ASSUMPTION COLLEGE SCHOOL

257 Shellard Lane
Brantford, ON N3T 0M7
Phone: 519-751-2030
Website: www.assumptionlions.com

ADMINISTRATION

Principal ..... Mr. Darren Duff
Vice Principal ..... Mr. Marek Deska
Vice Principal ..... Mrs. Tania Flynn
Vice Principal ..... Ms. Camila Baginski

ASSUMPTION COLLEGE SCHOOL
MISSION STATEMENT

Assumption College School
is our Catholic learning community
where we strive for excellence
and we work to become respectful,
responsible individuals
who are ready to serve our world
in the spirit of Christ.

Assumption College School is a Catholic learning community. The community consists of students, faculty, staff, and parents, all sharing a common vision – a vision based on Catholic values and practices. As lifelong learners, we strive to achieve excellence. We recognize that as we journey together as Christians, we promote mutual respect, and we serve the needs of each other. This perception of ourselves creates a community which respects the rights and responsibilities of each of its members.

The administration of Assumption College School extends an open invitation to all parents, guardians, and students to discuss problems which may arise from time to time concerning the behavioural expectations of the school community. It will always be the intent of our school to seek the cooperation of staff, students, and parents as we find solutions which will meet the needs of each individual.

QUAE SURSUM SUNT QUAERITE
SEEK THAT WHICH COMES FROM ABOVE

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Message from the Director of Education



Message to Families,

At the Brant Haldimand Norfolk Catholic District School Board, we endeavour to provide the highest quality education for your child – and believe that the journey is a shared experience of encounter involving the home, school and parish.

As we continue our history of excellence in student achievement, we do so in an inclusive environment that values the voice of our parents and community and that encourages participation through input and collaboration. Your local Catholic School Advisory Council and the Regional Catholic Parent Involvement Committee are both ways to become involved.

It is a great honour to be entrusted with the education of your child throughout his/her journey. Working together, we can ensure high levels of academic excellence, as well as the successful completion of the Ontario Catholic School Graduate Expectations.

Yours in Christ,
Mike McDonald
Director of Education

Brant Haldimand Norfolk Catholic District School Board

Assumption College School Trustees

The Brant Haldimand Norfolk Catholic District School Board is comprised of six trustees who represent families across the Counties of Brant, Haldimand, Norfolk and the City of Brantford.
Trustees work collectively to represent the voice of their communities and uphold the values that guide Catholic education. For more information and to identify the trustee in your area, visit the Board of Trustees page on the BHNCDSB website.

OUR COMMUNITY PARISHES

Blessed Sacrament Catholic Church
Rev. Andrew Czarny
181 King Street West, Box 219
Burford, ON N0E 1A0
Tel: 519-449-5143

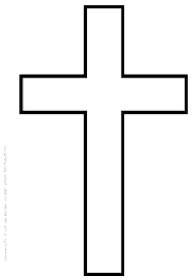
St. John the Baptist Ukrainian Catholic Church
Rev. Don Dudar
92 Terrace Hill Street
Brantford, ON N3R 1G3
Tel: 519-751-3990

St. Anthony Daniel Catholic Church
Rev. Andrew Czarny
57 Simcoe Street, Box 29
Scotland, ON N0E 1R0
Tel: 519-446-2911

St. Joseph Catholic Church
Fr. Piotr Jurzyk
235 Brant Avenue
Brantford, ON N3T 3J4
Tel: 519-752-2772

St. Basil Catholic Church
Fr. Lawrence Parent
50 Palace Street
Brantford, ON N3T 3W9
Tel: 519-752-0361

St. Mary's Catholic Church
(Our Lady of Assumption)
Rev. Laszlo Amaszka
133 Murray Street
Brantford, ON N3S 5P8
Tel: 519-753-7316



CHAPLAINCY:
CREATING AN INCLUSIVE CATHOLIC SCHOOL COMMUNITY

School Chaplaincy Leader – Ms. Debra Sheldrake, ext. 14259

St. Paul says in his letter to the Romans: “For just as each of us has one body with many parts, and not all parts have the same role, so we, though many, form one body in Christ. Each of us belongs to all the others. We each have different gifts, according to the grace God has given us.” (Romans 12:4–6)

This reminds us that each of us has something special to offer—gifts, talents, and perspectives that make our school and world better when we share them. We’re all connected. We belong to each other. And we’re called to lift one another up. God made you exactly as you are and loves you exactly as you are. Diversity is a strength, and unity isn’t about being the same—it’s about showing up, together, as your true self, part of one human family.

Chaplaincy is all about building a caring spirit of inclusion where every student feels welcome and seen, where diversity is celebrated, friendships are formed, and real connections are made—between students, staff, and God. Through fun activities, deep conversations, quiet moments, and the shared joys and surprises of community life, the chaplain creates space for students to experience the love and example of Christ in everyday ways.
Whether it’s retreats, student conferences, social justice projects, prayer gatherings, or just dropping by for a chat, chaplaincy is here for you. Need to talk? Have questions? Going through something tough? You’ve got support that’s caring and confidential.
Most of all, chaplaincy is a safe place to be your amazing and totally unique self—while discovering who God created you to be.

Assumption Family of Schools

Blessed Sacrament
King St., W., Box 149
Burford, ON N0E 1A0
519-449-2984

Holy Cross
358 Marlborough St.
Brantford, ON N3S 4V1
519-756-5032

St. Basil
365 Blackburn Drive
Brantford, ON N3T 0G5
519-752-4111

Pope Francis
100 MacLachlan Avenue
Caledonia, ON N3W 1V3
782-297-0061

St. Peter
175 Glenwood Dr.
Brantford, ON N3S 3H1
519-752-1611

St. Gabriel
14 Flanders Dr,
Brantford, ON N3T 6M2
519-756-4706

Notre Dame
35 Braemar Ave.
Caledonia, ON N3W 2M5
905-765-0649

Madonna Della Libera
120 Ninth Ave.
Brantford, ON N3S 1E7
519-753-5283

St. Patrick's
81 Orkney St., E., Box 280
Caledonia, ON N3W 1L3
905-765-4626

St. Theresa
12 Dalewood Ave.
Brantford, ON N3T 5L7
519-753-8953

Brant Haldimand Norfolk Catholic District School Board
322 Fairview Drive., Brantford, ON N3T 5M8
Phone: 519-756-6369
www.bhncdsb.ca

Director of Education and Secretary ..... Mike McDonald
Superintendent of Business and Treasurer .....Rajini Nelson
Superintendent of Education..... John Della Fortuna
Superintendent of Education.....Kevin Greco
Superintendent of Education.....Michael Lawlor
Superintendent of Education……Phil Wilson

2026-2027 SCHEDULE
DAILY SCHEDULE
(All students must be present in class no later than 8:50am)

REGULAR DAILY SCHEDULE

TIME	PERIOD	DURATION
**** 8:45 WARNING BELL****		
8:50 A.M. – 10:15 A.M.	**PERIOD 1 AND ANNOUNCEMENTS**	**85 MINUTES**
10:15 A.M. – 10:25 A.M.	***TRAVEL***	**10 MINUTES**
10:25 A.M. – 11:40 A.M.	**PERIOD 2**	**75 MINUTES**
11:40 A.M. – 11:45 A.M.	***TRAVEL***	**5 MINUTES**
GRADE 10		
11:45 A.M. – 12:25 P.M.	GRADES 10 - LUNCH	40 MINUTES
12:25 P.M. – 1:40P.M.	**GRADE 10 - PERIOD 4/5/6**	**75 MINUTES**
GRADE 9		
11:45 A.M. – 12:25 P.M.	**GRADE 9 – PERIOD 3**	**40 MINUTES**
12:25 P.M. – 1:05P.M.	GRADE 9 – LUNCH	40 MINUTES
1:05 P.M. – 1:40 P.M.	**GRADE 9 – PERIOD 6**	**35 MINUTES**
GRADES 11 AND 12		
11:45 A.M. – 1:00 P.M.	**GRADES 11&12 – PERIOD 3/4**	**75 MINUTES**
1:00 P.M. – 1:40 P.M.	GRADES 11 & 12 - LUNCH	40 MINUTES
1:40 P.M. – 1:45 P.M.	***TRAVEL***	**5 MINUTES**
1:45 P.M. – 3:00 P.M.	**PERIOD 7**	**75 MINUTES**

LITURGY SCHEDULE

TIME	PERIOD	DURATION
**** 8:45 WARNING BELL****		
8:50 A.M. – 10:00 A.M.	**ANNOUNCEMENTS FOR ALL (10 MIN)** **PERIOD 1 FOR GRADES 10 AND 12** **MASS FOR GRADES 9 & 11**	**70 MINUTES**
10:00 A.M. – 11:00 A.M.	**PERIOD 1 FOR GRADES 9 & 11** **MASS FOR GRADES 10 & 12**	**60 MINUTES**
11:00 A.M. – 11:10 A.M.	***TRAVEL***	**10 MINUTES**
11:10 A.M. – 12:10 P.M.	**PERIOD 2**	**60 MINUTES**
GRADE 10 12:10 P.M. – 12:50 P.M **12:50 P.M – 1:50 P.M**	 GRADE 10 – LUNCH **GRADE 10 – PERIOD 4/5/6**	 40 MINUTES **60 MINUTES**
GRADE 9 **12:10 P.M. – 12:40 P.M.** 12:40 P.M – 1:20 P.M **1:20 P.M – 1:50 P.M**	 **GRADES 9 – PERIOD 3** GRADE 9 – LUNCH **GRADE 9 – PERIOD 6**	 **30 MINUTES** 40 MINUTES **30 MINUTES**
GRADES 11 AND 12 **12:10 P.M. – 1:10 P.M.** 1:10 P.M – 1:50 P.M	 **GRADES 11 & 12 - PERIOD 3 / 4** GRADES 11 & 12 – LUNCH	 **60 MINUTES** 40 MINUTES
1:50 P.M. – 2:00 P.M.	***TRAVEL***	**10 MINUTES**
2:00 P.M. – 3:00 P.M.	**PERIOD 7**	**60 MINUTES**

LIBRARY LEARNING COMMONS

Teacher/Librarian – Mrs. Carissa Engell
Library Technician – Mrs. Anita Santos

- Hours: 8:00 am – 3:30 pm, unless otherwise posted
- Book loan length – 1 month
- The Library is an ideal location to research and study. All are welcome to join the Book and the Library Advisory Council. Both clubs start the first week of October. See a librarian for more information.

ACTIVITY FEE

2026-2027 Fee:

- **$75** paid at time of registration for Gr.9 students and new registrations to Assumption College School (includes lock)
- **$65.00** paid at time of registration for returning Gr. 10, 11 and 12 student's

Includes: yearbook, school calendar, photo ID card, library services, athletic teams/clubs/groups and extra-curricular events. Casual Dress Days as noted on the school calendar. Subsidies provided to Student Council, Athletic Society and Chaplaincy.

Refund Schedule – Full refund up to and including September 1, 2026; During Semester 1 – a maximum of $10.00 refund; During Semester 2 – no refund is available. Full refunds will be granted if proof of acceptance at post-secondary program.

TEXTBOOKS/INSTRUCTIONAL MATERIALS

- Provided to students for the duration of the course
- Students are responsible for the condition of the materials while they are in the students' care
- Loss or damage to materials:
  1. Semester 1: **Restitution must be made before exams written. No additional materials will be issued.**
  2. Semester 2: **Restitution must be made within 5 days following the end of the semester.**

Parents who wish to make repayment arrangements are asked to contact an administrator at 519-751-2030.

SECURITY CAMERAS

Video cameras are located throughout the school. The cameras encourage students and visitors to respect each other and our facilities.

CODE OF CONDUCT

The Code of Conduct is the result of consultation with the shareholders of the school including students, faculty, staff, parents, senior administrators, and the Board of Trustees. The purpose of the Code is to provide clarity and to assist in providing a safe learning environment.

PROGRESSIVE DISCIPLINE POLICY

In accordance with the Education Amendment Act (Progressive Discipline and School Safety), 2007, a principal shall consider suspension or expulsion for certain activities engaged in by a student while at school, at a school-related activity, or in any other circumstances where engaging in the activity will have an impact on school climate. Our focus is on changing inappropriate, destructive and/or unsafe conduct within a progressive framework.

At Assumption College School, several interventions are used to change behaviour. These include, but are not limited to, a teacher-student conference, teacher-parent contact, and reparation for damages, restorative justice, counselling, detention, and suspension.

BEHAVIOUR	INTERVENTIONS / CONSEQUENCES
CELL PHONES, EARBUDS, AND OTHER ELECTRONIC DEVICES	Cell phones / electronic devices are not to be visible in any classroom. Unless directed specifically by the classroom teacher. · Cell phones are to be stored out of view and silenced or powered off, as directed by the classroom teacher · Teachers may allow the use of cellphones for educational purposes; this is at the discretion of the teacher. · Cell phones are not to be visible or used in washrooms and Phys Ed changerooms. · Cell phones which are visible in any disallowed location will be taken by the teacher and managed through the following progressive discipline steps: If a student refuses to turn over their cellphone they will be directed to the office. o First infraction-Stored by teacher for the instructional period and returned to student at the end of the period. Parent contacted by teacher. o Second and subsequent infractions -Student sent to the office with their device for appropriate consequence which may include suspension.
OPPOSITION TO AUTHORITY & RESPECT TO AUTHORITY i.e. failure to comply, failure to give your name to a staff member, refusing to report to the office, not following the directions or instructions given by a staff member	· If a student is oppositional or defiant to a staff member, administration will be involved immediately. Discipline and consequences will be up to the discretion of the administrator. · Consequences can range from school discipline to the possibility of suspension. · School discipline can include detentions, loss of privileges, apology to the staff member, etc. · A student's refusal to give his or her name to a teacher may result in a suspension. · A student's failure to report to the office when directed may result in a suspension.

TRUANCY	· Students must attend all assigned classes. All assemblies and liturgies are an integral part of our Catholic educational curriculum and attendance is expected. · Consequences for truancy can range from school discipline to the possibility of suspension. · School discipline may include detentions, loss of privileges, etc. · A student's failure to serve school consequences may result in a suspension.
PROFANE LANGUAGE	· Profane/inappropriate language (in classroom or hallway) will be addressed by a staff member. The student will be referred to the administration. Discipline and consequences will be up to the discretion of the administrator. · School discipline can include detentions, loss of privileges, apology to teacher, etc. · Profane/inappropriate language directed towards a staff member by a student will result in a suspension.
BULLYING/ HARASSMENT This includes: Cyber-Bullying and any forms of social media, i.e. Twitter, Snapchat, Instagram	· All bullying will be referred to administration. · School consequences may apply to incidents that occur outside of school hours that influence the atmosphere of the school. · The administrator will investigate the incident. Consequences and discipline will be left to the discretion of the administrator. · Discipline can range from school consequences to possible suspension and police involvement. · The victim and perpetrator may be referred to the school's social worker. · The victim and perpetrator may be asked to participate in a restorative justice session.
HALLWAYS	· During classes, students should not be in halls. Teacher permission is required for leaving the classroom. · Students on spare should be in the library or cafeteria. · No food or drink in halls. · Students who are oppositional or defiant to a staff member in the hallways will be referred to administration immediately. Discipline and consequences will be up to the discretion of the administrator.
VANDALISM i.e. intentional damage to school property.	· The following are possible consequences for students caught vandalizing school property · Restitution- pay/repair/clean up · Suspension · Police Involvement
THEFT	· Students caught stealing will be suspended. The police may also be involved. · The student will be responsible for full restitution/payment or the return of the stolen item. · Students are strongly encouraged not to leave valuables in the change rooms. · Students are required to lock their lockers with an ACS lock.

PARKING ISSUES i.e. unsafe driving in the parking lot, unsafe interactions with vehicles, loitering in the parking lot, improper parking, parking in cross-hatched sections, improper use of vehicle on school property (squealing tires, honking, etc.)	· All students must register the vehicles that they drive with the school (all license plates of vehicles driven must be registered). ACS Parking passes will be issued upon registration. Parking passes must be visible on all cars in the ACS parking lots. Assumption College School is not responsible for lost, stolen items, or for damaged incurred to vehicles. · **Parking of student vehicles at Assumption College is a privilege.** The following are possible consequences for students who drive unsafely in the parking lot, engage in unsafe interactions with vehicles, improper parking, or loiter in the parking lot: · Removal of parking privileges · Police involvement · Suspension
SMOKING or VAPING ON SCHOOL PROPERTY	-Smoking and vaping is not permitted on school property. Cigarettes and vapes should not be visible in the school or in parked vehicles on the property. These items will be confiscated, and a parent will be notified. Confiscated items will not be returned to an individual under the age of 19. -Any student in possession of vapes, refill cartridges, tobacco or cannabis products will be referred to Administration for progressive discipline. -Anyone caught smoking or vaping on school property will face discipline consequences with a suspension from the school and may include a $300 + fine from the Health Unit.
ALCOHOL AND ILLEGAL SUBSTANCES AT SCHOOL OR WHILE INVOLVED IN A SCHOOL RELATED ACTIVITY (i.e. Dances, Retreats, Field Trips)	· The abuse of drugs and alcohol is a not conducive to a positive learning environment in our educational community. The distribution and sale, possession and being under the influence of either will result in discipline consistent with Board policies. · The minimum consequence will be a three-day suspension. Repeat offenders will face severe discipline. · Despite the legalization of marijuana, it is still prohibited to distribute, to possess, or be under the influence of marijuana while at school or while representing the school. · Offending students may be required to enter a counseling program as part of their return to school. · Counseling services are available for students seeking personal help in the area of substance abuse.

ATTENDANCE

The Ministry of Education states that attendance in classes is mandatory and that a student is excused from school only by reason of sickness or other unavoidable causes. It is our strong belief that parents should only excuse an absence when absolutely necessary. Consistent attendance is essential to student success.

All missed class work and assignments must be completed. **NOTE: These practices are essential to effectively monitor student attendance and to provide accurate attendance information on which to base the daily automated phone calls.*

GENERAL INFORMATION

1. Students are to be in homeroom at **8:50 am**
2. Absences must be reported by a parent or guardian, prior to 8:45am
3. **In a situation where a student does not provide parent contact or a note, or parent has not called, the student will be required to call home before the student will be permitted to resume classes. Any uncleared absences will be marked as TRUANT until a parent has cleared the absence.**
4. An automated phone message will be sent to the home to advise the parent/guardian of an unexplained absence.

ABSENCES FROM SCHOOL

Parents are expected to inform the School of an intended absence **prior to 8:45 am**



1. If your son or daughter is NOT going to be at school for any reason, use the School Messenger APP prior to 9:00 a.m. To use School Messenger APP:
2. Website: www.go.schoolmessenger.ca or
3. APP: Download from app store, search School Messenger
4. Toll-Free: 1-844-445-4381
5. Or phone the school: 519-751-2030 ext. 14227 (this line is available 24 hours a day, 7 days a week)
6. In the event that a parent has not reported the absence, a note or a phone message must be provided upon student return.
7. Students who are **18 years of age** may excuse themselves by signing out or calling in their absences. However, students still require proof of a valid reason for missing classes (i.e. Appt. slip) especially on assessment days. 18+ students must get a form from the office to complete to clarify parental consents.

NOTE: The student will be recorded as unexcused, until the absence has been explained.

SIGNING OUT DURING THE DAY: (for illness or appointments only)

1. Provide notice in writing or by phone to the attendance office before 8:45 am
2. Students must record their name and departure time on the **"Sign-Out Sheet" (green sheet)** in the attendance office. A Release Slip will be issued.
3. Students can not remain at school or at school events if signed out of school.
4. Students must be off school property immediately after sign out time or wait in the office until parent arrives.

NOTE: Absences not handled in this manner will be recorded as "Unexplained Asence"

SIGNING IN DURING THE DAY:

1. Provide parental consent through the **School Messenger APP,** in writing or by phone to the attendance office
2. Student must record their name and arrival time on the **"Sign-In Sheet" (purple sheet)** in the attendance office immediately upon arrival. An Admit Slip will be issued.

LATES: Late-to-class is defined when the student does not arrive on time or prepared for class. Seven (7) lates may result in administrative discipline, including, suspension.

EXTENDED ABSENCES FOR STUDENTS

1. While we fully support quality family time, taking students out of school for extended absences during school time is greatly discouraged.
2. Research shows that students who miss several classes over a semester often seriously compromise their success in school.

A Request for Temporary Absence form is to be completed if a student is going to be absent for 5 days or longer. The form must include the departure date, the end date, and the reason for the absence, and be delivered to the Vice Principal for signature.

UNIFORM

The uniform we wear at Assumption College School is a vibrant symbol of "our Catholic learning community where we strive for excellence" as outlined in our Mission Statement. Therefore, the manner in which we wear our uniform indicates how authentic we are in our commitment to be both respectful and responsible.

THE EXPECTATIONS ARE:

- **IN SCHOOL = IN UNIFORM…INCLUDING LUNCH HOUR**

Consequences for uniform infractions – students will not be admitted to class.

If a student is missing a uniform part, the following options are available:

- **Call home** to have the missing uniform part delivered, or
- student is **sent home** to replace the missing uniform part, or
- borrow an item from the **used uniform** supply of Assumption College School and return to the school the next day (if available – note this supply is very limited)

Consequences for persistent uniform infractions – may include not being admitted to classes, lunch detentions, suspension for opposition to authority.

Out of uniform pieces may be confiscated until the end of that school day. Excessive opposition to the school uniform policy may result in parent/guardian requirement to pick up the non-uniform items.

Important – all students:

- Hats/bandanas should be removed immediately upon entry to the building
- Theme jewelry that challenges our values is unacceptable (jewelry that suggests domination, promotes violence, alcohol or drugs is unacceptable).
- Non uniform sweaters and jackets may not be worn in the building. A direct route and timeliness is expected for their removal. They should be stored in the student's locker.
- No backpacks or bags are permitted in any classroom or in cafeteria. Female students may bring a small purse to class. (No larger than 25 cm x 25 cm.)
- Black shoes are part of the uniform and must be worn in the building at all times (ie: during the school day includes lunch hour).

UNIFORM PURCHASES:

1. McCarthy Uniforms Store – 125 Nebo Road, Hamilton
2. Online at www.mccarthyuniforms.ca
3. Phone at 1-800-668-8261

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Uniform Policy Table

- All items indicated with an asterisk (*) are to be manufactured by McCarthy Uniforms.
- Uniform parts must be worn as purchased, not significantly altered in length, shape or constructions and maintained in good repair.

Options: Uniform Basics *All essential uniform pieces must be R.J. McCarthy	Description
***Navy or burgundy golf shirt (long or short sleeve)**	- monogrammed (ACS) - may be worn alone or under pullover, cardigan or vest - layering of golf shirts is NOT permitted (i.e. long sleeved shirt under a short sleeved shirt) -navy or plain white undershirt only (worn under shirt). No visible logos.
***Rugby shirt**	- striped, embroidered with ACS crest - plain white or navy undershirt only (worn under shirt). No visible logos.
***Dress pants**	- grey or navy, hemmed, unmodified, not rolled as capris or tucked in socks - waistband worn at the waist
***Kilt** (please be aware this item will be phased out in the 2027 school year)	- no shorter than 4 inches (10 cm.) from the knee (hem below bottom of fingertips extended down sides) - waistband worn at the waist - absolutely no rolling up of kilt - black shoes or sandals must be worn with kilt (NO boots)
***Shorts**	- navy, no shorter than 4 inches (10 cm.) from the knee - waistband worn at the waist - black shoes or sandals must be worn with shorts (NO boots) - NO rolling of shorts
***V-neck pullover**	- navy, knitted, monogram (ACS) -if an undershirt is worn, it must be plain white or navy . No visible logos.
***1/4 Zip-up sweater (knitted or cotton)**	- navy, monogram (ACS) -if an undershirt is worn, it must be plain white or navy . No visible logos.

Options: Uniform Basics *All essential uniform pieces must be R.J. McCarthy	Description
***Full Zip mockneck sweater (knitted or cotton)** (please be aware this item will be phased out in the 2027 school year)	- navy, monogram (ACS) -uniform shirt must be worn underneath the full-zip
***Uniform hoodie**	- navy, monogram (ACS)
Undershirt and/or turtleneck	- plain white or navy undershirts only with no visible logos or writing - can be worn under oxford shirt, golf shirt, or rugby shirt - undershirt may not be visible below cuff or hem of uniform shirt
Belt	- solid black or dark brown - through all loops at waist, worn with pants or shorts only - belts must be worn within the moral tone of the school
Accessories	-small, in good taste, not detracting from the uniform nor drawing undue attention to the accessory, no scarves, no head bandanas, head bands must not exceed max of 1 cm wide.
Tights/nylons	- white, navy, grey, black, maroon, or flesh tone, solid colours only - must have feet (no footless leggings) - may be worn with kilt
Socks	- white, navy, grey, black or maroon, base colour (do not need to be solid) - must be worn below the knee (when worn with kilt or shorts)
Shoes	- solid black shoes worn in good repair with black laces. NO logos. No CROCS - NO slides, flip-flops or plastic styles
Sandals	- solid black or dark brown dress or Birkenstock-style sandals (school approved) - NO slides, flip-flops or plastic styles

Non-Uniform Days:

Theme days and Casual Dress Days clothing must be clean, modest and appropriate. This policy is in effect for school dances, trips and casual dress days. Failure to comply with guidelines for non-uniform days will result in the student calling home to remedy the situation. If a remedy cannot be found, the student will not be permitted to class. Theme jewelry that challenges our values is unacceptable (jewelry that suggests domination, promotes violence, alcohol or drugs is unacceptable).

Failure to follow the daily school uniform or other school expectations may result in loss of future Casual Dress Days.

Spirit Wear Days:

- Students are expected to be in spirit wear OR in complete uniform
- Spirit wear tops include any team jersey, any Lions Inc., spirit wear purchased through student council or School Cash Online or shirts from any clubs or former ACS events worn in good repair and unaltered
- Spirit wear bottoms must be spirit wear sweat pants, spirit scrubs or sports teams pants or shorts (not regular gym clothes).

ONLINE ETIQUETTE

A friendly reminder that all online communication is expected to be respectful and appropriate. At BHNCDSB we encourage staff, students and parents to T.H.I.N.K. Before you post/tweet/reply ask yourself: Is it TRUE? Is it HURTFUL? Is it ILLEGAL? Is it NECESSARY? Is it KIND?

Online activity that is not in support of the Board's policies, procedures and appropriate online etiquette will be addressed by the school administrator. You may also be asked to take a conversation 'offline' if the content is not appropriate in a public forum.

LOCKERS

- Lockers are the property of the school and therefore, the school administration reserves the right to inspect lockers at its discretion. Lockers may be inspected to protect the health and safety of the school community.
- Students will be assigned lockers. Permission must be granted by the Vice-Principal, to change location.
- For security and maintenance reasons, only locks purchased from the school may be used on lockers. (purchase price is $15.00 through School Cash Online).
- All locker damage must be reported to the Vice-Principal immediately to avoid being held responsible for damages. The students responsible for damages will be expected to make restitution.
- Students are strongly advised to keep their locker combinations confidential. If confidentiality has been lost, students should see the Vice-Principal ASAP.
- Backpacks are not permitted to be brought into classrooms and must be kept in the student's locker.
- **Students are expected to lock their lockers.**

PARKING

Parking areas are clearly designated for the use of students and staff. **There are handicapped and daycare parking located at the front of the building. Please watch for these spaces and avoid parking in them**. Student parking is offered however, this privilege may be removed should abuse in any form occurs.

STUDENT PARKING

Parking at the school is a privilege and as such, students:

- Must drive safely at all times
- May only park in the designated student parking area
- May **not** sit in their cars or allow others to do so while it is parked in the designated student parking area
- May **not** loiter around their cars or other cars in the student parking lot
- **May not play music in their cars in the parking lot**
- **May not smoke/vape in their cars in the parking lot**
- May **not** swerve past the speed bumps
- May **not** drive through the bus zone while they are loading or unloading students

Students must register their vehicle in the main office to receive an ACS Parking Permit. The deposit for this pass is $5.00. ($5.00 will be returned if the parking permit is returned to the school office in June after the start of exams).

If any of the above conditions are violated, students may lose their parking privileges and/or have the vehicle trespassed from the Assumption College School property. These conditions are being enforced to promote and support student safety in the parking area.

DANCES/ACTIVITIES

Following are rules that will be enforced for all school dances/activities throughout the school year:

1. The use of drugs or alcohol is prohibited. Any person suspected of being in an unfit condition will be refused admission to the dance. Further action may be taken with respect to suspension from school and/or police involvement.
2. After a specified time, no one will be admitted to the dance unless special permissions was granted in advance.
3. Anyone who leaves the dance will not be re-admitted.
4. Anyone displaying disorderly conduct may be asked to leave the school premises. If there is refusal to leave, suspension may result. **Disorderly conduct includes suggestive dancing or touching.**
5. No student from another school will be allowed to enter a school dance without a sign-in sponsor from ACS. **One sign-in is permitted per ACS student**. The ACS sponsor is responsible for the behaviour of their guest.
6. Appropriate dress – see Uniform Policy: Non-Uniform Days.

ACADEMICS

Intellectual Honesty and Plagiarism:
Plagiarism is the use or close imitation of the language or thoughts of another, without referencing, in order to represent them as one's own original work (Growing Success 151). This also includes AI generated work and claimed as one's own.

- We expect intellectual honesty at all times.
- Consequences will be determined by the classroom teacher in consultation with the student's Vice Principal. Consequences for plagiarism may include, but are not limited to any combination of the following:
  a. Verbal or written reprimand
  b. Contact of parent
  c. Student asked to redo assignment
  d. Record an "Incomplete" for the assignment
  e. Assign an alternate assignment
  f. Suspension
  g. Report in OSR

- Plagiarism may occur in a number of ways:
  a. Copying all or part of another student's homework, assignment, essay, project, test, etc.
  b. Having someone do all or part of your homework, assignment, essay, etc. and submitting the work as your own.
  c. Superficial paraphrasing of someone's ideas or writing and submitting them as your own.
  d. Using someone's ideas in your assignment, essay, etc. whether quoted directly or written in your own words, without proper acknowledgment (e.g. using internet material without acknowledging the source).
  e. Submitting as your work an essay, project, assignment etc. obtained from an internet site.

  NOTE: In order to avoid distraction, all cell phones in the classroom may be collected by the classroom teacher prior to tests and exams.
- Students found using cell phones/electronic devices will be addressed according to academic dishonesty.

Assumption College's Academic Dishonesty Policy reflects a continuum of behavioural and academic responses and consequences, based on at least the following four factors:

1. the grade level of the student,
2. the maturity of the student,
3. the number and frequency of incidents, and
4. the individual circumstances of the student.

If a teacher suspects academic dishonesty, the teacher will follow this procedure:

1. Consult with the Department Head to determine if there are sufficient grounds to proceed
2. If there are sufficient grounds, discuss the matter with the student and allow the student to provide explanation
3. Consult an administrator to determine whether there should be a consequence and what an appropriate consequence would be for the infraction
4. Inform both the student and the parent of the consequence

If a student is uncertain whether his/her efforts might constitute academic dishonesty, it is the responsibility of the student to check with the teacher before completing and submitting his/her assignment for evaluation.

EVALUATION:

- Students are informed at the beginning of each course as to how they will be evaluated
- Evaluation of student progress is a continuous process and involves a variety of activities
- It is vital that teachers and parents work together to monitor and support student progress

The reporting dates for the 2026-2027 school year (which may also be found on the school calendar) are as follows:

Semester 1:	Progress Reports (emailed to parent)	October 21
	Mid Term Report Card (emailed to parent)	Week of November 23
	Final Report Card (emailed to parent)	Week of February 15
Semester 2:	Progress Report (emailed to parent)	March 24
	Mid Term Report Card (emailed to parent)	Week of May 3
	Final Report Card (emailed to parent)	Week of July 5

Parents may contact the school – 519-751-2030 – to speak to the teacher and/or arrange an interview to review student progress.

HOMEWORK:
Homework includes: completion of daily class assignments, review of work, previewing work to be done and preparation and research for projects, essays and long-term assignments.

ACS STYLE GUIDE:
Please refer to the ACS website, under the tab of "Students", for the link to OWL Purdue Writing Lab for the Proper Citation Chart showing the APA, MLA and CHS style guides. MLA guide information available on last page of this agenda.

EXAMS:
Students are required to write every exam for which they are scheduled. Failure to write an exam without verified, written emergency or medical statement will result in a mark of zero. Parents may request rescheduling of final examinations for medical reasons only and must contact administration.

TIMETABLE CHANGES

Course termination for legitimate reasons, after the semester deadline which appears on the School Calendar, will require the permission of parent, counselor and an administrator.
Full Disclosure: If a student withdraws from a Grade 11 or 12 course (including a student with an IEP) **on or before** 5 instructional days following the issuance of the first provincial report card, the **course will not be recorded** on the transcript. If a student withdraws from a Grade 11 or 12 course **after 5** instructional days following the first provincial report card, a **"W" is entered** in the credit column and the student's **mark** at the time of withdrawal is expressed **as a percentage** in the achievement column. If a student repeats a Grade 11 or 12 course, each attempt and its mark will be recorded on the Ontario Student Transcript (OST) however only one credit will be granted. The course with the **lower mark** will have an **"R" entered** in the credit column.

ASSUMPTION COLLEGE SCHOOL HONOUR ROLL:

Students who qualify for Principal's Honour Roll must achieve:

- Students in Grades 9 and 10 – 80% average in minimum eight courses and be recognized as a full-time student as defined above from September – June.
- Students in Grade 11 - 80% average in minimum eight courses and be recognized as a full-time student as defined above from September - June, unless permission for a reduced courseload is given by the principal.
- Students in Grade 12 – 80% average in minimum six courses and be recognized as a full-time student as defined above from September - June.

The Principal's Honour Roll is calculated on all courses taken from July 1- June 30 of the school year. Only courses registered through BHNCDSB are eligible for inclusion in the Honour Roll criteria. In all grades, students must have a grade-level Religion course and meet eligibility requirements for a full-time student.

SCHOOL LETTER/LION AWARD:

Students must complete an application form to be considered for these awards.

The School Letter

- Recognizes achievement and contributions to school life
- Is available to all graduating students who are successful academically and contribute significantly to our school community
- Is presented during the Graduation Ceremony
- Students must complete an application form to be considered for this award

The Lion Award

- Recognizes achievements and contributions to school life
- Is available to all senior level students
- For graduating students, this award will be presented during the Graduation Ceremony; all other students will receive the Lion Award during the Academic Awards Assembly

EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

At Assumption College School, we believe that every student should have the opportunity to participate in extra-curricular activities; however, with such an opportunity there needs to be responsibilities and procedures to ensure that we "celebrate the dignity and worth of each member" of our school community and "nurture (within them) the ministry of service".

At any time, students will be deemed ineligible to participate in extra-curricular activities as follows:

AREA	EXPECTATION	FOLLOW-UP/ACTION
Student Enrollment	- A minimum of 3 courses before 22 attained credits during each semester in which the activity takes place. - A minimum of 2 courses after 22 credits attained. -Students/athletes that quit or are removed from an extra-curricular team/club maybe ineligible to participate in other school teams/clubs for the remainder of the year.	Student is ineligible.
School Attendance	- Must attend all daily classes (assemblies and liturgies are an integral part of our Catholic educational community). - If student is truant for a class, student may not attend activity that day. - If a student is absent from classes on the day of the activity, they may not attend activity that day.	Monitor by office and team / club advisor. Students with excessive absences shall be withdrawn from a team.
Extra-curricular attendance	- Punctual and regular attendance at practices, games, meetings, etc., is mandatory-you owe it to your coach(es), advisors, teammates, and yourself. -For athletics, "playing time" will be at the discretion of the coach(es). Factors such as attendance, practice, behavior, effort, commitment, and skill level are considered.	Monitor by office and team / club advisor. Students with excessive absences shall be withdrawn from a team.
Academics	- Student must be passing all classes enrolled. - Academics are your first concern. When missing class due to competition or school event, the student is responsible for checking with teachers and completing missed work on time.	Suspension from activity until significant improvement in marks.
Behaviour	- Students must be in full uniform to attend classes. Jersey's may be worn over uniform shirts only on championship game days or spirit wear days. - Students must follow behavior guidelines as outlined in all sections of the Assumption College code of conduct. - Consumption of alcohol, drugs, smoking or vaping is prohibited at any time on any school premises or at any school sponsored even, including weekend tournaments/events.	Review of behavior by administration Any student under legal suspension from school is ineligible for participation in all school related activities, including extra-curricular activities for the duration of the suspension.

TEAM UNIFORMS

All team uniforms must be returned at the end of each season. If these uniforms are lost or damaged, the student **must make restitution. Failure to do so may result in the student being prohibited from obtaining new textbooks, timetables, playing on school teams, and participating in and/or attending any extra-curricular school activities (i.e. dances, sporting events, etc.)** Parents who wish to make repayment arrangements are asked to contact an administrator at 519-751-2030.

ACCIDENTS

All accidents, regardless of severity, either personal or property, must be reported to the Main Office immediately through this standardized procedure:

1. Accident is reported to staff member. Immediate assessment is made regarding need for medical attention
2. **Minor Injury:** student is accompanied to Main Office. Parental contact is made
3. **More serious injury:** first aid trained staff member(s) attend(s) to student while office staff makes parental contact
4. **Serious injury requiring evaluation/treatment by a doctor:** student will be transported by ambulance only to the Brantford General Hospital. Parent will be advised to meet there.
5. In all cases, full documentation of the details of the accident are recorded.

CONCUSSIONS

The Brant Haldimand Norfolk Catholic District School Board believes in ensuring the safety and well-being of students. This includes building concussion awareness, prevention, identification, and management. Implementation of the board concussion policy is an important step in sustaining our healthy schools and the safety of our students.

- Parents and students are required to review the Concussion Awareness Resource and the BHNCDSB Concussion Code of Conduct before the student can participate at any inter-school sport.
- An acknowledgement form and informed consent form must be signed before the student athlete can participate in any inter-school sport.
- If a student sustains an injury that may have resulted in a concussion, **at school or at home, a medical assessment must be conducted**. A concussion medical assessment form must be completed and submitted to the school to inform the school of the injury.
- Academic accommodations will be considered and implemented on an individual basis as required to support the recovery of the student.
- Students will not be considered free of their concussion symptoms and cleared to participate in school sports until a medical clearance form has been signed and returned to the school.

FIRE DRILLS AND ALARMS

1. Go quickly and quietly to the nearest fire exit as indicated in each classroom
2. Remain with your class and teacher outside, well away from the school building until advised to return to class
3. Designated Fire Routes cannot be blocked

LOCKDOWN

Lockdown:

1. Move to a secure area if possible
2. Secure the area further – lock door
3. Turn off lights and cell phones
4. Cover windows if possible
5. Congregate in a secure area away from doorways
6. Be still and quiet
7. Move away from the threat
8. Be patient
9. DO NOT panic
10. DO NOT approach the building during a lockdown

Evacuation:

In case of an evacuation, the relocation sites are St. Gabriel School (for school evacuation) and St. John's College (for neighbourhood evacuation).

TRANSPORTATION

Access to the transportation portal is available at: https://transinfobhn.ca/Login. If services on the portal are not accurate or if you have questions, please contact transportation directly to discuss. Transportation can be reached by emailing **transportation@stsbhn.ca** or by calling 519-751-7532.
Don't forget to check out the Chipmunk app. The app is free and allows families to track the path of their bus and to be given notification when the bus is getting close to your assigned bus stop. More information on the app is available by visiting: https://stsbhn.ca/faqs

1. Students must use assigned routes unless a change is approved by an administrator
2. The driver's directions must be obeyed
3. Students should be at the bus pick-up point 10 minutes before the scheduled time and wait 20 minutes after before seeking alternate methods of transportation

VALUABLES

Students are advised not to bring valuables to school such as large amounts of cash, expensive jewelry and electronic devices. The school will not assume responsibility for any lost or stolen articles. **Please note this includes all areas of the school including the change room.**

MLA 9 – Format

Source/Genre **Where you got your information from.**	**Formatting** **"What goes where"**	**Example** **An example of what your source would look like with everything "plugged in."** **Belongs on Works Cited Page (last page of what you are handing in – eg. essay)**	**In-Text Citation** **(What it looks like "in brackets")** **It belongs right beside your proof**	**Example** **An example of what your source would look like with everything "plugged in."** **Belongs on Works Cited Page (last page of what you are handing in – eg. essay)**
Novel Example: Wonder	Author Last Name, First Initial.	Bhabha, Homi K. *The Location of Culture*. Routledge, 1994.		
Short Story (from a bigger book) Example: *Unbalanced* from Short Stories 9 (or whatever)				
Play Example: Romeo and Juliet by William Shakespeare				
Film (fancy word for Movie) Example: Frozen				
Images (eg. a meme that you find on Google) Example: The Sign Guy				
Song Example: Holy by Justin Bieber		Beyoncé. "Pray You Catch Me." *Lemonade,* Parkwood Entertainment, 2016, www.beyonce.com/album/lemonade-visual-album/.		
Website				