

Amor et Dignitas

2016-2017

MOTHER TERESA SCHOOL

MOTHER TERESA HIGH SCHOOL



STUDENT AGENDA

Mr. Gerard Stephenson
PRINCIPAL

Mrs. Mary Kelly
VICE-PRINCIPAL (Students A-F)

Mr. John O'Connor
VICE-PRINCIPAL (Students G-M)

Ms. Leisa Villeneuve
VICE-PRINCIPAL (Students N-Z)

STUDENT COUNCIL CO-PRESIDENTS
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This agenda belongs to:

Name: _____

Address: _____

City/Town: _____ **Postal Code:** _____

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Phone: _____ **Student Number:** _____

Board Spiritual Theme: 2016-2017



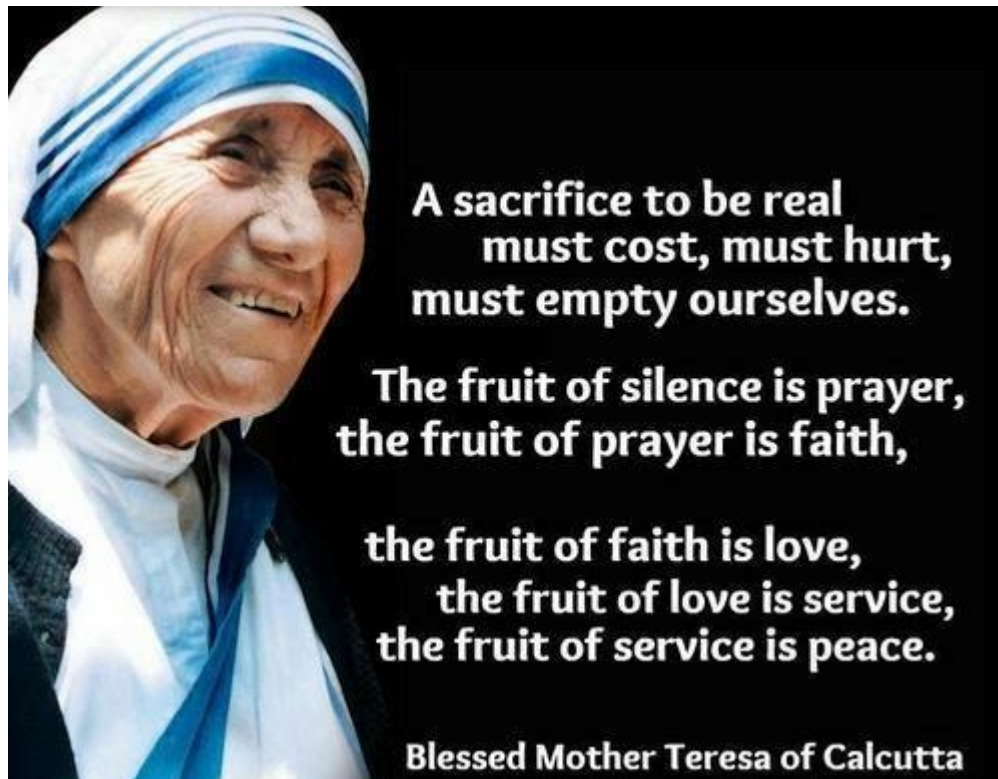
ONTARIO CATHOLIC SCHOOL GRADUATE EXPECTATIONS

Through academic credits, extra-curricular and community involvement, and relationships with those around us, our graduates are expected to be:

- 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

CANONIZATION OF MOTHER TERESA

Mass & Celebration



Thursday, September 22, 2016
AT MOTHER TERESA HIGH SCHOOL
Courtyard, 10 am

School Calendar 2016-2017

September		October	
5	Labour Day	7	PD Day – No Classes
6	First Day of Classes	10	Thanksgiving Day
8-9	Grade Level Assemblies		
15	Program/Meet the Teacher Night		
19	First School Council Meeting		
22	Canonization of Mother Teresa		
28	Titan Trek		
29	Titan Trek (Rain Date)		
November		December	
11	Remembrance Day	23	Last Day of Classes
14-17	Grad Photos	Dec 26-	Christmas Holidays
18	PD Day – No Classes	Jan 8	
January		February	
9	Classes Resume	6	Grad Retakes
18-19	EQAO Math Testing (Gr. 9)	20	Family Day
24-27	Semester 1 Exams (Gr. 9-12)		
30	PD Day		
31	First Day of Semester 2		
March		April	
1	Ash Wednesday	14	Good Friday
13-17	March Break	17	Easter Monday
30	OSSLT (Gr. 10 Students)		
May		June	
19	PD Day – No Classes	9	PD Day
22	Victoria Day	14-15	EQAO Gr. 9
		21-28	Semester 2 Exams (Gr. 9-12)
		28	Last Day of Classes All Students
		29	PD Day
		30	PD Day

Please NOTE: Parents/Guardians are encouraged to check the MTHS school calendar and Daily Announcements at www.mths.ca frequently. Dates such as parent teacher interviews, report card distribution, school photos and other school activities will be updated on the [school calendar](#).

We encourage you to also subscribe to our [school calendar](#) (found on the website), as well as our Twitter account @MotherTeresaHS.

Resources & Numbers to Call When You Need Help

General Emergencies

Police, Fire, Ambulance	911
Other emergencies	230-6211
Ottawa-Carleton Police	236-1222
Ontario Provincial Police	888-310-1122
RCMP	993-8887
Operation Go Home	230-4663
Ottawa Distress Centre	238-3311
Ottawa Rape Crisis Line	562-2333
Sexual Assault Support Centre	234-2266

Health

Hospitals	737-7600
<ul style="list-style-type: none"> Children's Hospital – CHEO Ottawa Hospitals 	722-7000
Royal Ottawa Hospital	721-2000
Addiction and Mental Health Mental Health	722-6521
Crisis Line	728-4104
Eating Disorder Centre	722-6914
OHIP Information	729-0801
Ottawa Distress Centre	800-268-1154
Public Health	238-3311
Department	580-6744
Roberts/Smart Centre	728-1946
AIDS and Sexual Health Info	563-2437
	866-797-0000

Addictions

Addiction and Mental Health	800-463-6273
Addictions Assessment	798-8941
Alcoholics Anonymous	237-6000
Amethyst Women's Addiction	563-0363
Cocaine Anonymous	739-0509
David Smith Centre	594-8333
Narcotics Anonymous	594-8333
Rideauwood Institute	236-4674
Serenity Renewal for Families	724-4881
Problem Gambling Helpline	523-5143
	888-230-3505

Counselling and Advocacy

Catholic Family Service	233-8478
Kids' Help Phone	800-668-6868
Children's Aid Society	747-7800
Community Information	241-7606
Community Services Information	
<ul style="list-style-type: none"> Centretown Gloucester North Gloucester South Kanata Nepean Lowertown Pinecrest-Queensway Somerset West Southeast Ottawa 	563-4771 741-6025 822-1886 591-3686 596-5626 789-3930 820-4922 838-8210 737-5115
Legal Aid Youth	238-7931
Line Youth Net	238-3311
Young Women's Shelter	738-3915
	789-8220

Pregnant Teens/Single Parents Support

Bethany Home	725-1733
Miriam Centre Ottawa YM-YWCA	830-8623
St. Mary's Home	237-1320
	x5063
Youville Centre	749-2491

Employment Concerns

Canada Employment	954-0700
Canada Employment	990-5100
Ministry of Education	731-7100
Student Employment	993-9911
Ontario Works Assistance	580-6000
Job Connect Ottawa	232-0022 x1601

Youth Services Bureau

General line	729-1000
Central area	241-7788
East area	834-2660
West area	596-5621

SCHOOL POLICIES 2016-2017

I - ATTENDANCE PROCEDURES

Attendance

Parents, please phone the school between 7:45 and 8:30 a.m. to indicate that a student will be absent. If the school receives such notification it will not be necessary to provide a subsequent note. If the school has not been notified on the same day of a student's absence, parents are required to write a note for the student to submit to the office upon his/her return to school. The automated calling system will notify parents of unexcused absences. Students 18 years of age and over are asked to telephone the school to report their absence.

Note of Absence

This note should include: 1) the date on which the note was written; 2) the reason for the absence; 3) the date(s) of the absence; 4) the signature of the parent or legal guardian; 5) a telephone number where parent/guardian can be reached before 2:45 p.m.

Late to School

High School students arriving to school between 8:40 and 8:50 a.m. will report directly to homeroom class. Grade 7 & 8 students arriving after 8:40 a.m. must sign in at the main office and obtain an admit slip to enter class. High School students arriving late to school, after 8:50 a.m., shall not be admitted to any class unless they have reported to the office and have obtained an admit slip.

Leaving Early

Students, who must leave the school for any reason at any time before daily dismissal at 2:50 p.m., are required to show a note to their teacher and then proceed to the main office with the note to sign out. This note should include:

- Date on which the note was written
- Reason for which the student must sign out
- Time at which the student must sign out (not the time of the appointment)
- Signature of a parent or guardian
- Telephone number where the parent can be reached for verification (if necessary)

If a student must leave early due to illness he/she must report to the office and obtain parental approval.

II - INCLEMENT WEATHER POLICY

In the case of inclement weather, buses may not operate on their regular routes. Parents and students are encouraged to listen to local radio stations and to check the school website to remain informed about these occurrences. Students who do not take the bus to school are expected to attend classes as usual. Regular attendance policies will be in place. If your child normally walks to school and will not be attending on an inclement weather day, please call the attendance line to approve your child's absence for the day. Please note: the school servery will not be open for service on inclement weather days. Please try to ensure that your child comes to school with a lunch that day as the servery will be closed.

III – GENERAL STUDENT BEHAVIOUR AND PERSONAL APPEARANCE

Dress Code

All students are asked to wear clothes that are clean and in good taste, and appropriate for a Catholic school environment. Low-cut tops, tops with bikini straps, crop tops, muscle shirts, t-shirts with unacceptable language/pictures are not permitted. Clothing with messages/advertisements relating to alcohol, drugs or tobacco is not acceptable. Sleeveless blouses/shirts are permitted providing they are not low-cut in the front, back or sides. All tops must cover the shoulders. Clothing that permits the exposure of the navel is not acceptable. Shorts/skirts are permitted provided they are at least mid-thigh length. Torn jeans and clothing that reveals undergarments are not acceptable. Chains, studs, etc. are not permitted. In addition, staff, students and parents will continue to consult other aspects of the dress code as it becomes necessary.

In addition, students are not permitted to wear jackets, hats, headgear or bandanas inside the school building at any time.

Students who are inappropriately attired will be given the opportunity to change into appropriate attire. If this is not possible, students may be sent home by administration to change.

Behaviour and Additional Policies

1. Every student is responsible for exhibiting good manners and for using language appropriate within a Catholic high school setting.
2. Students are not permitted to bring gym bags, backpacks, large purses or shoulder bags into classrooms.
3. Students must wear appropriate footwear at all times. (E.g. running shoes for Physical Education)
4. Students will refrain from using scents, colognes and perfumes. Such items may cause allergic reactions.
5. Students should be considerate, respectful and courteous to all personnel including peers, bus drivers, custodians, office staff, teachers, visitors and supply teachers.
6. When moving from class to class and around the school, students should conduct themselves in an orderly manner. Running, roughhousing (no physical contact), and yelling are not permitted. Students must be considerate of classes in progress.
7. Portable sound systems should be left at home, e.g. speakers.
8. Students should not store valuable items in school lockers.
9. Lunches must be eaten in the cafeteria and other designated supervised areas. Students will a) dispose their trash in the established trash bins, and, b) recycle other materials into appropriate bins.
10. Skateboards or scooters are not to be used on school premises.
11. Bicycles are to be stored and locked in the front bicycle rack only. Please refrain from locking bicycles at the back of the school.
12. In-line skates must be removed upon entrance to the school.
13. Any advertising of student events or activities must be submitted to administration for approval prior to posting in the school. Please consult with school administration prior to using the school name.

IV –ELECTRONIC DEVICES

Students are permitted to use cell phones, iPads or other personal electronic devices in classes with the permission of the teacher. Mother Teresa High School accepts no responsibility for the loss, recovery and replacement of any electronic device brought onto school property.

We are kindly requesting that parents, who wish to contact their children during school hours for emergencies, call the main office.

V – ACADEMIC INTEGRITY

The Ottawa Catholic School Board challenges students and staff to practice Christian values and to strive for academic excellence. Academic integrity is considered a critical learning for all subject areas. Only work that honours academic integrity will be considered for assessment. Therefore, a student's success will be compromised by academically dishonest work. In addition to the academic implications, academically dishonest behaviour leads to behavioural consequences. A school administrator will determine the range of these implications and consequences.

VI - STUDENT ACTIVITIES

Students participating in school activities are expected to maintain the academic, attendance and behavioural standards of the school. Failure to do so could result in suspension from the activity and or team. The following guidelines will apply:

1. A student's academic status may affect his/her eligibility for extra-curricular activities. (e.g. athletics, play, weight room etc. etc.)
2. All students participating in extra-curricular activities must be registered and attending classes as full-time students.
3. Irregular attendance including (lates and unapproved absences) anytime throughout the school year may result in:
 - not being allowed to initially join the extra-curricular activity
 - being placed on a daily attendance tracking sheet in order to participate in the extra-curricular activity
 - removal from the extra-curricular activity
4. All students participating in an extra-curricular activity must have attended at least one half day of school on the day of practices, games, performances etc., in order to be eligible to participate in the above.
5. A student who quits an extra-curricular activity without a valid reason or is expelled from the activity may lose his/her eligibility for subsequent extra-curricular activities.
6. Any student participating in an overnight trip must follow the school's code of conduct at all times. If a student has been found in possession or under the influence of alcohol or drugs at any time during the school year, the student may forfeit the right to participate in future extra-curricular activities.

NOTE: All cases will be handled on an individual basis and extenuating circumstances will be taken into consideration.

VII - COMPUTERS/ELECTRONIC TECHNOLOGIES

Computer access is available to all students at Mother Teresa High School. We are pleased to have Internet access, as we believe it offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence by facilitating research and communication.

Access to the global e-community requires responsible and accountable behaviour on the part of students. Some materials may not be considered of educational value in a school setting.

Parents / guardians are warned that some material obtained via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. We have taken precautions to restrict access to controversial materials.

We believe that the benefits to students from on-line access far outweigh the possibility that users may procure material that is not consistent with our educational goals.

The purpose of this agreement is to ensure that use of computer resources is consistent with the Catholic values of our school board. If a user violates any of these provisions, his or her account may be terminated and future access could be denied in accordance with the rules and regulations in this document.

School and Board administrators may apply additional sanctions. To gain access to the Board's network and the Internet, all students must agree to the terms and conditions of this document.

Computer Usage - Terms and Conditions

1. Students are responsible for good behaviour (as outlined in the school's Standards of Behaviour) on the school computer networks. General school rules for behaviour and appropriate communication also apply.
2. The network is provided for users to conduct research and communication. Access to network services is a privilege given to students who agree to act in a considerate and responsible manner. Inappropriate use may result in a suspension or cancellation of computer privileges. School administrators will deem what is inappropriate usage.
3. Network users are expected to abide by the generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner.
4. Network users are not permitted to transmit, request, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, pornographic, threatening, offensive, racist, or illegal material. No student user will download or load any file without the permission of his/her teacher. Students, upon accidentally arriving at an inappropriate site, must follow the procedure "Stop, Back, Tell" - Click the stop button, click the back button, notify the teacher.
5. Physical or electronic tampering with computer resources is not permitted. Damaging computers, or compromising security on computer systems or computer networks will result in cancellation of the user's privileges.
6. Network users must respect all copyright laws that protect software owners, artists and writers. Plagiarism in any form is not permitted. Credit in your bibliography persons whose work you use. Never steal other people's work and call it your own. Do not cut, copy, or plagiarize any work.

7. Students aware of any problem in the school's computers, network, or Internet connection should notify the system administrator and/or teacher. Students must not demonstrate any potential security problem to others. Using someone else's password or trespassing in another student's folders, work, or files is prohibited.
8. Network users should be aware that their use of Board resources is monitored and recorded. Information Technology staff employ the use of Internet tracking and filtering software to control and monitor Internet access.
9. The OCSB makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Board assumes no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer; this includes loss of data. Use of any information obtained via the Internet is at your own risk. We deny any responsibility for the accuracy or quality of information obtained through its services.

Violations of the terms and conditions stated above will result in a loss of computer access, as well as other disciplinary or legal action. Users are considered subject to all local, provincial, and federal laws.

Rules Regarding Device Etiquette

1. Never give out personal information like your full name, home phone number, or address.
2. Be cautious about messages from anyone asking you for personal information or attempting to arrange secret meetings. Talk with your teacher immediately if this kind of situation arises.
3. Protect your password and login. Keep it to yourself and never loan it to another student.
4. Never use a computer to harm other people. Never pry into another's files. A computer should not be used for the purposes of theft or other inappropriate behaviour.
5. Never use or copy licensed software for which you have not paid.
6. Remember that email is not private.

VIII – CYBER-BULLYING

Neither the school's network, nor the broader internet (whether accessed on-campus or off-campus, either during or after school hours) may be used for the purpose of harassment. All forms of harassment in cyber-space, often called cyber-bullying, are unacceptable.

Cyber-bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening or terrorizing another person by sending or posting inappropriate email, instant or text messages, digital pictures or images, or website postings (including blogs).

Sanctions may include, but are not limited to, the loss of computer privileges, detention, and suspension from school.

IX - SOCIAL MEDIA SITES AND ONLINE CONDUCT

The use of social media sites such as texting, Facebook, Instagram, Twitter, YouTube, and other similar sites can be effective communication tools. Where appropriate, school staff may choose to participate in school sanctioned online activities (example – A school Facebook site to promote a social justice activity or a school team). School sanctioned online sites will have a minimum of two school staff members with administrative privileges, where available.

Students are reminded that their online conduct should be similar to their face to face conduct and at all times should respect the school code of conduct.

Students may be disciplined, including suspension or expulsion, if their online behaviour results in a disruption to the school environment or negatively impacts our Catholic school climate. Online threats may be determined to be a criminal offence and as such, they may be reported to the school resource officer.

Students are not permitted to digitally photograph or record audio or video of school activity without first obtaining permission from those involved. A teacher or administrator may give permission for the digital recording of school activities and events (ie. sports game, spirit assembly, special presentation) where the participants are aware that they may be recorded. The online digital posting of classroom activity, and/or inappropriate student interactions (ie. student fight) is likely to have a negative impact on the school climate and/or violate the privacy of others who have not granted permission to be recorded, and as such requires teacher or administrative approval prior to being posted.

X - DETENTIONS

1. A teacher may assign a detention for class disruptions, incomplete homework, or repeated tardiness. Parents/Guardians will be contacted by the teacher.
2. It is the student's responsibility to report to detention with sufficient schoolwork.
3. It is the student's responsibility to arrange alternate transportation home if necessary; the school does not provide bus tickets.

XI – EXAMINATIONS

1. Examinations will not be re-scheduled for holiday convenience and all appointments must be scheduled so as not to conflict with the exam schedule. Please consult the school calendar for exact dates (for exams).
2. Written January and June exams will be kept on file in the school until the end of September of the same calendar year.

XII – RICH SUMMATIVE TASKS (RST)

In High School, the culminating task is a mandatory component of the student's summative evaluation. Since these are in-class assessments, students are expected to be in attendance on the scheduled date of the culminating task.

XIII – ELEVATOR KEYS

Elevator keys are available at the main office for those students who have sustained an injury and/or are unable to negotiate stairs. Elevator keys are \$10.00. Students must return the key to the office once they no longer require the use of the elevator. When the key is returned, students will be reimbursed the \$10.00 fee. Only students assigned keys are permitted to use the elevator.

XIV - HEALTH SERVICES

1. Students may request a consultation with a public health nurse, as one is not available on a regular basis.
2. In the case of a medical emergency, parents will be notified immediately.
3. If conditions so warrant, students will be transported by ambulance to a hospital, and parents notified.
4. School personnel are not permitted to dispense medication of any kind.

XV – FROM THE LEARNING COMMONS

Loan periods of materials are determined by the projects taking place. Reference material cannot be borrowed. Fiction may be borrowed for 2 week periods. Overdue fines are 20 cents per day per item borrowed.

Grade 7 and 8 students must have a Library Pass to use the facility during their lunch period. Students are asked to respect others' need for quiet while in the Learning Commons. The Computer Lab is to be used for research purposes ONLY. No food, drink or backpacks are permitted in the Learning Commons.

XVI - LOCKERS

1. Homeroom teachers assign lockers at the commencement of the school year and students will keep the assigned locker for the year. *Lockers are non-transferable between students and are the property of the school. Lockers may be opened by school administration at any time.* Materials displayed within lockers are subject to school approval.
2. A combination lock only must be used on the locker; the combination must be provided on my.mths.ca. Locker combinations are to be kept confidential and should not be shared between students.
3. The school is not responsible for lost or stolen articles.

XVII - LOST AND FOUND

Articles found should be deposited in the Lost and Found box located in the Atrium, outside the main office. Unclaimed articles will be sent to a charitable organization at the end of each month.

XVIII – PARKING

1. Student parking is available on the west parking lot. Students are not to park in staff areas or visitor spots.
2. The speed limit in the parking area is 10 km/hr.

XIX - LUNCH PERIOD

1. Students are expected to display proper and appropriate behaviour during the lunch period. Students may bring or purchase their lunch in the cafeteria. The server window (music wing hallway) provides cafeteria service to staff only & breakfast.
2. Students are expected to participate in keeping the cafeteria and other eating areas clean and tidy.

3. Lunch meals must be eaten in the cafeteria during the specified lunch period.
4. Grade 7 & 8 students may not leave the school premises during lunch. Further, students must bring outdoor clothing to the cafeteria to exit for outdoor recess following lunch. Students within walking distance to the school must receive school/parental permission to attend the lunch hour at home.
5. Since classrooms are in constant use during both lunch periods, students are not permitted on the third floor without teacher approval.
6. Food service closes midway through the lunch period.

XX - PARENT-TEACHER INTERVIEWS

Formal parent-teacher interviews will be scheduled by appointment following report cards/progress reports in November (grades 7-12), and in February (grade 7&8). A second set of high school Interviews will take place between Letters of Early Intervention and report card distribution in April. Should parents have concerns about student progress during the year, please contact the school.

XXI - PARENTAL PARTICIPATION

The assistance of parents is welcomed. Please inform the school if you wish to volunteer in any activity or school-sponsored initiative.

XXII - SCHOOL BOOKS AND MATERIALS

1. The Student Handbook has been developed to assist students with academic planning, organization and scheduling. Items and sections in the Handbook may not be deleted, removed or torn out.
2. Students are responsible for coming to class prepared with the necessary materials, (e.g. notebooks, textbooks, paper, pens, pencils).
3. Student notebooks should be neat, orderly and should comply with the applicable departmental and school policies.
4. Textbooks are the property of the school. They must be returned at the end of each course in much the same condition in which they were received. Textbooks that are lost or damaged have a replacement fee. Textbooks, report cards and student timetables may be withheld until payment is made.
5. Only students who have cleared accounts (e.g. textbooks, athletic fees) will be allowed to participate in school extra-curricular activities (e.g. Dances, athletics, weight room).

XXIII - SCHOOL CHAPLAINCY

Our school is a community of learners. Staff, students and stakeholders have unique talents to share. As part of the community, the Chaplaincy Leader works closely with others in the school community to assist in the general education of students within a spiritual framework. Celebration and service, two key elements of the spiritual life, are integral to the life of our Catholic school. The Chaplaincy Leader, in conjunction with students and staff, assists in the facilitation of these areas. Moreover, in addition to retreat work, the Chaplaincy Leader is available to students, parents, and staff for spiritual counseling. Finally, our Chapel is a quiet place designed for staff and student liturgies, reflection and personal prayer.

XXIV - SCHOOL DANCES

School dances may be held periodically throughout the school year as a social function for Mother Teresa Catholic High School students. Details and expectations for dances will be announced prior to the dance, and include the following:

1. If applicable, any guest must be authorized through the main office. Mother Teresa students are responsible for their guests' behaviour.
2. No lockers are available to students during the dance. A coat-check will be provided for bags and jackets.
3. Once a student leaves the dance area, the student will not be re-admitted.
4. Tickets are not sold at the door, and admittance will be restricted after 1½ hours.
5. The dance is a school event. All expectations regarding behaviour and language as outlined in The Standards of Behaviour and The Code of Conduct are in effect.
6. Students found in possession of, or under the influence of alcohol or drugs at any time during the school year, will not be allowed entry into school dances for a full year.

XXV - SCHOOL HOURS

1. Classes begin at 8:40 a.m. and end at 2:50 p.m.
2. Classrooms will be open 15 minutes prior to the commencement of classes and they will remain open at least 15 minutes after 2:50 p.m.
3. Upon the completion of the school day, unless students are participating in a school activity or supervised by a staff member, they are not to be in the school. If a student is waiting to be picked up by a parent, please have the student wait in the main office or atrium area to be picked up no later than 4 pm.

XXVI - STUDENT COUNCIL

During the 2016-2017 school year, the junior and senior student councils will collaborate on creative initiatives to foster school spirit and student-initiatives. The councils act as the official communication link between students and staff. Student council will initiate proposals, recommendations and decisions to engage a dynamic student body. Staff advisors will assist the student council. In addition, school administration will meet regularly with student representatives. Prior initiatives have included fund raising linked to social justice issues, semi-formal dinner/dance, theme weeks and lunchtime challenges. Students are encouraged to become involved in school life through student council.

XXVII - STUDENT FEE

A student fee of \$25.00 for grade 7 students and \$20 for students in grade 8-12 (maximum of \$40.00 per family) will be levied at the beginning of the school year to help support various student activities. All students will receive a Mother Teresa Student Identification Card. As well, grade 7 students will receive a copy of the Student Agenda/Handbook. This fee is requested by September 23rd, 2016.

XXVIII - EQUITY AND INCLUSIVE EDUCATION

As a school community we recognize that all people are created in the image and likeness of God and, as

such, all people have the right to be treated with dignity, respect and fairness. Our goal is to create a school environment where all individuals are treated with respect and dignity regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, or disability. In terms of religious accommodations, students have the right to request reasonable accommodations for religious beliefs and practices. Students must inform their teacher in advance of religious observances that are likely to conflict with classes and assessment activities. The provision of religious accommodations does not exempt the student from course requirements.

XXIX - STUDENT SERVICES DEPARTMENT

The Student Services Department is a multidisciplinary department consisting of:

- Guidance
- Special Education
- Co-operative Education
- Chaplaincy

Guidance Program

The guidance program is designed to help students:

- Understand and appreciate themselves
- Relate and communicate effectively with others
- Develop appropriate educational plans
- Explore career alternatives

Guidance teachers are available to provide assistance with any personal, vocational or academic concerns of individual students. Interviews with students may be conducted on a routine basis or at the request of students, parents, teachers or school administrators. Guidance teachers may also act as referral agents for students or parents requiring assistance of the Psychological Services Department of the Ottawa Catholic School Board or other community resources. *Students are encouraged to use their Mother Teresa High School App to book appointments with school guidance councilors.*

Peer Helping

Peer Helping at Mother Teresa High School is an organized program which provides opportunities for students to actively engage in helping other students. The Peer Helping Program will provide considerable assistance and support to many students especially the Grade 7 students. This program is based upon the premise that some students identify and learn from students their own age. Peer Helpers are responsible and possess the leadership abilities, helping skills, and caring attitudes needed to assist others. The work of Peer Helpers will be facilitated and monitored by a member of the Student Services Department, along with other staff members.

Tutoring Services

Tutoring services can be arranged through Student Services. Senior students who have expressed an interest in becoming a tutor are paired with younger students who need support. Arrangements regarding time, location, etc. are arranged between the individuals involved. Contact Student Services for further information.

Resource Department

The Resource Department provides services for exceptional students through a variety of strategies including in-class and withdrawal support for students experiencing academic difficulties and those qualifying for gifted programming. Students normally are identified through the Identification, Placement and Review process (IPRC).

Co-operative Education

Co-operative Education is a mode of learning which links school with practical work experiences in a professional setting. Senior students may consider co-operative education during their high school experience.

English Language Learners (ELL and ELD Programs)

Our school is blessed with great diversity. Mother Teresa High School is one of the several ELL Centres that offer ESL support within the Ottawa Catholic School Board. Our school is staffed with ELL teachers and trained teachers who support second language acquisition. At Mother Teresa we offer ELL support at both the Grade 7/8 and high school levels. The ESL program at Mother Teresa helps new Canadians to learn English and adapt to Canadian culture. At the high school level we offer five courses (ESLAO to ESLEO), as well as extra support in other subjects.

Course Load

Students in grades 9, 10 and 11 take a full program of 8 subjects.

Students in grade 12 are required to take a minimum of 6 courses, 3 each semester. To be eligible for study hall (a spare period for independent and quiet study), a grade 12 student must have acquired a minimum of 23 credits as of September of the school year in which they are requesting the study hall.

Policy for Course Changes

Students should note that under full disclosure Ministry of Education and Training policy, which came into effect September, 1999, all Grade 11 & 12 course attempts and results will be included on the student transcript. Course changes will not be permitted except for extenuating circumstances. These will only be granted on a space availability basis with the approval from school administration.

Policy for Course Level Changes (Gr. 9-12 courses only)

Level changes may be permitted up to five days following the mid-term report during each semester. When a level change occurs, the mark from the original course may carry over to the new one. There must be a real need to change levels and the following conditions are necessary:

1. Subject teacher and Department Head have been consulted,
2. Interview with a school counsellor is held,
3. Timetabling the change is possible,
4. Space exists in the course requested,
5. Approval of the Head of Student Services and school administration is given,
6. Parental approval for the transfer is given.

E-Learning

E-Learning options are available for some students who for various reasons require courses beyond what is available through the school. Students must meet with a guidance counselor to determine whether an e-Learning course is the appropriate delivery method for their timetable.

Policy on courses taken through Private e-Learning Schools

Students who enroll in e-Learning courses provided by a private school do so at their own risk and expense.

This school will only grant credits for courses delivered by a certified teacher in good standing with the Ontario College of Teachers. The student must obtain from the provider this standard of proof along with the evaluation report before a credit will be granted by the school.

It should be noted that most private e-Learning schools have late fees that the student must pay if the course is not completed within the time frame stipulated by the provider.

In addition to the cost of a course provided by a private e-school, the student is responsible to find and pay a valid Proctor. This could be a teacher, college or university official; an administrator in a testing center; public librarian; lawyer, doctor, professional engineer, minister, registered nurse or a chartered accountant. Relatives, friends, hired tutors or neighbors are not acceptable Proctors.

The school accepts no obligation for providing space for the proctoring of exams or tests. It is recommended that these take place at the closest public library.

XXX - VISITORS

1. All visitors to the school must report to the main office to sign in and obtain a visitor's pass. The visitor's pass must be worn at all times during the school visit.
2. Students are not permitted to bring guests or visitors to school during regular school hours, including the lunch hour.
3. Friends or relatives of students are not permitted to attend classes.

XXXI - WITHDRAWAL

Any student withdrawing from Mother Teresa must complete a withdrawal form in the Student Services office. The student's locker must be cleaned out and all books must be returned to the subject teacher. The appropriate school personnel must sign the withdrawal form to complete the process. No transcript will be issued until the withdrawal procedure is completed.

XXXII - CARE OF SCHOOL AND GROUNDS

The staff and students at Mother Teresa are very proud of our facility. We encourage everyone to take personal responsibility for keeping the school and grounds properly maintained.

XXXIII – 7/8 & HIGH SCHOOL CLASS SCHEDULES

High School Schedule

Homeroom	8:40-8:50
Period One	8:50-10:05
Period Two	10:10-11:25
Period Three	12:15-1:30
Period Four	1:35-2:50

7/8 Schedule

Homeroom	8:40-8:50
Period One	8:50-9:40
Period Two	9:42-10:32
Period Three	10:40-11:30
Period Four	11:32-12:22
Period Five	1:08-1:58
Period Six	2:00-2:50

CODE OF CONDUCT

Mother Teresa High School is a school that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. We recognize that all people are created in the image and likeness of God, and as such, all people have the right to be treated with dignity, respect and fairness.

Mother Teresa High School's Code of conduct sets clear standards of behaviour that apply to our students as well as all individuals involved in our school community (parents, volunteers, teachers, and other staff members). These standards apply whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate.

Students:

Students are to be treated with respect and dignity. In return, through acceptable behaviour, they must demonstrate respect for themselves, others, and the environment. Students must also act as responsible citizens. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn;
- shows respect for himself or herself, for others, and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own actions.

Parents:

Parents play an important role in the education of their children and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed, 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;
- show that they are familiar with the provincial code of conduct, the Board's 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 involving their child.

The complete school code of conduct along with the progressive discipline plan can be found on the school website. Copies can also be requested from the main office.

Staff and students at Mother Teresa Catholic High School are encouraged to strive towards self-discipline and continuous growth. Our key words are *LOVE AND DIGNITY*. Students are expected to behave in a manner that facilitates and generates respect in the community.

The Code of Conduct applies to all Board-sponsored events and school activities that may occur outside regular school hours.

Did you know?



- Giving a cigarette to a friend under 19 could cost you \$385.
- If you are under 19, buying tobacco from a retailer could cost the salesperson \$365.
- Smoking anywhere on school property including sitting inside a vehicle could cost you \$305.

The Smoke-Free Ontario Act is designed to reduce the number of children and teens who start smoking and to protect Ontarians from second-hand smoke.

Know the Law and Protect Yourself.



Hockey With Bite.

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NOT TO KIDS!

Supplying tobacco to anyone under 19 is against the law

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"Be kind and merciful. Let no one ever come to you without leaving better and happier" Mother Teresa