

York Catholic District School Board



St. Luke Catholic Learning Centre Parent and Student Handbook

Alternative Education Program
Suspension and Expulsion Program



@stlukeycdsb



www.ycdsb.ca/stluke

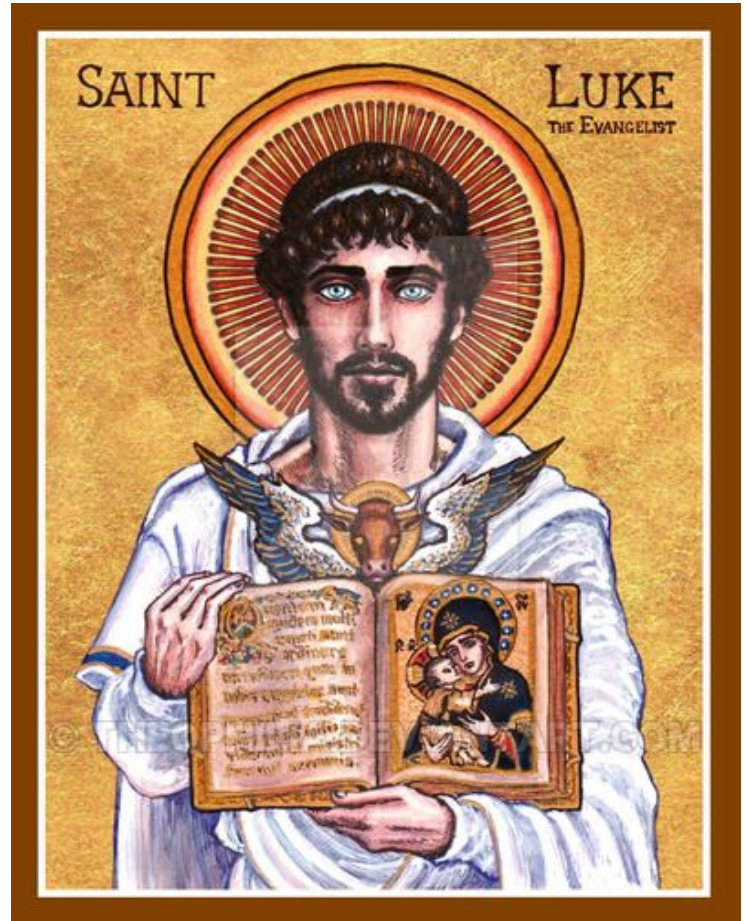


TBA



A Prayer to St. Luke the Evangelist

Most wonderful St. Luke
you are animated by
the Heavenly Spirit of Love.
In faithfully detailing
the humanity of Jesus,
you also showed His Divinity
and His genuine compassion
for all human beings.
May the Holy Spirit,
instructor of the faithful,
help me to understand
Christ's words
and faithfully apply them
in my life. Amen.



The feast of St. Luke the Evangelist is celebrated on October 18. He is the patron saint of students, artists and physicians. He is attributed authorship of the Acts of the Apostles, in addition to the Gospel of Luke. Themes in St. Luke's Gospel include redemption and forgiveness, God's love for sinners, joy and hope, Christ as the Universal Saviour and compassion for outcasts. Imagery of St. Luke typically includes a winged bull or ox. Christian tradition names St. Luke as the first artist icon painter.



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DAILY SCHEDULE

The daily schedule has been designed in order to be flexible enough to meet the various needs of students in both the Alternative Education and Suspension and Expulsion Programs, and to afford all students the opportunity to participate in enrichment and co-curricular activities.

Time	Activity
9:15-9:30	Students arrive to school; met by program staff
9:30-9:40	Opening Exercises: national anthem, prayer, announcements
9:40-12:00	<p>Students are:</p> <ul style="list-style-type: none"> • working on their academic program • updating their digital portfolios (I.P.P.) • accessing support services • participating in enrichment opportunities <p>When it is appropriate and in consultation with their teachers, students can take breaks from working as needed.</p>
12:00-12:20	Lunch - students must bring their own lunch
12:20-1:00	Co-Curricular Activities - all students participate in at least one
1:00-2:25	<p>Students are:</p> <ul style="list-style-type: none"> • working on their academic program • updating their digital portfolios (I.P.P.) • accessing support services • participating in enrichment opportunities <p>When it is appropriate and in consultation with their teachers, students can take breaks from working as needed.</p>
2:30	Dismissal; students escorted to transportation by program staff

Note: Students may not leave once they are at school. Fast-food delivery is not permitted. Only those individuals with an appointment with program staff will be admitted into the building. Students are dismissed at 1:00 p.m. on Wednesdays.



WHO ATTENDS AT ST. LUKE?

There are two programs that are designed to serve the needs of students.

Alternative Education Program	Suspension and Expulsion Program
<p>Note: This is a program provided by the York Catholic District School Board; students enrol upon referral from their home school, with approval from the Superintendent.</p>	<p>Note: This is a program mandated by the Ministry of Education; a Student Action Plan must be created to support the needs of the student - both academic and non-academic.</p>
<ul style="list-style-type: none"> ● students who are disengaged, despite multiple interventions at the home school ● students who benefit from smaller classes with more opportunities for one to one instruction ● students who are working on particular credits needed ● students experiencing medical issues that have become a barrier to learning ● students with attendance issues 	<ul style="list-style-type: none"> ● students who have been suspended from school between 6-20 days ● students who have been suspended from school for 20 days leading to expulsion ● students who have been expelled from a mainstream high school
<p>Student cases are reviewed each semester to determine readiness to return to the home school.</p>	<p>Students return to their home school at the end of their suspension period. The timing of the review of expelled students is determined by the Board of Trustees at the expulsion hearing.</p>
<p>Students in both programs follow the same daily schedule, have access to the same program supports and facilities. With the exception of expelled students, participation in either of these programs is voluntary.</p>	

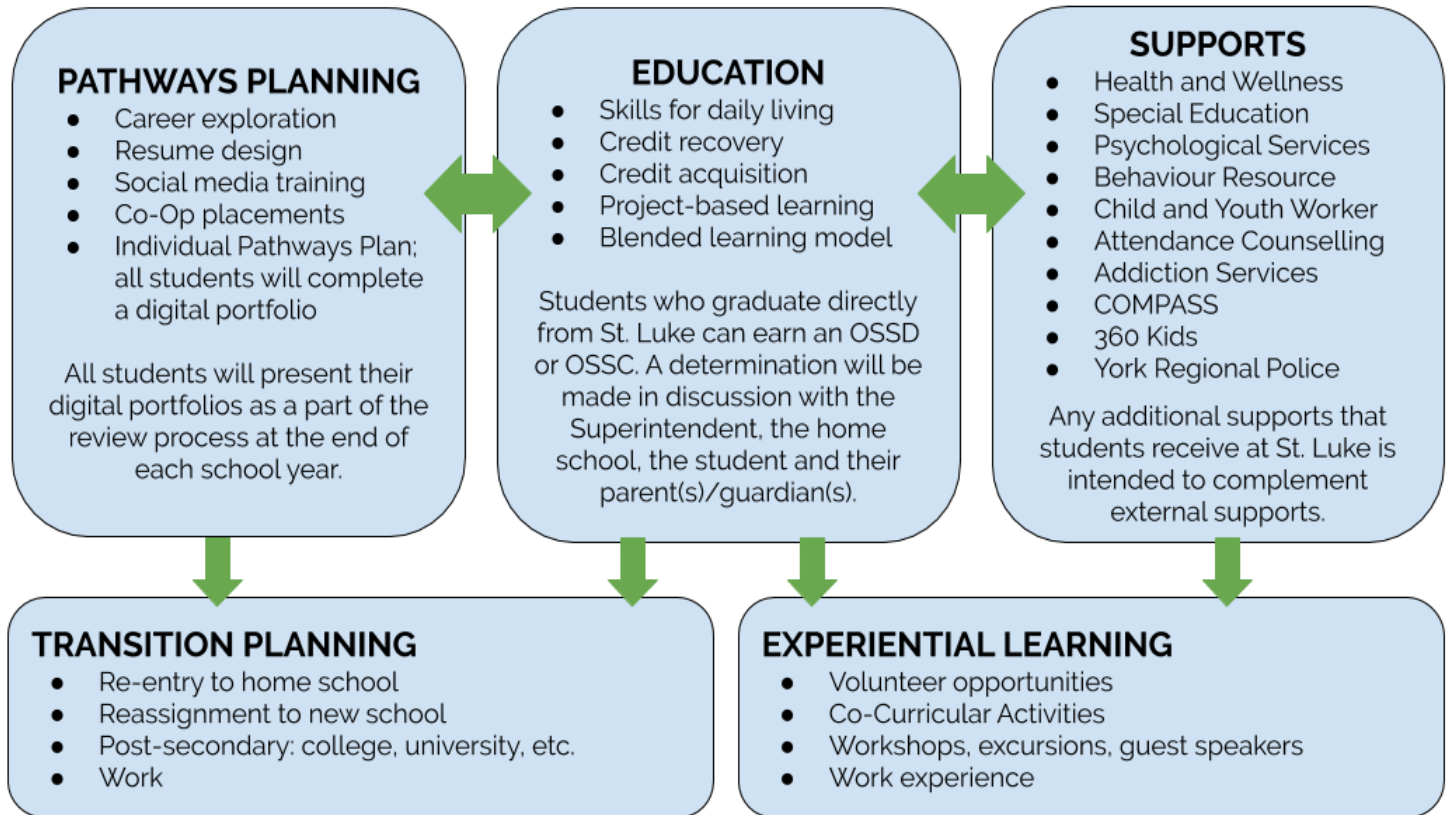
Note: Adult learning programs are not provided at St. Luke. Click [here](#) for program options for learners aged 18+.



ST. LUKE CATHOLIC LEARNING CENTRE PROGRAM COMPONENTS



In a safe and caring environment, rooted in Gospel teachings and Catholic values, students will work towards achieving their full potential and define their purpose.



Students are provided individualized programming that reflects their current academic needs and goals. Students receive instruction through a combination of Credit Recovery and Tutorial. The pupil-teacher ratio is approximately 12:1. Each student is assigned to one teacher who will deliver all of his/her credits.

A **Special Education teacher** on staff will work with teachers to provide the appropriate accommodations for students, update the Individual Education Plan (I.E.P) and will also conduct annual IPRC reviews to review the IEP, identification and program placement. The **Guidance counsellor** will assist students with pathways planning, course selection, applications to special programs and post-secondary programs.



ST. LUKE CATHOLIC LEARNING CENTRE PROGRAM PATHWAYS



Students who attend school at St. Luke are working on a variety of course types and are pursuing a variety of school and career pathways.

Ontario Secondary School Certificate

- 2 credits in English
- 1 credits in Mathematics
- 1 credit in Science
- 1 credit in C.W.S.
- 1 credit in the Arts or Tech.
- 1 credit in Health and Phys. Ed
- 7 optional credits

Community Service Hours are not require.

Demonstration of the provincial literacy standard is not required.

Typically earned by students who are transitioning directly to the workplace or community-based programs.

Ontario Secondary Diploma

- 4 credits in English
- 3 credits in Mathematics
- 2 credits in Science
- 1 credit in Canadian History
- 1 credit in Canadian Geography
- 1 credit in the Arts
- 1 credit in Health and Phys. Ed.
- 1 credit in French
- 0.5 credit in Career Studies
- 0.5 credit in Civic
- 4 credits in Religious Education
- 8 optional credits

1 credit from each of the three 'credit groupings'

40 hours of Community Service

Demonstration of the provincial literacy standard

Cooperative Education

Earn credits while completing a work placement; hands-on learning; for students in grade 11 or 12 pursuing a post-secondary destination

Ontario Youth Apprenticeship Program (OYAP)

Gain co-op experience in an apprenticeship trade; become a registered apprentice while in high school; for students 16 years+ with 16+ credits

Dual Credits

Earn up to a maximum of 4 college credits that count towards diploma; for students in grade 11 or 12

School Within a College (SWAC)

For students aged 17-20 who have left school without an OSSD; assists with the transition to college students; dual credits earned

At St. Luke, the credits earned by students are the **same credits** that are issued by mainstream schools. There will be no distinction on the student's transcript between those credits issued at St. Luke and those earned at the home school. All course types are offered. Certain specialized courses may not be available (e.g. Technological Studies). EQAO assessments will be facilitated for students taking Grade 9 Math and students writing the Ontario Secondary School Literacy Test (O.S.S.L.T.).

During the school day, students are provided with opportunities to earn hours of community service.



PROGRAM SUPPORTS

Not surprising, students who access one or more of the many support services available at St. Luke are able to achieve and sustain longer-term success within the program and beyond.

YCDSB Support Services	Community Partners
Psychological Services	York Regional Police
Attendance Counselling	COMPASS
Behaviour Resource Support	Addictions Services York Region
Special Education Consultant	360 Kids
Educational Intervenor/Child and Youth Worker	Central Community Access Care (CCAC)

Typically, the school team will approach parents about providing consent (S7 paperwork) for our school's Psychologist to liaise with any medical professionals providing support to their son or daughter. The purpose of this contact is to coordinate support services at school, avoid a duplication of service and to understand the nature of any accommodations that would be serve the learning needs of students.

Each year, parents will be asked to sign SE3 paperwork - consent to allow the teaching staff and Administration to consult with the YCDSB clinical staff in an effort to provide the most supportive programming to maximize opportunities for success. This is especially important for our weekly Student Services meetings. Each Wednesday, students are dismissed at 1:00 p.m. in order for teaching and clinical staff to meet with Administration to discuss student progress, problem solve and recommend any additional support services students may require.

Students who were previously on a Policy 208 Student Disability Accommodation Plan, will still be afforded the accommodations provided by their home school. No formal plan is needed in this environment.

In addition to these support services, guest speakers, workshops and special training that centre on well-being will also be brought in throughout the school year.



STUDENT TRANSPORTATION

Students attend St. Luke from all areas within York Region. When needed, transportation may be provided to assist students in getting to and from school. **This is a privilege.** Parents and students are advised of the following:

1. Transportation is centrally organized. Pick up and drop off times are determined by the carrier, not the school.
2. It is the responsibility of the PARENT to cancel transportation on those days when a student is absent from school. Parents will be provided with the contact information of the carrier.
3. Students must be in their driveway at the appointed pick-up time. If a student is late three times, transportation will be cancelled.
4. If a student needs to leave school early, transportation will not be re-arranged. Parents must arrange for the student's transportation home.
5. If a student is sent home early as a result of disciplinary measures, parents are responsible for the transportation of their son/daughter. Transportation will not be re-arranged.
6. Students are not to exchange any personal contact information with their driver. They may not alter the appointed pick up time and/or drop off location.
7. Students may only ride in their respective vehicle - they may not board the vehicle of other students under any circumstances.
8. Students must use earbuds or headphones if they wish to listen to music in their taxi/van.
9. School transportation is an extension of the school itself - the Code of Conduct and related consequences still apply.
10. Students will be met at school each morning when they are dropped off. Students will be escorted to their transportation each afternoon.



Failure to comply with these expectations will result revocation of transportation.

STUDENT ATTENDANCE PROCEDURES

Students are expected to attend school **everyday** and be **on time**. The frequency of attendance has a direct impact on student achievement. Students earn more credits and more importantly, students have more opportunities to access the supports they need to achieve their academic and personal goals.

Regular attendance at school is also one of the critical factors in determining the re-entry of a student to his/her home school or another mainstream school. Lack of regular attendance may also be a contributing factor to program removal in some cases.

Absences

Vacations outside of the typical holiday seasons (i.e. Christmas, March Break) are highly discouraged.

If a student is absent due to illness or an important appointment, please ensure the following:

1. A parent must call the school **BEFORE** 9:30 a.m. to report the absence and provide a reason.
2. A parent must cancel their son/daughter's transportation for the period of absence.
3. If a student is absent for a period in excess of 3 days, a medical note must be provided.

Wherever possible, if a student is aware of a period of time where he/she will be absent, every effort should be made to discuss this with the teacher to allow ample time for planning and the provision of any accommodations if needed.

Students who demonstrate difficulty attending school on a regular basis will be referred to Attendance Counselling. The counsellor is a YCDSB employee who will follow up with both parents and the student to ensure that every effort is made to resume regular attendance at school as is legally required under the Education Act.

Lates

Lateness to school is highly disruptive to daily routines.

Students who are late to school must enter the building through the Main Entrance and report to the office for a late slip. Parents must call the school to indicate that their son/daughter will be late or provide a note to school upon the student's arrival.

Early Leaves

Only a parent or guardian may sign a student out early. Parents can call the main office or provide the school with written notification. The Administrator will follow up with parents who



provide notes. Students who turn 18 during the school year do not have the right to sign themselves out- this is a privilege granted at the discretion of the Principal.

STUDENT BEHAVIOUR AGREEMENT

All students who attend St. Luke, regardless of the program, agree to the following behaviour expectations:

1. attend school everyday until 2:30 p.m. and work to his/her full potential
2. participate in any enrichment activities while attending St. Luke
3. show respect for all students and staff through behaviour and language use
4. show respect for self by dressing appropriately and modestly for school; short shorts, shirts with offensive text and logos, spaghetti straps and doorags/bandanas are not permitted; shirts must cover the torso; pants must be worn at the waist
5. show respect for self by not coming to school under the influence of any substances, or in possession of any substances and/or related paraphernalia
6. refrain from all acts of violence and aggression and not be in possession of any weapons
7. use the facilities and all equipment and devices provided for use in the manner in which was intended (i.e. fitness equipment, textbooks, Chromebooks, etc.)
8. use all technology in an ethical and responsible manner
9. not allow the cell phone to become a barrier to learning, with the understanding that a teacher may confiscate the device to redirect the student; any failure to comply will be seen as an act of defiance

Note: Backpacks or large duffle bags are not permitted at school. Students wishing to bring a change of clothing to school (i.e. for working out, participating in sports)



may do so in a small bag and left in the appointed area in the classroom. Lockers are not provided.

CODE OF CONDUCT AND RELATED CONSEQUENCES

All schools in the YCDSB follow a practice of progressive discipline. For more information about the Code of Conduct, please review [Policy 218](#). The priority in any defined by the [Code of Conduct at St. Luke](#) is safety for all students and staff at all times, in addition, adherence to federal and provincial laws. The following list is **not exhaustive**, but provides **some examples** of behaviour infractions and their related consequences:

Infraction	Consequence
Consistent defiance and refusing to comply with direction of staff	Student sent home at the expense of the parent or the student; repeat incidents will lead to a meeting with Administration and conferral with the Superintendent
Engaging in a physical altercation	5 day suspension from school - increases with each additional infraction; York Regional Police may be contacted
Being in possession of a weapon	15 days suspension (min.) from school; conferral with Superintendent; York Regional Police will be contacted
Vaping on school property	2 days suspension from school - increases with each additional infraction; Witness Report submitted to the York Region Health Protection Division, a charge will be laid, fine imposed
Coming to school under the influence of a substance	2 days suspension from school - increases with each additional infraction
Coming to school in possession of drugs and/or paraphernalia	3-5 days - increases with each additional infraction; York Regional Police will be contacted
Trafficking of illegal substances	20 days suspension, leading to expulsion; conferral with Superintendent; York Regional Police will be contacted
Bullying and harassment	3-5 days suspension, depending on the nature of the circumstances; consultation with the Superintendent; York Regional Police may be contacted
Swearing at a staff member	2 days suspension from school - increases



with each additional infraction

Staff are committed to working with students daily to be proactive so that infractions are avoided. Students are expected to cooperate with program staff at all times.

FREQUENTLY ASKED QUESTIONS

If my son/daughter has an IEP, will the accommodations be implemented?

Yes. All teachers at St. Luke have Special Education qualifications. A designated Special Education teacher works on site to develop and update the IEP within the first 30 days of each semester. Annual IPRC reviews are also conducted at St. Luke.

Can the board-provided transportation be redirected to bring a student to another location other than his/her home?

No. Board provided transportation will pick students up at their home and return them to the same location and time everyday.

How many credits can a student earn in a semester?

It depends. Students must carry a minimum of 2 credits on their timetable. Depending on their motivation and determination, students can earn up to a maximum of 6 credits.

Can a student use his/her current part-time job as a co-op placement? Is paid co-op a possibility.

Not necessarily. The goal of the Cooperative Education is to provide students with experiences to help define long-term education and career goals. If the current part-time job is consistent with pathways plans, the Principal may allow for the part-time job placement to be used if the employer is agreeable. The Ministry of Education and the York Catholic District School Board do not endorse paid co-op.

Can a student attend St. Luke on a modified schedule?

Modified schedules are highly discouraged. Regular attendance and the maintenance of consistent routines are always seen to be in the best interest of students, especially those wishing to return to a mainstream school. If adequate documentation from the attending physician - **not a walk-in clinic** - is provided, and all school-based resources have been exhausted, the Principal will consider this accommodation.

Does a student have to participate in support services, enrichment and/or co-curricular activities?



Yes. Students who attend St. Luke do so with the understanding that both programs are dual focused - social/emotional wellness AND academics. Hence the voluntary nature of the programs at St. Luke. Students who participate in all aspects of the program sustain long-term success and more easily reintegrate into a mainstream setting.

If a student is in Grade 12 and near graduation, will St. Luke issue the diploma?

Yes. Grade 12 students who complete their final requirements for an Ontario Secondary School Diploma will have their diploma issued by St. Luke. That said, with the permission of the Administration and if the student would like, he or she may be permitted to participate in the Graduation ceremony at the home school.

Can students earn an Ontario Scholar designation while studying at St. Luke?

Yes. If students earn a mark of 80% or higher in their top 6 Grade 12 credits, they can be awarded this recognition.

Can students still attend college or university after attending St. Luke?

Absolutely. St. Luke is a registered secondary school like all other high schools in the York Catholic District School Board. Credits granted here are the same as mainstream schools and therefore, are eligible for consideration for post-secondary programs. See page 6 for more information on program pathways.

Can students be suspended from school while attending St. Luke?

Certainly. Students agree to specific expectations surrounding behaviour upon intake to the program. Refer to page 11 and the embedded links within for more information and clarification.

Is there a daily food program at St. Luke?

Yes, with parameters. We receive grant monies for Food for Learning. Over time, awarded grants have decreased while the program population has increased. Students will be provided a light snack everyday. In addition, each month, students will shop for, plan, prepare and cook a hot "family meal". There are many wonderful life skills learned in these experiences. Hours of community service are also earned.

Can students earn hours of community service during the day?

Yes. Staff will alert students to various opportunities throughout the school year. Students must take the initiative to participate if they are in need of hours.



Can a student complete his or her court-appointed community service hours at St. Luke? If students require a letter for the purposes of court, will the school provide one?

It is possible. All potential activities must be approved by a student's probation officer. Students requiring any letters for court should speak to the Principal directly.