



**Patrick Fogarty
Catholic Secondary
School**

STUDENT HANDBOOK

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MISSION STATEMENT

Patrick Fogarty Catholic Secondary School is dedicated to developing a community of lifelong learners who strive to achieve Christ-centred values. We work together to build an environment of mutual respect wherein community members are responsible to develop their potential in life.

We take pride in recognizing Christ in ourselves and in each other.

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PART 1: SCHOOL INFORMATION

DAILY SCHEDULE

Grade 9/10 Schedule		Grade 11/12 Schedule	
Period 1	8:50 - 10:05	Period 1	8:50 - 10:05
Period 2	10:10 - 11:25	Period 2	10:10 - 11:25
LUNCH	11:25 - 12:15	Period 3	11:30 - 12:45
Period 3	12:15 - 1:30	LUNCH	12:45 - 1:35
Period 4	1:35 - 2:50	Period 4	1:35 - 2:50

SCHOOL NEWSLETTER

Newsletters will be published throughout the year. You are always welcome to visit P.F.C.S.S. website at (<http://pfo.smcdsb.on.ca>) The P.F. "Call Home System" supplements monthly newsletters from the school.

FATHER PATRICK FOGARTY

Our school is named after Father Patrick Fogarty, C.S.C., who lived from 1919 to 1985. Father Fogarty devoted more than forty years of his life to Catholic education as a priest-educator. He fought tirelessly for equal funding for separate schools in Ontario. He believed that "quality education in separate schools can only be interpreted in terms of gospel values and a Christian view of the person." He believed that all that we say and do as members of this Catholic community must be based upon our Christian beliefs and the gospel values.

Father Fogarty will always be an inspiration to those of us involved with Catholic education, either as an educator or as a student. As members of this school community, we are proud to have Father Fogarty as our namesake. Let him serve as our inspiration and guide in all of our endeavours at Patrick Fogarty Catholic Secondary School.

STUDENT ACTIVITY FEE

The Student activity fee is \$20.00 per student or a maximum of \$40.00 per family. This fee is mandatory for all students and is due during the first two weeks in September. The activity fee is used to offset expenses including: assemblies, retreats, teams, clubs, spirit days, etc. The fee is payable at the main office.

PART 2: POLICIES AND PROCEDURES

ATTENDANCE POLICY

Our absence reporting procedures are as follows:

Absent From School

If your child is absent from school, please contact the school at **325-9372 ext. 352** to report an absence to school staff. Our answering machine is on 24 hours a day. It is best to telephone the school before to 2:00 p.m. on the day of the absence. This will allow the student to enter the class on the day following the absence without the need for an admit slip.

In the absence of telephone notification, students are required to bring a note in the morning to the main foyer. Students who present a note explaining their absence will be issued an admit slip authorizing the absence.

Students who are absent without notification, either telephone or note, will be issued an admit slip indicating the absence was unauthorized. Unauthorized absences will be handled in accordance with our school code of conduct.

Leaving School During the Day

Parents are requested to telephone the main office at ext. 352 or write a note explaining the reason requiring the student to leave early. The student is to present the note to the attendance secretary prior to homeroom to receive authorization to leave the school early. When a student has permission to be absent from school during the school day the student **must** be off school property.

Students who are required to leave the school during the day due to illness or other unanticipated reasons are to report to the main office prior to leaving.

Late Arrival

Students who arrive 15 minutes after the start of homeroom are to report directly to the office. Parents are asked to provide a note for the student explaining the reason for the late arrival. Persistent lateness will be handled in accordance with our school code of conduct.

Please notify the main office of any family information changes.

UNIFORM POLICY

Our uniform policy is outlined as follows:

McCarthy's White Oxford-Style Dress Shirt

- Short/ long sleeve (3/4 length sleeve is not acceptable.)
- Patrick Fogarty logo.
- Plain white t-shirts only are allowed for wear underneath a school shirt. (No graphics or coloured clothing.)
- Shirts must be buttoned up to the second button at all times.

McCarthy's French Cut Ladies Blouse

- X Patrick Fogarty logo.
- X Does not have to be tucked in.
- X Plain white shirts only underneath.

McCarthy's Golf Shirt

- X Patrick Fogarty logo.
- X Short / long sleeve (3/4 length sleeve is not acceptable.)
- X Does not have to be tucked in.
- X Plain white shirts only underneath.

McCarthy's Turtleneck/Mock Turtleneck or McCarthy's White T-shirt

- X Patrick Fogarty logo.
- X Does not have to be tucked in.
- X Plain white shirts only underneath.

McCarthy's School Kilt/Skort

- X McCarthy's only.
- X Kilts/skorts must be worn at or slightly above the knee, to a maximum of 4 inches above the knee.

Black Dress/Cotton Walking Shorts

- X Walking shorts must be a maximum of 4 inches above the knee as per McCarthy's standard (style, cut, fit).
- X Cargo shorts / cut-offs / gym shorts are not acceptable uniform attire.

Black Dress/Cotton Pants

- X All school pants must be McCarthy's or similar standard in length and style. No other pants will be allowed.

UNIFORM SPECIALITY ITEMS

The Patrick Fogarty Uniform Policy includes the following specialty items:

- X Zip polo sweatshirt.
- X V-neck vest.
- X Rugby Shirt.
- X Black fleece vest.

The Specialty items are to be worn under the following guidelines:

- X All specialty items must be purchased from McCarthy's only.
- X No graphics or coloured clothing allowed underneath specialty items.
- X Uniform specialty items may remain untucked.

ACCESSORIES

- There are no restrictions on accessories or footwear but they must be worn in the spirit of the uniform.

CIVVIES DAYS

On Civvies Days casual clothes may be worn with the following restrictions:

- No inappropriate slogans, ripped or torn clothing, tanks tops, halter tops, or bare midriffs.
- The School Administration will determine the appropriateness of clothing.

FURTHER UNIFORM EXPECTATIONS

- All students who are referred to the main office for uniform infractions will be dealt with by an Administrator or designate.
- Students who are not in proper school uniform will not be admitted to class. Parents/Guardians will be responsible for bringing the necessary uniform items to the school, or taking the student home for the day.
- Natural hair colours are recommended as they are consistent with the spirit of the uniform dress code. If a student selects hair dyeing beyond natural colours, the dyeing must be limited to one colour without specialized patterns/designs.
- Other than ear piercing, students are permitted to have one piece of facial jewellery. Facial piercing must be tasteful, modest and appropriate to a Catholic Secondary School environment. All jewellery must also promote a life affirming, positive message. Students and parents are reminded that facial piercing may pose a health and safety risk in some courses such as Manufacturing, Food Preparation, Co-op, and Physical Education.
- Coats/Jackets are not to be worn in the classroom. They are only allowed for travel to portables under poor weather conditions and leaving the school during lunch.
- Chain belts, chainlinks and related items are banned from Patrick Fogarty at all times.
- Hats and other headwear are not to be worn within the school or portables at any time – including class rotation and lunch periods.
- Students are to be in full school uniform each day, including school field trips. There is to be no changing into other clothing during the school day.
- All uniform items are to fit properly and be worn appropriately. Ripped, torn, frayed, patched and hemless clothing is not acceptable at Patrick Fogarty. Overly loose or tight clothing is not allowed.

Uniform items may be ordered through:

R. J. McCarthy Ltd.
360 Evans Avenue
Toronto, Ontario M8Z 1K5
1-800-668-8261 or 1-416-593-6900
www.rjmccarthy.com

Barrie location: R. J. McCarthy Ltd.
134 Anne Street South
Barrie, ON L4N 6A2

CODE OF CONDUCT

The Patrick Fogarty Catholic Secondary School Code of Conduct, while paralleling the Ontario Code of Conduct, emphasizes that each person is a unique creation of God and as such must be treated in a manner that reflects the dignity of each individual.

Introduction

Patrick Fogarty Catholic Secondary School is a place that promotes responsibility, respect, Catholic moral teachings, spirituality, civility and academic excellence in a safe learning and teaching environment recognizing that conflict is a part of all human relationships, as a Catholic school system, we must be proactive to ensure that our Catholic values are preserved and promoted.

All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

These standards of behaviour apply not only to students, but also to all individuals involved in the school system – parents or guardians, volunteers, teachers, and other staff members - whether they are on school property, on school transportation or at school–authorized events or activities.

Guiding Principles

- Our belief in our school as a wholistic learning organization speaks to the importance we place on supporting and guiding students' faith formation and approaching discipline as a learning opportunity.
- This Code of Conduct applies to all individuals involved in the school. The school community will work in co-operation with parishes, community members and police: essential partners in making our school community safer.
- Each member of the Patrick Fogarty Catholic Secondary School community is recognized as a unique creation of God and must be treated in a manner that reflects the dignity and respect of each individual.
- Responsible citizenship involves appropriate participation in the civic and spiritual life of Patrick Fogarty Catholic Secondary School community and the appropriate use and care of school and personal property including, but not limited to, bringing objects to school that may compromise the safety of students and staff. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
- Members of the Patrick Fogarty Catholic Secondary School community are expected to use non-violent means to resolve conflict. Physically aggressive behaviour is not a responsible way to interact with others. Our goal is to champion continuous improvement in all students and foster positive relationships.
- The possession, use or threatened use of any object to injure another person endangers the safety of everyone and will not be tolerated.
- Alcohol and illegal drugs are addictive and present a health hazard. We will work co-operatively with police and community agencies to promote prevention strategies and respond to school members who are in possession of or under the influence of alcohol or illegal drugs.
- Insults, disrespect, abuse, and other hurtful acts disrupt learning and teaching in a school community. Members of Patrick Fogarty Catholic Secondary School community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- Realistic consequences for failure to meet the expectations of appropriate school conduct will be implemented and include suspension and expulsion according to the mandatory consequences of the Ontario Code of Conduct

Roles and Responsibilities

The Principal, under the direction of their school board, takes a leadership role in the daily operation of a school. He can provide this leadership by:

- Demonstrating care and commitment to spiritual and academic excellence in a safe teaching and learning environment.

- Holding everyone, under his authority, accountable for their behaviour and actions.
- Communicating regularly and meaningfully with all members of the school community.
- Supporting the Patrick Fogarty Catholic Secondary School Code of Conduct.
- Supporting the ongoing faith development of all students.

Teachers and school staff, under the leadership of the principal, will maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff upholds these high standards in the following ways:

- Demonstrate care and commitment to spiritual and academic excellence in a safe teaching and learning environment.
- Support the ongoing faith development of all students.
- Help students work to their full potential and develop their self-worth.
- Champion continuous improvement in all students and foster positive relationships.
- Communicate regularly and meaningfully with parents.
- Maintain consistent standards of behaviour for all students.
- Demonstrate respect for all students, staff and parents.
- Prepare students for the full responsibilities of citizenship.
- Support Patrick Fogarty Catholic Secondary School Code of Conduct.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated by a student through the following actions:

- Comes to school prepared, on time and ready to learn.
- Shows respect for themselves, for others and for those in authority.
- Uses non-violent means to resolve conflict.
- Is courteous to fellow pupils and obedient and courteous to teachers.
- Refrains from bringing anything to school that may compromise the safety of others.
- Refrains from being in possession or under the influence of alcohol or illegal drugs.
- Supports the established rules and takes responsibility for his or her own actions.

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill this responsibility in the following ways:

- Show an active interest in their child's school work and progress.
- Communicate regularly with the school.
- Help their child be neat, appropriately dressed in school uniform and prepared for school.
- Ensure that their child attends school regularly and on time.
- Promptly report to the school their child's absence or late arrival.
- Become familiar with and support Patrick Fogarty Code of Conduct and school rules.
- Encourage and assist their child in following the rules of behaviour.
- Assist school staff in dealing with disciplinary issues.

Parish, police and community members are essential partners in making Patrick Fogarty Catholic Secondary School community safer. Clergy and parish members provide support and resources in the development of the faith life, providing the foundation for the moral tone of our school communities. Police investigate incidents in accordance with the Simcoe Muskoka Catholic District School Board Police Protocol. This protocol is based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

Standards of Behaviour

Respect, Civility and Responsible Citizenship

The spirit of Christ must be the model for all directives pertaining to conduct in Patrick Fogarty Catholic Secondary School community.

As such, all school members must:

- Respect and comply with all applicable federal, provincial and municipal laws.
- Demonstrate honesty and integrity.
- Respect differences in people, their ideas and opinions as each member is a unique creation of God.
- Treat one another with dignity and respect at all times, and especially when there is disagreement.

- Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.
- Respect the rights of others.
- Dress in a manner that complies with the school uniform policy.
- Take appropriate measures to help those in need.
- Respect persons who are in a position of authority.
- Respect the need of others to work in an environment of learning and teaching.
- Show proper care and regard for school property and respect the property of others by refraining from causing damage willfully or through neglect.

Physical Safety

Weapons

All school members must not:

- Be in possession of any weapon.
- Use any object to threaten or intimidate another person.
- Cause injury to any person with an object.

Alcohol and Drugs

All school members must not:

- Be in possession or under the influence of alcohol, illegal drugs or restricted drugs.
- Provide others with alcohol, illegal drugs or restricted drugs.

Physical and Emotional Aggression

All school members must:

- Not inflict or encourage others to inflict bodily or emotional harm on another person.
- Seek staff assistance, if necessary, to resolve conflict peacefully.

GENERAL POLICIES

Visitors

All visitors to the school are asked to report to the main office.

Lockers

Lockers are provided for the safe storage of students' belongings. Students should keep them locked when not in use and not let anyone else know the combination of their locks. Students must register with the school the combination and serial number of their locks. Locks can be purchased through the front office. Posters or other decorations in lockers must be in good taste. Do not place stickers of any kind inside or on the outside of the locker. Students are reminded that all lockers are the property of the school and school administration will have access to lockers as necessary. Students are not permitted to change lockers.

Parking

Parking space is provided on school property for students who drive a vehicle to school. It should be noted that students are not permitted to sit in/use parked vehicles or play music during normal school hours (8:30 a.m. - 4:00 p.m.). Violations will result in loss of parking privileges at Patrick Fogarty.

Textbooks

Students are responsible for each text (identified by number) issued to them. In any semester, students will not be issued texts or other school materials if texts from a previous semester have not been returned or paid for. This includes lost or stolen texts. Texts are less likely to be lost if they are not loaned to or exchanged with other students. Texts must be handed in prior to writing an exam. Failure to comply will result in a student's report card being withheld until such time as this matter is cleared with the school administration.

Cell Phones and Paging

The use of cell phones and pagers is not allowed by students while on school property. Students in possession of cell phones or pagers must keep them turned off and in their school bags.

Smoking

In accordance with School Board policies and Provincial Legislation, smoking is not allowed on school property. Smoking on school property may result in a suspension and a possible fine as per the Tobacco Control Act, 1994.

School Property

Awareness of school vandalism should be reported immediately to the main office. Damage to school property may result in suspension. Students will be responsible for the cost of clean up or repairs.

Computer Use

All students using school computers are expected to adhere to the terms as outlined in the computer use agreement. Failure to use the computers in an appropriate manner may result in consequences ranging from loss of privileges to possible criminal charges.

Fire Alarm

Fire drills are carried out regularly during the school year. All students are required to participate in these emergency procedures. Students are required to co-operate fully with all school staff. Students are required to remain with their class and follow the instructions of their teacher. It is a criminal offence to tamper with fire alarms or fire equipment.

Code Red

The purpose of this procedure is to safely confine all students and staff from the danger of intruders and to maintain a calm atmosphere during a violent incident. A Code Red will be initiated by the Principal or the Principal's Designate. Students are required to co-operate fully with all school staff. Students are required to remain with their class and follow the instructions of their teacher.

Inclement Weather

In the event of inclement weather, students and parents are directed to listen to local radio stations for information regarding school closures and bus cancellations.

PART 3: STUDENT SUPPORT SERVICES

CHAPLAINCY SERVICES

The Chaplaincy Team, which serves both staff and students, is a vital component of Patrick Fogarty Catholic Secondary School. This team includes a teacher - Chaplaincy team leader and a part-time Chaplain priest. This team provides leadership in developing a Catholic Christian vision in our school, providing a link between our school and our local parishes, meeting the sacramental needs of the school, and offering spiritual direction and counseling.

STUDENT SERVICES

The counselors of the Guidance Department are always willing to help students plan ahead by providing:

- individual counseling about courses, careers, and personal matters....
- interest and aptitude tests to help students understand themselves
- information about jobs, colleges, universities, apprenticeships and other opportunities
- help in finding jobs
- referrals to School Board and community agencies for help with individual problems.

Although Guidance counselors try to see every student every year, students can request an interview. Students should speak to the Guidance secretary to make an appointment.

Course Change Procedures

Students who wish to make a change in their timetable should:

- consult the subject teacher.
- speak to a Guidance counsellor to receive permission.
- complete the appropriate form, have it signed by a parent, and return the form to the Guidance counselor.
- return all course materials to appropriate teacher.

Students must attend their assigned classes until timetable changes have been formally processed.

CO-OPERATIVE EDUCATION

This academic/work experience can be obtained through two and/or four credit packages (whole or half day). Students are encouraged to explore career choices through an employment model.

A wide array of placements are available that encompass hospitality and tourism, parenting, technology and the world of work. These courses allow students to spend a portion of their day in a community work setting as an extension of the classroom program.

RESOURCE SERVICES

The goal of the resource team at Patrick Fogarty is to assist students in achieving academic and social success. This staff works with the student and their parents to utilize the student's strengths and support any areas of need. Students may access the Resource Lab at any time for assistance with course work or test/exam support.

SPECIAL NEEDS

Here, in the Patrick Fogarty Community, we are committed to promoting respect for self and others. Students with special needs are an integral part of our school community and are integrated into regular programs.

LIBRARY RESOURCE CENTRE

The school library provides learning services and supports the use of books and resources, ranging from print to electronic. This enables all members of the school community to become critical thinkers and effective users of information in all formats. The Teacher-Librarian provides assistance in the use of learning resources according to the student's needs, interests, and learning styles. Classes are often booked into the library for research. Most resources may be signed out on a two-week loan basis.

Students are responsible for replacing lost or damaged material. Students are not allowed to use disks from home, are not allowed to use computers for personal e-mail.

STUDENT COUNCIL

Being a member of the Student Council gives students a voice in student matters at Patrick Fogarty and opportunities for students to organize school events that benefit the entire school population. Get involved.

CO-CURRICULAR

Co-curricular involvement is an important element in student development. Patrick Fogarty offers a wide range of co-curricular activities. There is something for everyone.

While involvement in co-curricular activities is encouraged for every student, it is critical to remember the importance of academics. Students who are having difficulty meeting expectations in the classroom and in the school may be called to meet with School Administration in order to determine eligibility for co-curricular activities.

CATHOLIC SCHOOL COMMUNITY COUNCIL

Our Catholic School Community Council plays a vital role in our school community. Our school council makes useful recommendations to the principal on important issues in our school. Our school council also plays a major role in supporting school initiatives and events.

Members of the Catholic School Community Council include representatives from parents, the community, the parish, students, and staff members. The School Council meets on a monthly basis. All members of our school community are encouraged to become involved in our Catholic School Community Council.