

ST. MARTIN CATHOLIC SECONDARY SCHOOL

**CELEBRATING 55 YEARS OF CATHOLIC EDUCATION
IN DUFFERIN-PEEL!**

CALLED TO LOVE

STUDENT HANDBOOK 2023-2024

(THE COMPANION DOCUMENT *DPCDSB STUDENT AGENDA INSERT*
MAY BE ACCESSED VIA QUICK LINKS ON OUR SCHOOL WEBSITE)

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Rev. Gijo Muthanattu O. Carm & Rev. Jose Joseph O. Carm

School Trustees:

Luz del Rosario (Ward 6)

Bruno Iannicca (Ward 7)

Mississauga South Family of Schools Superintendent:

S. Gos

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ST. MARTIN CSS MISSION STATEMENT

St. Martin Catholic Secondary School is a Catholic learning community that provides quality learning experiences that extend beyond the classroom. Jesus Christ is present in our school, in the celebration of the Word, the Eucharist in our classrooms with each member of our community. Knowledge, Goodness and Discipline are the corner stones of our school motto. Our students are provided many opportunities through academic and co-curricular opportunities to foster student achievement, engagement and success.

PRINCIPAL'S MESSAGE

Welcome to St. Martin Catholic Secondary School for the 2023 – 2024 school year, especially to those who are new to our Catholic school community. I sincerely hope that your years at St. Martin will be fulfilling and exciting.

The heart and foundation of St. Martin Catholic Secondary School is our Catholic faith, rooted in the teachings and examples given to us by Jesus. In addition to the Ontario Catholic Student Graduation Expectations and our Virtues Program, our staff adopt our Catholic social and moral teachings as the guiding principles in the classroom and the school at large. We are challenged every day to live our faith. As St. Anthony of Padua once said, “Let your words teach and your actions speak”. Put your faith into action and be an example of goodness and love to all who you encounter and in all that you do.

St. Martin Catholic Secondary School truly has something for everyone. In addition to our fulsome mainstream programming, we are also very proud to offer a Regional Sports program, the only one of its kind in all of Dufferin-Peel Catholic District School Board, and a Specialist High Skills Major program in Hospitality and Tourism. Through all of our programs, regardless on which pathway you embark, our school motto, “Teach me Knowledge, Goodness and Discipline”, is put into action. You will be challenged to be ambassadors of our school, living out the words of our school motto through your actions and interactions with others.

These secondary school years can be the best years of your life if you accept the challenge to take risks and get involved in the various school activities, we offer both within and outside of the classroom. Our staff is eager and enthusiastic to offer these opportunities and we encourage you to take part in them, build school spirit and create memories you will never forget.

I am proud and honoured to be your principal. We are part of a school community rich in tradition that has been created over the 55 years of our school's existence. It is my goal to continue in this tradition, strengthening our Mustang family by providing a safe, caring, learning environment to all who enter our doors. Our success as a school community is not measured solely by how many games are won or awards, we receive, but rather by the difference we make in our community. Our own patron saint, St. Martin of Tours, once said, “I will not refuse to serve. Your will be done. I will do the work You entrust to me.” Throughout this school year, as we are called to love and serve God,

ourselves, and each other, we will walk and work together, growing in faith, expanding our knowledge, exhibiting our goodness and strengthening our discipline as a Catholic community.

OUR SCHOOL PRAYER



St. Martin School Prayer

Teach us Knowledge, Goodness
and Discipline that in our daily
existence we may become
instruments of your love. Be our
light Lord, to show us the way as
we go through our high school
years at St. Martin. Help our
parents, guardians, teachers and
fellow students to grow in your
friendship and love.

Amen.



CHAPLAINCY

Chaplaincy Leader/Chaplain: Fr. Andrij Figol

Phone: 905-279-3171 x76321

Email: andrew.figol@dpcdsb.org

Affiliated Parish: St. Martin of Tours Roman Catholic Church

Pastoral Services

One of the great benefits of attending St. Martin Catholic Secondary School is that pastoral and spiritual care is available for all students and staff. The Chaplain offers a professional service of pastoral support and care for the school community and is a visible sign of the school's commitment to the spiritual and religious needs of students and staff. This ministry includes the following services:

Pastoral Care

The Chaplaincy Leader ministers to students and staff who may be experiencing personal crisis, hospitalization, and bereavement. The school's pastoral ministry strives to be attentive to the needs to those of other Christian denominations and religions.

Liturgical Coordination

The Chaplaincy Leader coordinates school Masses and prayer services. St. Martin's chapel is frequented by students and staff for prayer, meditation, Sacrament of Reconciliation. The Blessed Sacrament is reserved within the chapel throughout the school year.

Spiritual Development

The Chaplaincy Leader organizes classroom visits, offers retreats for staff and students, and coordinates special events and speakers throughout the year, all of which nurture the spiritual life of the school community. Important issues, such as chastity, pro-life, world issues, identity, bully-prevention, leadership, etc. are addressed in the school in a variety of ways.

Community Outreach

The Chaplaincy Leader coordinates visits to a local food bank and is a staff advisor for the Safe Schools/ Social Justice Committee. As well, the Chaplain attends meetings at the deanery and regular meetings with the other Chaplaincy Leaders from the Dufferin-Peel Catholic School Board, creating a collegial and collaborative approach to high school ministry.

ST. MARTIN OF TOURS – BIOGRAPHY

St. Martin of Tours was a bishop of Tours whose shrine became a famous stopping-point for pilgrims on the road to Santiago de Compostela. Around his name much legendary material accrued and he has become one of the most familiar and recognizable Roman Catholic saints. Some of the accounts of his travels may have been interpolated in his vita to give credence to early sites of his cult. His life was recorded by contemporary, the hagiographer Sulpicius Severus. He is a patron saint of France and of soldiers.

Martin was named after Mars, god of war, which Sulpicius Severus interpreted as “brave, the courageous”. He was born at Savaria, Pannonia (modern Szombathely, Hungary). His father was a senior officer (tribune) in the Imperial Horse Guard, a unit of the Roman army, and was later stationed at Ticinum, Cisalpine Gaul (modern Pavia, Italy), where Martin grew up.

At age ten, he went to the church against the wishes of his parents and became a catechumen or candidate of baptism. At this time, Christianity had been made a legal religion (in 316), but it was by no means the dominant religion of the Roman Empire. It had many more adherents in the Eastern Empire, whence it had sprung, and was concentrated in cities, brought along the trade routes by converted Jews and Greeks (the term ‘pagan’ literally means ‘country-dweller’). Christianity was still far from accepted amongst the higher echelons of society, and in the army the cult of Mithras would have been stronger.

While Martin was still a soldier at Amiens, he experienced the vision that became the most-repeated story about his life. He was at the gates of the city of Amiens with his soldiers when he met a scantily dressed beggar. He impulsively cut his military cloak in half and shared it with the beggar. That night he dreamed of Jesus wearing the half-cloak Martin had given away. He heard Jesus say to the angels: “Here is Martin, the Roman soldier who is not baptized: he has clad me.”

The dream confirmed Martin his piety and he was baptized at the age of eighteen. He served in the military for another two years until, just before a battle with the Gauls at Worms in 336. Martin determined that his faith prohibited him from fighting, saying, “I am a soldier of Christ, I cannot fight.” He was charged with cowardice and jailed, but in response to the charge, he volunteered to go unarmed to the front of the troops. His superiors planned to take him up on the offer, but before they could, the invaders sued for peace, the battle never occurred, and Martin was released from military service.

Martin declared his vocation and made his way to the city of Tours, where he became a disciple of Hilary of Poitiers, a chief proponent of Trinitarian Christianity, opposing the Arianism of Visigothic nobility. When Hilary was forced to exile from Poitiers, Martin returned to Italy, converting an Alpine brigand on the way, according to his biographer Sulpicius Severus, and confronting the Devil himself. Returning from Illyria, he was confronted by the Arian archbishop of Milan Auxentius, who expelled him from the city. According to early sources, he decided to seek shelter on the island then called Gallinaria, now Isola d’Albenga, in the Tyrrhenian Sea, where he lived the solitary life of a hermit.

**ONTARIO CATHOLIC SCHOOL GRADUATION EXPECTATIONS
INSTITUTE FOR CATHOLIC EDUCATION**

<https://iceont.ca/>

The qualities of a Catholic School Graduate are the following:

- 1) A discerning believer formed in the Catholic faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.
- 2) An effective communicator who speaks, writes, and listens honestly and sensitively responding critically in light of gospel values.
- 3) A reflective, creative and holistic thinker who solves problems and makes responsible decisions with an informed moral conscience for the common good.
- 4) A self-directed, responsible, lifelong learner who develops and demonstrates their God-given potential.
- 5) A collaborative contributor who finds meaning, dignity and vocation in work that respects the rights of all who contribute to the common good.
- 6) A caring family member who attends to family, school, parish and the wider community.
- 7) A responsible citizen who gives witness to Catholic social teaching by promoting peace, justice and sacredness of human life.

RELIGIOUS EXPECTATIONS AND REQUIREMENTS

The Dufferin-Peel Catholic District School Board (the "Board") is committed to providing a quality Catholic education which views human life as an integration of body, mind and spirit. Rooted in this 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 in terms of values, attitudes, and actions. The Ontario Catholic School Graduate is expected to be a discerning believer; an effective communicator; a reflective, creative and holistic thinker; a self-directed, responsible, lifelong learner; a collaborative contributor; a caring family member; and, a responsible citizen.

The Board supports freedom of religion and an individual's right to manifest his/her religious beliefs and observances. The right to freedom of religion, however, is not absolute and religious accommodation in the Board is carried out in the larger context of the Catholic educational system and denominational rights of Catholic schools.

The Board recognizes that any form of discrimination is incompatible with Catholic moral principles and is in violation of the Ontario *Human Rights Code*. The Board recognizes that the school system gives pre-eminence to the tenets of the Catholic faith, congruent with the protection afforded in the Ontario *Human Rights Code*, the *Constitution Act, 1867* and confirmed in the *Canadian Charter of Rights and Freedoms*.

The Board and its staff are committed to the elimination of discrimination as outlined in Ontario's Equity and Inclusive Education Strategy and the Ontario Ministry of Education Policy/Program Memorandum No. 119, in a manner which is consistent with the exercise of the Board's denominational rights under section 93 of the *Constitution Act, 1867* and as recognized in section 19 of the Ontario *Human Rights Code*.

The historical mandate of the Catholic school system in Ontario is to infuse the entire syllabus, and related activities of the school on the life and teaching of Jesus. As such, the Dufferin-Peel Catholic District School Board has the expectation that all students admitted to the Catholic system will benefit from these values and teachings and be formed into responsible, reflective and well-rounded citizens.

Our religious expectations and requirements for the duration of a student's tenure are as follows:

1. All students will enroll in a Religion course in each of the four years. All Religion courses are approved by the appropriate Catholic authority. The Government of Ontario recognizes that Religion credits count towards a secondary graduation diploma.
2. All students will participate in an annual retreat for the first four years that they are in a secondary school. The retreat normally takes place during the school day at a site off school property. The chaplaincy leader organizes the annual retreat based on spiritual themes appropriate for adolescents.
3. All students will participate in the prayer and liturgical life of the school. Catholic students are expected to participate fully as mandated by their sacramental Baptism. Non-Catholic students are expected to participate to the extent that they can. It is not the intention of the Dufferin-Peel Catholic School Board to proselytize. However, for supervision, safety and community reasons, the entire school participates in all religious events that occur during the school year. At a minimum, non-Catholic students will attend and maintain respectful silence at all religious observances. All students are encouraged to get involved.
4. Students requesting accommodations must present written notice from their parent(s)/guardian(s) specifying their accommodation needs relating to religious observances, including holy days on which they will be absent from school. This notice should be made in advance (preferably at the beginning of each school year) to ensure that scheduling of major evaluations, such as tests, assignments or examinations, takes the religious observances into consideration.
5. The Catholic District School Boards of Ontario follow approved provincial curriculum. Given the distinctiveness of Catholic schools, the Government of Ontario recognizes parallel curricula for our system. All courses in all subject areas in our Catholic secondary schools are infused with core Catholic values and teachings. Regardless of the subject matter, the Catholic ethos, and moral value system is reflected throughout the curriculum, and as such, is inextricable from delivery.

CHRISTIAN COMMUNITY INVOLVEMENT HOURS

St. Martin Catholic Secondary School encourages active volunteer work for both the school community and in the local community. In order to graduate, students must complete 40 hours of eligible community service. It is advised that students complete ten hours during each of their four years at St. Martin. A record of the hours accrued must be signed by the supervisor of the volunteer work.

ELIGIBLE ACTIVITIES

- An event or activity performed with the community as an expression of faith
- An event or activity designed to be of benefit to the community
- An event or activity to support a not-for-profit agency that confirms to the ethical and religious standards of the Dufferin-Peel Catholic District School Board and the Ministry of Education
- Any structured program that promotes tutoring, mentoring, visiting or coaching, or whose purpose is to assist others who require the benefit of that assistance
- Participation in an event or activity that promotes positive environmental awareness
- Participation in an event or activity that promotes positive inclusivity of all persons and contributes to the health and well-being of all members of the community, including school-based activities
- Participation in an event or activity affiliated with a club, religious organization, arts or cultural association, or political organization that is inclusive of our Catholic values and makes positive contribution to the community

Where an event or activity does not clearly fall within the guidelines, the Principal of the student's school has the discretion to approve or reject any activity or event that does not conform to the guiding principles and ethical standards for approved areas of involvement for students. Areas of involvement may include:

- **Fundraising** - includes canvassing, walk-a-thons, celebrity games, gift wrapping, gala events and sales for charitable purposes
- **Sports/Recreation** - Includes coaching, helping to organize special meets and games, volunteering as a leisure buddy or pool assistant
- **Community Events** - includes helping to organize winter carnivals, parades and summer fairs
- **Community Projects** - includes participating in organized food drives, or support services for community groups
- **Environmental Projects** - includes participating in community clean-ups, flower/tree planting, recycling and general beautification projects and activities
- **Volunteer work with Seniors** - includes assisting at seniors' residences (e.g. serving snacks, helping with activities or portering, or participating in visiting and reading programs)
- **Committee Work** - includes participation on advisory boards, neighbourhood associations and regional associations
- **Religious Activities** - includes participation as a volunteer in programs for children, child minding, Sunday school assistance, special events and clerical tasks
- **Youth Programs** - includes volunteer assistance with the operation of youth programs such as 4H, Scouts, Guides, drop-in centres, breakfast programs, March Break programs, Leaders in Training, summer playground activities and camps
- **Office/Clerical Work** - includes volunteer activity in reception, computer work and mailings for individuals or groups providing charitable or **general community benefit**
- **Work with Animals** - includes volunteer involvement with animal care, horseback riding programs or volunteer assistance at a local zoo or petting farm

- **Arts & Culture** - includes volunteer assistance at a gallery, performing arts production or program, or in a community library program
- **Activities for Individuals** - includes any volunteer activity that assists someone who requires assistance for shopping, tutoring, light snow removal (no snow blower), housekeeping, writing letters or transcribing or involves hospital visitation, voluntary involvement with chronic care, or service as a volunteer reading buddy
- **School Community Service** - may include service within the school community that provides benefit to others that takes place outside the regular school day. These activities must be approved by the school Principal in advance of the commencement of the activity

INELIGIBLE ACTIVITIES

The Ministry of Education and Training has developed a list of activities that may **NOT** be chosen as community involvement activities and that are, therefore, **INELIGIBLE ACTIVITIES**.

An ineligible activity is an activity that:

- **Is a requirement of a class or course in which the student is enrolled**
- **Takes place during the time allotted for the instruction program on a school day.** However, an activity that takes place during lunch break or spare is permissible
- Takes place in a factory, if the student is under fifteen years of age
- Takes place in a logging or mining environment if the student is under sixteen years of age
- Takes place in a workplace other than a factory, if the student is under fourteen years of age and is not accompanied by an adult
- **Would normally be performed for wages by a person in the workplace**
- Involved the operation of a vehicle, power tools or scaffolding
- Involves the administration of any type or form of medication or medical procedures to other persons
- Involves handling of substances classed as “designated substances” under the Occupational Health and Safety Act
- Requires the knowledge of a tradesperson whose trade is regulated by the provincial government
- Involves banking or the handling of securities, or the handling of jewelry, works of art, antiques or other valuables
- **Consists of duties normally performed in the home (i.e. daily chores) or personal recreational activities**
- Involves a court-ordered program (e.g. community service program for young offenders, probationary program)

The Dufferin-Peel Catholic District School Board has determined that the following are also **INELIGIBLE ACTIVITIES**:

- **Any activity that provides direct financial benefit or gain to the student or the student’s immediate family**
- **Any association with an organization, or an organization activity, that does not comply with the ethical and religious standards, policies and procedures of the Dufferin-Peel Catholic District School Board**

Please refer to the DPCDSB Christian Community Involvement Passport Companion Parent Resource Manual which can be accessed at <http://www.dpccdsb.org> for a detailed description of eligible and ineligible activities.

DAILY SCHEDULE FOR STUDENTS

Period 1	8:27-9:45
Period 2	9:50-11:05
Period 3a Lunch A	11:10-11:50 Grades 11 and 12
Period 3b Lunch B	11:50-12:25 Grade 10
Period 3c Lunch C	12:25-1:50 Grade 9
Period 4	1:10-2:25

GENERAL INFORMATION

VISITORS

- School property is private property. We do not allow student visitors from other schools
- Anyone who is **not** a registered student or staff member must report to the office to receive permission to visit
- Casual visitors are not allowed in the building or on the school grounds during the school day. A person who persists in “visiting” without such permission will be issued a trespass letter and may be referred to the police.

LOCKERS

- Lockers are school property on loan for your use
- Locker clean-outs and the verification of ownership will take place from time to time. Contents must be cleared at the end of the academic year.
- Space is provided for all students and the assigned locker must be kept for the entire school year
- Only **DUDLEY** combination locks may be used.

- Anything posted on any locker should reflect the moral tone of our school and respect for all persons in the community

LOCKERS MAY BE ENTERED AT ANY TIME BY THE SCHOOL ADMINISTRATION

FIRE/EMERGENCY ALARM

When the fire alarm sounds, all staff and students must evacuate the school building. It is a criminal offence to falsely trigger a fire alarm system. Students deliberately setting a false alarm will be suspended and reported to the police.

ACCIDENTS

If a student is injured while at school or in conjunction with any school activity, please have someone contact the Main Office so that you may receive help. An Accident Report form must be completed as soon as possible. This form is for the student's protection and is available at the main office.

CONSUMPTION OF FOOD/BEVERAGES

Food is to be eaten in the **cafeteria area only** for the safety of all and the consideration of those with anaphylactic allergies. There is to be no eating/drinking in classrooms, library, gym, hallways, washrooms, etc. In order to keep the building and grounds clean. Students are expected to be part of the total team which keeps the school in orderly fashion. Every consideration and assistance should be given to the cafeteria and custodial staff. Fillable water stations are located across from the Main Office

LOST AND FOUND

The school is not responsible for lost or stolen articles. Students are strongly urged to leave all valuables at home. Personal items should be secured in the student's locker during the school day and students must ensure that their locker is properly secured. **Never leave valuables in the change rooms or unattended anywhere in the school or on the school grounds. The school will not be responsible for any losses or damages.**

STUDENTS ON LUNCH OR SPARE

Students are not permitted to congregate in the halls or washrooms or be at lockers during class time. During your lunch or spare, you should be in the cafeteria or library.

SMOKING/USE OF ILLICIT SUBSTANCES POLICY

Smoking, vaping and use of prohibited substances are not permitted in the school building or on school property at any time. Violations may result in suspension, a fine from the Region of Peel Health Department or police Involvement. This policy includes e-cigarettes, vapour cigarettes and related paraphernalia. We are a scent/fragrance free school.

PARKING

There will be limited student parking facilities on school property. Only those who have been authorized by administration may park on school property. Parking passes are available to students (free of charge) from the Main Office. Unauthorized cars may be ticketed or towed.

LOST OR DAMAGED MATERIALS

Students will be charged the replacement cost for any lost or damaged school books or materials.

COMPUTER /INTERNET USAGE

Library, labs and classroom computers are available to students under the supervision and guidance of their teacher or designate for research needs. Use of e-mail, social media or games is not permitted.

TELEPHONES

Office phones are reserved for school business. Telephone messages to students will be relayed only in the case of an emergency.

ATTENDANCE PROCEDURES

STUDENT ABSENCES

Parent/Guardian Responsibilities

- Notify the Attendance Office by 9:30 a.m. on the day of the absence.
- Provide the student's name, grade and reason for the absence.
- Provide a parental/guardian signed and dated note confirming the absence (duration and reason) on the day of student's return to school.

Student's Responsibilities

When a student returns to school after an absence, the student is required to provide the parental/guardian note to the Attendance Office before school begins. Students who do not have a period 1 class are required to provide the parent/guardian note to the Attendance Office prior to their first class of the day. At that time, the student receives an admit slip which must be shown to each one of his/her teachers.

STUDENT LATES

Period 1

Students are to be admitted to class by their period 1 teacher until 9:00 a.m. The teacher will record all lates and consequences on student profile sheets. Students who arrive after 9:00 a.m. must sign in at the Attendance Office before going to class.

Periods 2, 3, 4

Any student arriving to their period 2, 3 or 4 class after the second bell, is late. Your teacher will record all lates and consequences on the student's profile sheets.

Signing out During the School Day

Students must present a signed note from their parent/guardian stating the date, time and reason for leaving school to the Attendance Office prior to 8:20 am. Students who do not have a period 1 class are required to provide the parental/guardian note to the Attendance Office prior to their first class of the day. Parent contact (verbal or written) must be made before a student may receive a Release Slip. The release slip acts as the admit slip upon return to school.

Students must leave the school premises promptly at the time indicated on their Release Slip. If a student leaves school without signing out, the absence will be considered a truancy.

STUDENT ILLNESSES

Students who become ill during the day are required to report to the Attendance/Main Office. These students will be allowed to sign out only after parental permission has been received.

Leaving the school without signing out through the office is recorded as a truant class. Students who take ill while at home for lunch or spare must arrange to have a parent/guardian call the school before the end of Period 4 that day.

PROLONGED ABSENCE POLICY AND PROCEDURE

Attendance is the most significant indicator of student success. Any prolonged absence may have a negative effect of achievement and may result in not being granted a credit.

A student is responsible for advising the appropriate Vice-Principal and each of his/her teachers *in writing* (with a parental or guardian signature) of the dates of his/her departure using the Holiday/Extended Absence Form, which can be found in the Guidance Office. This form is to be completed and returned to school, at least two weeks before departing. This form must be signed by all of the student's course

teachers and returned to appropriate Vice-Principal. Once approved, the form will then be filed in the attendance office.

Students are responsible for any missed work, handouts, notes, assignments, and tests.

SCHOOL UNIFORMS

Uniform items must be purchased from McCarthy Uniforms, <https://www.mccarthyuniforms.ca/>. The following items are mandatory:

Tops:

White or navy blue RJ McCarthy golf shirt (a choice of dry-fit or cotton) with the St. Martin logo, short or long sleeved.

Navy Blue RJ McCarthy zipped ladies/men fleece full zip mock-neck long sleeve cardigan, with the St. Martin logo.

A school shirt must be worn underneath this cardigan.

Pants:

Navy Blue RJ McCarthy dress pants with embroidered St. Martin monogram.

Navy blue RJ McCarthy shorts with St. Martin monogram

Shoes:

All black casual/dress shoes

Physical Education:

T-Shirts and shorts

CO- AND EXTRA-CURRICULAR ACTIVITIES

FALL SPORTS

- Girls Basketball
- Boys Volleyball
- Flag Football (Girls)
- Football (Boys)
- Cross Country (Boys and Girls)
- Tennis
- Golf
- Bocce

WINTER SPORTS

- Boys Basketball
- Girls Volleyball
- Boys Hockey
- Girls Hockey
- Alpine Skiing
- Curling

- Table Tennis
- Swimming
- Badminton

SPRING SPORTS

- Boys Soccer
- Girls Soccer
- Track and Field
- Ultimate Frisbee
- Baseball (Boys)
- Softball (Girls)
- Lacrosse (Boys)

ATHLETIC FEE

In order to subsidize costs of our athletic program, students who play on school teams must pay a **\$70.00** fee. Cost is a onetime fee. Those students on multiple teams will pay the Athletic fee only for the first team in which they play. This fee includes the ticket cost to the Athletic Banquet. Failure to pay the **\$70.00** fee forfeits the privilege of participating on any co-curricular sport indefinitely.

**** The Athletic Fee MUST be paid in full before an athlete participates in any league or tournament competitions.**

ATHLETIC BANQUET

The Athletic Banquet is held every June to celebrate and recognize those athletes who competed on ROPSSAA-sanctioned sports teams. A variety of awards are given, some for which **students must apply**. Students will be notified via announcements and social media platforms when these applications become available in the spring.

RESPONSIBLE ENGAGEMENT IN CO-CURRICULAR ACTIVITIES

A student's involvement in a co-curricular activity is often one of the most memorable times they may have during their high school career. Participation in co-curricular activities should be encouraged as they provide another medium by which learning takes place. Various co-curricular activities provide another venue to further develop what the student is being taught in the classroom.

Co-curricular activities at St. Martin Catholic Secondary School offer students the opportunity to challenge themselves on social, emotional, spiritual, intellectual and physical levels. Through participation and competition, students can learn and practice many of the same qualities that are sought in today's work environment. Skills such as leadership and problem-solving abilities are all a part of the development of any student.

Students in co-curricular activities have the opportunity to represent themselves and their school. It is therefore important that each student realize that his/her participation is a supplementary process to their education. Their primary responsibility is their

education. To this end the following Co-Curricular Participation Policy has been implemented:

It is the student participant's responsibility to:

- represent St. Martin Catholic Secondary School with integrity, honesty and to the best of their ability at all times.
- abide by the rules and regulations of St. Martin CSS as set out in the school's Catholic Code of Conduct.
- respect themselves, as well as teammates, coaches, referees spectators and their fellow competitors and abide by the Region of Peel Secondary School Athletic Association's Code of Conduct for athletes and the St. Martin Student Athlete Commitment to excellence.
- understand that playing on a school team is a privilege. Co-curricular privileges may be suspended by an administrator if the student does not adhere to St. Martin CSS academic and behavioural expectations. Withdraw from activities will be assessed on a case-by-case basis.
- be aware that a full school day absence revokes that student's right to participate in the activity scheduled that day, including **suspensions**.
- participation in any co-curricular activity is a privilege which is granted to students who continue to fulfill their obligation as ambassadors of St. Martin S.S. to our community to the best of their personal ability.
- adhere to guidelines set forth by the team coach. Should a student quit a team, after participating in their first season event, their eligibility for any other co-curricular activity will be under review by the school athletics department and administration for one calendar year.

If a student athlete quits a team during a season, their eligibility to participate on a team in the following season will be subject to decision by the Administration (Coach, Principal, Athletic Director or Designate).

An athlete who wishes to play on more than one team during a season may do so as long as the athlete and the coaches agree to this arrangement. The athlete should declare their primary team to avoid conflicts in the schedules. Both coaches need to be aware before the teams are chosen.

SECTION 1. POLICY VIOLATIONS

Should any student be unable to fulfill the requirements of the Participation Policy they will be subject to removal from the activity. The period of removal will be commensurate to the violation.

SECTION 2. ACADEMIC EXPECTATIONS

Any student, who is failing **more than one course** at any reporting period:

- **Will** not be allowed to participate, practice or play until the next reporting period (midterm and final report of each semester).
- If schoolwork becomes adversely affected by the time commitment to the activity or sport, the staff / administration have the responsibility and the right to withdraw the privilege of participating in the activity or sport.
- This policy has been established to assist the student with the primary goal of achieving academic success. The student must take responsibility for this goal. The result will be a stronger student and a better community.
- All Students are eligible for ROPSSAA athletic competitions if they are bona fide students of the school they represent. A bona fide student must be taking a minimum of 6 full credit courses over the school year or the equivalent in a grade 9 program.
- Must make arrangements with subject teachers as to work and tests missed. It is expected that this be done prior to a game or competition at the discretion of the teacher.
- Must represent the school in a positive manner inside and outside the school and be a positive role model for others.
- Must stay with the team as a productive and active member for the entire season. If a student quits a team without legitimate reasons, they are not permitted to participate on any other school team for a full calendar year.
- Must communicate to the coach ahead of time for any possible conflicts with games or practices as a result of prior commitments.
- Must take care of and return uniform and other equipment at the end of season.

LIBRARY LEARNING COMMONS

Hours: Monday- Friday 8:15 am – 3:30 pm

Technical Support: Monday- Friday 8:00 am - 3:30 pm

Staff: E. Salazar- Fogg Teacher Librarian
A. Lyons Library Technician

THE LIBRARY LEARNING COMMONS

The LLC is a physical and virtual collaborative space where students and staff can research with their class, in small groups, or individually. Students can study, access online databases and receive technical support from the library staff. Our goal is to foster deep learning through the promotion and development of skills that are essential for success in our knowledge and information based society - Communication, collaboration, creativity,

leadership, critical thinking and problem solving. We also provide a collection of reading materials that students can borrow to nurture their love of reading and appreciation of literature.

CODE OF BEHAVIOUR FOR THE LEARNING COMMONS

The LLC is considered to be a classroom, and the **school uniform is mandatory**. Teachers and students can work in a comparatively quiet atmosphere enabling them to meet curriculum needs as effectively as possible. A supportive environment for both staff and students is of utmost importance. Noisy, boisterous behaviour will not be appreciated. Offenders will be asked to leave the library and repeat offenders may not be welcomed back.

CIRCULATION

The Student I.D card must be presented when signing out books. Books may be borrowed for two weeks. Some reference materials may be borrowed on an overnight basis (with the permission of library staff). Please follow us on Instagram @smlearningcommons for updates on book exchange policies.

VIRTUAL LIBRARY

Students have access to hundreds of ebooks and audiobooks through *Sora by Overdrive*. DPCDSB has made online access available with student ID and password. Supporting student learning and engagement in reading for enjoyment, these books range from contemporary novels to educational information ebooks. We also subscribe to academic databases. Please see Library Staff for **username** and **password**.

OVERDUE LIBRARY MATERIALS

Overdue list will be sent to home room classes at regular intervals. They may also be emailed directly to students' school email accounts. Students on the *Overdue/Fines List* are required to report to the library immediately. Fines are .20 per day per item to a maximum of \$5.00. Fines for overnight loans are \$0.50 per day to a maximum of \$5.00. The Student will be charged the replacement cost for any lost or damaged books as well any fines incurred.

PHOTOCOPYING/PRINTOUTS

Black and white photocopying/computer printouts.....\$.10 per print
Colour computer printouts..... \$.25 per print

COMPUTER/INTERNET USAGE

Library computers, when not booked for class assignments, are available to individual students for their research, or other academic needs. Inappropriate uses, i.e. gaming, negative social media behaviour etc. is not permitted. **Misuse of library computers will result in immediate withdrawal of library privileges.**

RESOURCES AND LINKS

Students should be aware of the following information in order to access their student email account, google classroom and other academic resources;

How to Log On to a School Computer:

Press Ctrl, Alt and Delete together

Input username: student ID number

Input password: student ID number (until prompted to change PW)

How to Reset Your Password

This can only be done if you have completed the *self-registration for password reset*,

found on your [student dashboard](http://dpcdsb.org) (dpcdsb.org). Passwords will **expire** after 90 days.

Click *Self-registration for password reset*

The system will prompt you to identify your location (Canada) and provide your personal (**not school account**) email and phone number. The system will send you a message (via email/cell phone) that you will input immediately when prompted.

Once this is completed you will be able to use the *password reset* tile on your student dashboard in the future to change your password.

If this is not done prior to forgetting or being locked out of your account, contact library staff to reset your password. Your password will be set back to your student ID number. Then proceed to **self-register for the password reset tool!**

Accessing Online Public Access Catalogue (OPAC)

Go to School Board Website: <http://www.dpcdsb.org>

Go to School Site: <https://www.dpcdsb.org/MARTN>

Click on [Library Catalogue](#) on black banner:

https://dpcd.ent.sirsiidynix.net/client/en_US/martn

Login using student ID and Password

Accessing Academic/Learning Databases:

Go to School Board Website: <http://www.dpcdsb.org>
 Click on Student (on Orange Flag)
 Click on [Secondary Library e-Resources](#)
 Click on Secondary Library e-Resources ([subject specific](#) or [general](#))

Databases are a collection of information (writing, images, charts, video etc.) that can be searched using an organized search procedure. They are designed to be used for research and writing in an academic setting. The table below is a sample of some of the Databases and eResources you will have access to. For a description of each Database please follow the above instructions.

General	Specific
Academic OneFile	General Business File ASAP
Britannica Highs School Edition	Science and Technology
Canada in Context	InfoTrac Garden, Landscape Horticulture ebooks
Canadian Periodicals (CPIQ)	Health and Medicine Reference Centre
Candian Point of View (CPOV)	Hospitality and Tourism
Gale Virtual Reference Center Gold	Religion and Philosophy
National Newspaper Index	Science in Context
Ontario Discover Portal	Ontario Government Documents
Learn 360	Communication and Mass Media
National Film Board	Gale: Environmental Studies
Bloom's Literary Database	Environmental Studies and Policy Collection
InfoTrac Pop Culture eCollection	

Some of these Databases require username and password. Please visit your LLC for that information.

Addition Websites of Interest:

[Statistics Canada](#)

From publication to electronic data, census to survey information this is the official source for Canadian social economic statistics and products.

Sora By Overdrive

Using a laptop: www.soraapp.com

Visit the App store on your cellular “Sora By Overdrive”.

Download eBooks/audiobooks with your student school email credentials

Increase your access to eBooks by getting a Public Library Card.

[Project Gutenberg](#)

An online library with over 60,000 free ebooks to download

PLAGIARISM

Both copyright law and the conventions of scholarly usage require that authors identify the sources of their information, whether such information is in the form of a direct quote or simply represents a particular body of fact or interpretation drawn from another resource. Teachers now have sophisticated tools to better assess the level of originality of a student’s work. If caught plagiarizing, students can face suspensions and academic penalties.

CITING SOURCES

Use MLA (Modern Language Association) format for Arts, English, History and Languages.

Use APA (American Psychological Association) for Business, Design and Technology, Education, Geography, Mathematics, Physical Education and Social Sciences.

PARENTHETICAL DOCUMENTATION

Parenthetical documentation is used to give credit to the sources of quotations, diagrams, tables, ideas borrowed, or any information summarized by paraphrased. Place a short acknowledgment within your text immediately following your reference. For example (MLA): “*This is the first play by Miller in which taste and tone are some ambivalent-even ambiguous- as to baffle interpretations*” (Welland 127)

BIBLIOGRAPHY/REFERENCE/WORK CITED

1. Begin on a new page. Centre and type Work Cited or Bibliography or References. Quadruple space after the title. List all entries in alphabetical order by the first work, take into consideration the rules governing titles and begin with articles.

2. Begin the first line of each entry flush at the left margin. Keep typing until you run out of room at the end of the line. Indent five spaces for second and subsequent lines of the same entry. Double-space for lines in the same entry. **Double-space between entries.**
3. DO NOT enter numbers for each entry
4. DO NOT list citations separately by categories. All references are placed in ONE ALPHABETICAL LIST by first words of citations, regardless of where citations come from.

Skip any information that you cannot find on the Web page or in the Website, and carry on i.e. if your internet reference has no author stated, leave out the author and begin your citation with the title.

Put your access date just before the URL. Generally, a minimum of three items is required for an internet citation: Title, Access Date and URL. If the URL is too long for a line, divide the URL where it creates the least ambiguity and confusion. i.e. do not divide a domain name and end with a period.

Copy and paste the URL exactly as it appears on the browser. Remember that the purpose of indicating the URL is for readers to be able to access the Web page. Accuracy and clarity is essential.

Citing your work is now easier to do than ever. Visit Citation builders: www.citefast.com or www.bibme.org. If you are working on an assignment using Google Doc you have the ability to build your citation by clicking *Tools*, then *Citations*. When using information from one of the academic databases we subscribe to, you will find that they have citations ready to be cut and pasted.

For more information on how to cite sources please see your Teacher-Librarian or refer to www.aresearchguide.com or Purdue Online Writing Lab: Research and Citation Resources.

EVALUATING ELECTRONIC INFORMATION (WEBSITES)

Students are using the internet as their primary source of information. Before using information gathered from electronic sources students must assess the worthiness of the data. Is it reliable, credible and accurate? Who are the creators or authors? What is the Domain name? What does it say about the site in the "About Us" tab? Becoming more critical is essential when evaluating websites used for assignments before unwittingly sharing information that is incorrect in their academic work as well as in their personal inquiries. Here are two links that will help students focus on the look fors to authenticate sites used before applying them to their academic projects. [C.A.R.S checklist](#) and

[C.R.A.A.P Test](#). There are also sites dedicated to fact checking information from the internet such as snopes.com.

READING PROGRAMS

White Pine Reading Club

The White Pine™ Award reading program offers high school-aged teens at all grade levels the opportunity to read the best of Canada's recent young adult fiction and non-fiction titles. Each year a Fiction list is offered and every other year a Non- Fiction list is nominated so readers can choose from two lists. This program promotes reading for enjoyment among high school-aged students and familiarizes them with great Canadian books, by Canadian authors.
(From the *Ontario Library Associations' website*)

Paper Cuts Reading Club

LLC offers a reading club where students are encouraged to share their current reads with likeminded students. This is an opportunity to socialize around reading in order to discuss, express and share their reading experiences. Students will also have the opportunity to make connections between what they are reading and current events and issues in society.