choose not to provide consent to share information, the threat assessment process will still proceed. In sharing personal information with community partners and agencies, each individual's right to privacy will be balanced with the need to ensure the safety of all. Student safety is our first priority.

Please refer to the Board's website for more information:

[www.scdsb.edu.on.ca](http://www.scdsb.edu.on.ca)

## **GUIDANCE AND GRADUATION REQUIREMENTS**

### **Guidance Department**

The Guidance Department at St. Benedict focuses on student orientation, education, and career planning, linkages with post-secondary institutions, as well as apprenticeship and workplace initiatives. The monitoring of student progress and the development of special programs such as peer tutoring and remediation programs for at-risk students are also key components. Individual counselling is available to students and parents who may have concerns about social, emotional, and educational development. Referrals to school resource personnel as well as community and social services are facilitated by a guidance counselor.

### **Graduation requirements**

To obtain the Ontario Secondary School Diploma, students need 18 compulsory credits which include the following:

- 4 credits in English (1 credit per grade)
- 3 credits in Mathematics (1 credit in Grade 11 or 12)
- 2 credits in Science
- 1 credit in Canadian Geography
- 1 credit in Canadian History
- 1 credit in the Arts
- 1 credit in Physical Education and Health
- 1 credit in French as a Second Language
- 0.5 credit in Career Studies
- 0.5 credit in Civics



Plus, one credit from each of the following groups:

Group 1: additional credit in English, or French as a Second Language, or a Classical or International Language, or Social Science and the Humanities, or Canadian or World Studies, or Guidance and Career Education, or Cooperative Education.

Group 2: Additional credit in Physical Education and Health, or the Arts, or Business Studies, or French as a Second Language, or Cooperative Education.

Group 3: Additional credit in Science (Grade 11 or 12), or Technological Education, or French as a Second Language, Computer Studies, or Cooperative Education.

In addition, students must complete:

- 12 optional credits
- 40 hours of community involvement activities
- the provincial literacy requirement (OSSLT, Grade 10 Literacy Test)

### **Course Changes**

Course changes are to be requested within three days of the start of each semester. Once students have selected courses, the timetable will not be modified.

### **Student Course Load**

Students must have a full timetable each semester. Students in Grade 12 who have achieved 24 credits by that September may be considered for one study period.

### **Study Periods**

Grade 12 students who qualify for a study period are to remain in the Cafeteria or Library during this time as this will help minimize classroom disruptions.

Students are urged to use their study period time wisely. Students on a study period are to attend assemblies, masses, and all special functions. If a study period occurs during Period 1, students are expected to report to their assigned Period 2 class punctually.

### **Examinations**

Most courses require students to complete a final evaluation in the form of an examination. Our formal examination period takes place at the end of each semester and is scheduled over a period of 5 days. Normally, thirty percent of the course grade will be based on the exam mark. All students are required to write final exams. The only valid reason for missing an exam is serious illness supported by a physician's note. Taking a vacation, early summer job placements, etc., are not considered valid reasons.

## Resources:

### Crisis Intervention Services

A crisis can be triggered by an unexpected event, like a recent break-up, or a job loss. It might be something that you have been coping with for a while that becomes too much to manage, like stress at work or school, feeling alone, or thoughts of suicide. You may be having symptoms of depression, anxiety, other mental health concerns or an addiction. Service is staffed 24 hours a day, 365 days a year by staff with specialized training in Crisis Intervention.

Call: 705-675-4760 or Children's Mobile Crisis Program 1-877-841-1101

Visit: 127 Cedar St. No appointment necessary. 8:30am – 10:00pm

Meet: Mobile service. Available 10:00am – 10:00pm. Will meet you in a safe location.

Access AIDS Committee of Sudbury	705-688-0500
AIDS Hotline, HIV anonymous test, needle exchange	1-800-363-8388
Alcoholics Anonymous	705-674-6217
Centre for Addiction and Mental Health	705-675-1195
John Howard Society of Sudbury	705-673-9576
Narcotics Anonymous	1-888-811-3887
Children's Aid Society	1-877-272-4334 or 705-566-3113
Children's Community Network	1-877-272-4336 or 705-566-3416
Sudbury Action Centre for Youth	705-673-4396
Crime Stoppers	1-800-222-TIPS
Outreach Program (adults and youth)	705-669-1502
Genevra House	1-800-461-0133 or 705-674-2210
Salvation Army	705-673-1175
Blue Door Café Sudbury Soup Kitchen	705-675-5300
Inner City Home of Sudbury Food Bank	705-675-7550
Salvation Army Family Services Food Bank	705-566-8151
Kids Help Phone	1-800-668-6868
Parent Help Line	1-888-603-9100
Ontario Poison Centre	1-800-268-9017
Pregnancy Care Centre of Sudbury	705-673-5003
Violence, Intervention and Prevention (acute)	705-675-4743
Voices for Women Sexual Assault Centre (16 years old+)	705-671-5495
Sexual Assault Help Line	1-866-863-0511
Sudbury and District Health Unit	705-522-9200
Telehealth Ontario	1-866-797-0000
Welfare Ontario – Ontario Works	705-675-2411
YMCA Employment and Career Services	705-674-2324