



*Learning for Life*

**St. Charles**

**Adult & Continuing Education**

**2026/2027**

**Student Handbook**

**Day Credit Courses**

## St. Charles Vision/Mission Statement and Core Values

### Vision

St. Charles Adult & Continuing Education Centres aspire to instill confidence and self-esteem enabling all learners to reach their full potential in a diverse and respectful environment.

### Mission

St. Charles Adult & Continuing Education Centres strive to provide the programming needs of all learners and dedicated to meeting their pathway goals so they will become productive and contributing members of society.

### Core Values

#### ***We Value the Person***

**Inclusiveness:** A place where each belongs

**Respect:** A place where everyone is valued

#### ***We Value the Learning***

**Excellence:** Striving to continuously adapt to the changing needs of our learners

**Service:** A place providing life skills to be successful in the community in which we live, and to bring an awareness of social justice needs within the same

#### ***We Value the Community***

**Collaboration:** A place where we work with community stakeholders to overcome the ongoing challenges of life

**Support:** A place of mentorship and success encouraging responsibility for self and others

## Facts about Charles Garnier

The son of a secretary to King Henri III of France, Garnier was born in Paris in 1606. He attended the Collège de Clermont in Paris and joined the Jesuit seminary in Clermont in September 1624.

After his novitiate, he returned to the College of Clermont as Prefect. After finishing his studies in rhetoric and philosophy, he spent two years teaching at the College of Eu as a teacher. Completing years of studies in language, culture and theology, he was ordained as a priest in 1635. His father initially forbade him from travelling to Canada where he would face almost certain death as a missionary, but he was eventually allowed to go. Embarking on March 25, 1636, he described the crossing in a letter to his father,

We gave Viaticum to a sailor who had fallen from the top of the mizzenmast to the deck. He was well-disposed to die. However, as I saw him in great discomfort, unable to sleep, I gave him my cabin and went in with Father Chastelain in his, but the sick man found this cabin too stuffy so the next day I occupied it again but left him my mattress so he could sleep even in the midst of the cannons. Hearing this, the Captain made me take one of his.

He reached the colony of New France in June. He travelled immediately to the Huron mission with fellow Jesuit Pierre Chastelain. By early August he had arrived among the Nipissings.

He served for the rest of his life as a missionary among the Huron, never returning to France. The Huron nicknamed him *Ouracha*, or "rain-giver", after his arrival was followed by a drought-ending rainfall. He was greatly influenced by fellow missionary Jean de Brébeuf, and was known as the "lamb" to Brébeuf's "lion". In 1639 and 1640 he wintered in the land of the Petun. From 1641 to 1646 Garnier was at the Saint-Joseph mission

There were raids between Iroquois and Huron forces. When he learned that Brébeuf and Lalemant were killed in March 1649 by Iroquois after a raid on a Huron village, Garnier knew he too might soon die. On December 7, 1649, he was killed by musket fire from the Iroquois during an attack on the Petun village where he was living.

Charles Garnier was canonized in 1930 by Pope Pius XI with the other seven Canadian Martyrs. His feast day is October 19.



### **Our School Prayer**

We are partners in God's vision of fullness of life for all, partners in the  
ministry of service,  
partners in teaching, partners in healing and hope.

Together we reach out to welcome the newcomer, the stranger, the  
disadvantaged.

Together we move out to teach the young and the elderly.

Together we listen to the shy, the lonely, the grieving, the downcast.

Together we celebrate each effort,  
each personal accomplishment, each academic success.

Ours is the gift of care and concern on days when no one else is there.

Ours is the gift of knowledge and skill to build and rebuild lives.

Ours is the gift of affirming the ways of a loving God in a world that  
needs reminding that life is still beautiful.

God of life,

Bless this relationship with our students, strengthen our partnership  
with each other and deepen our fellowship with all  
as we strive to bring life through learning into the lives of all students at  
St. Charles.

Amen

# **Student Expectations Policies and Guidelines**

## **Credit Program**

### **Catholic Graduate Expectations**

Catholic Education in Ontario identifies expectations which describe characteristics of graduates from Catholic Schools in addition to curriculum expectations.

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

# **Student Expectations Policies and Guidelines**

## **Credit Program**

### **1. Attendance:**

Attendance for Day School Credit classes (E-Learning and in-person courses) – Regular daily attendance or login is vital to the learning process. In-person attendance is required for ESL for credit, PSW and Culinary Arts courses. Full credit courses require 110 hours of instruction. Daily attendance is essential to provide perspective and meaning to the factual content of our course offerings. Students who fail to attend in-person or to log in and access classes regularly in E-Learning, will be referred to the Counselor, Site Supervisor, and/or Vice Principal. Five or more consecutive school days (Monday to Friday) of absences will result in the student being demitted from the course. The Learning Management System (LMS) has a built-in login function allowing teachers to monitor student attendance by indicating when students login (attend). Students must login daily (Monday to Friday).

### **a. 2026/2027Term Schedule:**

|                                        |                     |
|----------------------------------------|---------------------|
| Term 1: Sept. 8, 2026 to Oct. 21, 2026 | Exam: Oct. 20, 2026 |
| Term 2: Oct. 22, 2026 to Dec. 4, 2026  | Exam: Dec. 3, 2026  |
| Term 3: Dec 7, 2026 to Feb. 2, 2027    | Exam: Feb. 1, 2027  |
| Term 4: Feb. 3, 2027 to Mar. 30, 2027  | Exam: Mar.25, 2027  |
| Term 5: Mar. 31, 2027 to May 14, 2027  | Exam: May 13, 2027  |
| Term 6: May 17, 2027 to June 30, 2027  | Exam: June 28, 2027 |

**Final Exams:** Will be **written in person** during the day, starting at 9:00 a.m. for day credit courses, and at 5:30 PM for the night self Study Correspondence courses. Students **must bring valid picture ID** for identification before writing the exam.

### **2. Missed Exam or Culminating assignment:**

If a student misses an examination or culminating assignment, the student will be required to provide a medical note from a medical doctor indicating that their illness caused them not to be able to write the examination on that date. In addition, a student may be unable to write an examination for other valid reasons, as determined by the administration. Such valid reasons may include, but not limited to, legal reasons and personal/family emergencies and must be supported by valid documentation. Valid documentation will not necessarily ensure the credit will be granted. Your documents are to be presented to the office in an organized and professional manner to the attention of the Vice Principal of St. Charles Adult and Continuing Education. The student will be expected to write the examination and/or culminating assignment as arranged with the Administration. All decisions in this process remain with the Administration in consultation with teachers and/or Site Supervisors as required.

**3. Passing Mark:**

Students must achieve a minimum mark of 50% to receive credit in a course.

**4. Achievement:**

Student performance is based on achievement on Attendance, Participation, tests, tasks, assignments, and exams. Students are expected to maintain high standards in each of these areas to earn a credit in a course.

**5. Suggestions for Success:**

Students typically spend 3-5 hours a day on a course. It is recommended that students ensure that they have this much time to devote to eLearning studies before enrolling. Staying up to date with assignments is strongly encouraged. If a student leaves the work until the last minute, it can make it difficult to catch up. E-Learning students should always end a work session with enough information and/or assignments printed or downloaded to allow them to work offline for at least one day. Occasionally, the website may be inaccessible for technical reasons.

**6. Submitting Assignments For E-Learning Classes:**

All assignments should be submitted as a single file **on** the due date. Teachers may request that students resubmit files in acceptable formats outlined in section 21 of the handbook.

**7. Late and Missed Assignments:**

It is essential for students to learn that they are responsible for their behaviours, and for providing evidence of their achievement of the overall expectations within the time frame and the format specified by the teacher. Students must understand that there will consequences for not completing and/or submitting assignments for evaluation, and for missing performance tasks in those disciplines that require attendance and participation as an integral part of evaluation.

Late Policy:

- A 10% deduction of will be applies per day for late assignments/tasks.
- Assignments/tasks must be submitted before the next assignment is due.
- A grade of 0% will be assigned if the work is submitted after the drop box is closed for submissions.

**8. Final Exams:**

Final Exams are in-person and mandatory for all: Grade 11 and 12 C, U, and "M" level courses, such as Grade 11 and Grade 12 Math, Biology, Physics, Chemistry, and English.

E Level and literacy Course - No final exam

#### 9. **Missed Classes:**

Should a student be absent and miss an assignment or a test, it is expected that the student will submit the assignment or complete the test on the day the student returns to class (unless prior arrangements have been made). Hamilton-Wentworth Catholic District School Board's S.A.05 Growing Success: Assessment and Evaluation, and Reporting policy. (Please see Late and Missed Assignments section).

#### 10. **Communication with Teacher(s):**

Students can expect feedback from the course Teacher within two to three days of submitting an assignment, under normal circumstances. If there is a delay, the teacher will notify a student within that timeframe. It is important to build on learning throughout a course by using the comments and suggestions provided by the teacher. Students must submit assignments by the scheduled due date to avoid late marks deductions or 0% grades. E-Learning Teachers are available daily on instructional school days. Please check your course home page for details.

E-Learning assignment must include the following information at the top of the page (not just in the filename):

- a. Student Name
- b. Course Code
- c. Title/Unit/Activity Number
- d. Specific question/assignment/activity number as described in the course material.

Students are to complete every assignment and assessment as described in the course material. The summative and culminating activities contribute to the final mark while the formative assignments are designed to build the skills required for success in summative tasks. Please consult with your teachers to determine which assignments are summative and which assignments are formative.

Respectful communication with your teacher and peers is essential. Inappropriate tone or disrespectful behaviour or discourse may result in demission from your course. While teachers are available to support students, assignments and assessments are to be completed independently.

#### 11. **Absences:**

If a student does not attend (in-person) or does not log in to access their course lesson, the teacher will address the issue via email or a call to the student. If a student does not attend or login for **5 consecutive days**, they will be **demitted** from the course. If unable to attend for a few days contact your teacher to inform them of the emergency affecting your attendance. Remember that your success depends on attending the scheduled classes and completing the work on time. If something is preventing you from

doing so, please inform your teacher and contact the Credit office. The Credit office can reschedule your taking the course to another Term when you can attend and complete the work.

**12. Final Grade: For Grades 11 and 12**

A final grade (percentage mark) is recorded for every course. The final grade will be determined as follows:

- a. Sixty-five percent (65%) of the final grade will be based on assessments and evaluations conducted throughout the course. This portion of the grade should reflect the student's most consistent level of achievement, although special consideration should be given to more recent evidence of achievement.
- b. Twenty percent (20%) of the grade will be based on a final evaluation administered at or toward the end of the course. The final evaluation allows the student an opportunity to demonstrate comprehensive achievement of the overall expectations for the course. It may include one or a combination of the following: an examination, a performance, an essay, and/or another method of evaluation appropriate to the course content as determined by the teacher in accordance with subject-specific guidelines.
- c. Five percent (5%) of the grade is based on attendance.
- d. Five percent (5%) of the grade is based on participation.

**13. Transcripts:**

Transcripts may be ordered through the guidance office. A fee does apply for a transcript request. Please contact the credit office for the current rate. Processing may take up to 10 school days. Students will be contacted when their transcript is ready for pickup.

**14. Goals:**

In meeting the education learning goals of returning students, it is essential that:

- a. Learning will take place in a respectful and distraction-free environment. Inappropriate conduct, dress, language, or theft will not be tolerated. (Note: Students will be denied access to the St. Charles Adult and Continuing Education site if suspected of interfering with the freedom of our students, staff, or volunteers, due to the expressions of inappropriate language, sexual harassment, violence or hate literature, whether visual, verbal, or physical, or of a social, religious, or cultural bias.) Failure to comply with the above may result in the student being demitted from the Day School Program.
- b. Weapons and explosive devices are strictly prohibited on any St. Charles Adult and Continuing Education site. Any student found to be in possession or control of such items will be immediately removed from the school pending further police investigation of the incident.

15. **Dress Code:**

All students are expected to dress appropriately and presentably for a professional learning environment. Shoes must be always worn. Students wearing items that have messaging which is derogatory, hateful, or offensive messaging is not allowed. The person will be asked to leave or to change into appropriate attire. Tops must modestly cover from shoulders to hips. Pants, skirt, or dress length must be of appropriate and modest length. Clothing must not display any sign, symbol or phrase or that contains offensive or inappropriate messages, advertisements, or slogans. Tattoos that contain offensive, violent, or discriminatory imagery or language, or promote illegal activity, hate speech or gang affiliation must not be visible. Hoodies may not be worn over the head while in the school due to safety concerns.

16. **Smoking/vaping/water-pipes/alcohol on School Property:**

Under the **Smoke Free Ontario Act**, St. Charles Adult and Continuing Education sites are smoke free environments, which also prohibit the use of electronic cigarettes.

- a. The possession and/or use of drugs, including cannabis and/or alcohol, is prohibited on school property. Students suspected of using and/or being under the influence drugs, including cannabis and/or alcohol, while on school property may be withdrawn from all school programs. The **Smoke-Free Ontario Act** makes it **illegal**:
- b. For anyone (staff, students, visitors) to smoke, hold lit tobacco or cannabis products, or vape any substance in school buildings, on school property, or in public areas within 20 metres of a school property at any time.
- c. To smoke or hold lit tobacco products or cannabis or vape in any vehicle on school property.
- d. To supply or sell tobacco products (cigarettes) and vapour products (electronic cigarettes) to anyone under the age of 19 on or off school property.

What happens if I get caught smoking or vaping on school property?

- e. You can be charged by a Tobacco Enforcement Officer and given a \$305 ticket or issued a summons to appear in court.
- f. You could be subject to disciplinary measures through your school. Contact Tobacco Enforcement Officers at (905) 540-5566 with any questions. Failure to comply with the above may result in the student being demitted from the Day School Program.
- g. If someone witnesses this illegal behaviour in or on school property, they can submit a report through the on-line reporting tool with Hamilton By-law.

17. **Pets:**

Cats, dogs, birds, etc., are not allowed on Catholic Education Learning Sites. The exception to this is rule is the presence of Certified Service Animals as

per the Board's *Guidelines for the use of Certified Service Animals and Companion Dogs in Schools*.

**18. Scent Sensitive School:**

St. Charles is a scent sensitive school. Everyone is asked to refrain from wearing colognes, perfumes or other scented products due to affecting those who have scent allergies. Doing so may result in severe allergic reactions (anaphylaxis).

**19. Solicitations:**

The school is **not** to be used as a venue to promote or sell outside products or services such as, but not limited to, cosmetic products, elementary school promotions, raffle tickets, public venues, clubs, etc.

**20. School Cash Online:**

All events, spirit wear, fees, and other items are paid for through School Cash Online. After registering for School Cash Online, you will receive emails notifying you of events, activities, and other items available for purchase online.

**How to Register:**

- a. Visit <http://hwcdsb.schoolcashionline.com>
- b. Click "Get Started Today" and enter your information.
- c. A confirmation email will be sent to your email.
- d. View the email and follow the steps to log into School Cash Online.
- e. Find your name.
- f. Start viewing items! Any questions or concerns, please contact [parenthelp@schoolcashionline.com](mailto:parenthelp@schoolcashionline.com) or 1-866-961-1803.

**21. Computer Accessibility for E-Learning Courses:**

Students are responsible for obtaining the basic software and maintaining a stable Internet connection (high speed is essential) required for successful completion of the online course. Students can download **Adobe Reader**, free of charge, if they don't already have it on their home computer.

Students must submit files in one of the following approved file formats:

- a. WORD – file extension is .docx or .doc
- b. EXCEL – file extension is .xlsx or .xls
- c. Rich Text Format (File, Save As, change file format at the bottom of the dialogue box to Rich Text Format. An extension of .rtf will automatically be put on your file).
- d. Portable Document Format (Adobe Acrobat) - file extension is .pdf
- e. JPEG (Math/Physics)

Note: file extensions such as .heic .pages .wps, .wks or .wpd are not acceptable formats for the Assignments document viewer. If a word

processor applies one of those extensions to the filename, then students MUST save their files as a Rich Text Format (.rtf) files, as described above.

Laptops and access to school WIFI is available on-site during class or office hours.

**22. Personal Electronic Devices (PEDs):** HWCDSB Policy A.12

**PRINCIPLES:**

The use of PEDs on school Board property or Board sanctioned events is governed by the Education Act and all other Municipal, Provincial and Federal Legislations, as well as the policy of the Board.

- i. The Board acknowledges that the regulated use of PEDs in the school and Board sponsored events by staff and students may contribute to the safety and security of the person.
- ii. The regulated use of PEDs can mitigate the risks to students, staff and visitors and deter inappropriate and illegal activity.
- iv. The Board recognizes that PEDs are becoming a natural part of the school and work environments. It is expected that employees, learners and guests will make appropriate use of such technologies. Openness to and the educated use of new and future technologies promotes adaptive and constructive uses of technology by students.
- v. The Board respects the dignity of the human person and the potential for invasion of personal privacy made possible by the inappropriate use of content captured by such personal electronic devices.
- vi. The Board acknowledges the potential for disruption to classroom instruction, and the potential interference in the day to day and emergency operations of the school, that can result from the unrestricted use of personal electronic devices by students, staff, parents/guardians, and employees of contracted service providers, volunteers, and visitors.
- vii. The preservation of academic integrity and security requires the regulation of the use of personal electronic devices.
- viii. The regulation of use by employees of PEDs is considered necessary to the proper stewardship of business-related and personal data held by the Board.
- ix. PEDs must not interfere with the instructional and/or work environment.
- x. The Board assumes no responsibility for the safety and security, loss, recovery, repair or replacement of PEDs. The storage of these devices is the sole responsibility of the owner/user.
- xi. Schools and other Board sites will ensure that procedures regarding the use of PEDs are part of the emergency, lockdown, and evacuation plan.

23. **Parking:**

New students who attend face-to-face daily can receive a parking pass through the Main Office.

Existing students will need to update their parking sticker through the Main Office.

Online students who come into see a teacher must sign-in at the main office visitor book.

Students are asked to display the pass on their rear-view mirror and to park in the school parking lot. At the East 5th site our parking lot is shared with Sts. Peter and Paul Parish which may be used for funeral masses. On these days, St. Charles East 5th students will be informed the day prior and asked to find off-site parking. Students must abide by all local parking authority signs.

24. **Safe Learning Environment:**

Students, volunteers, or employees who perceive that they have been subjected to harassment (including ethnocultural or sexual harassment) are reminded that they may report their allegations to any member of the staff or directly to Vice-Principal or Site Administrator.

Where these circumstances involve sexual harassment, which involve a child and a person in a position of authority, staff members are reminded to follow the reporting provisions as set out in the Child and Family Services Act.

When an individual or staff member makes or receives a report, it must be communicated to the school administration (Vice- Principal or Site Administrator) immediately.

The safety of the student body is a shared responsibility. The Principal, Vice-Principal, Site Administrator and Teaching staff and all school personnel will take all the necessary safety precautions and safety measures to assure the safety of the entire school, staff and students. As a student and as an adult, it is also your responsibility to share in the “safe learning environment” component. This might include reporting to the office any suspicious activity on campus.

25. **Visitors:**

All visitors for school related matters must report to the office to **sign in**.

Family and friends should not come to school to see any student unless it is an emergency or an official school-related matter. Any visitor who fails to comply with this will be asked to leave and be issued a **trespass letter**.

**26. Textbooks:**

In person classes – Textbooks are limited to classroom use. However, students may make a request to sign out a textbook through the classroom teacher. Upon approval, the student must complete a Textbook Sign-out form and submit a \$50.00 refundable deposit through School Cash Online. Please note some courses textbooks are limited and from time to time may not be available for sign-out. E-Learning – All materials are available online through your online course.

**27. Academic Dishonesty and Plagiarism:**

Our Hamilton-Wentworth Catholic District School Board Mission Statement clearly expresses that its mission is to “. . . enable all learners to realize the fullness of humanity of which our Lord Jesus Christ is the model.” This will occur “. . . if learning takes place in an appropriate and challenging environment . . . which reflects Gospel values and responsible use of . . . resources . . .” and “. . . promotes academic excellence and clear indicators of achievement.” Therefore, all students at St. Charles Adult and Continuing Education have a faith strengthened obligation to practise academic honesty for it is the foundation of true learning and achievement. Academic dishonesty, however, violates not only Gospel values but also societal values and cannot be either condoned or tolerated. Academic dishonesty may take many forms such as cheating on tests, plagiarism, or other fraudulent practices including the fabrication or distortion of ideas, facts, details, quotes, or source citations.

St. Charles, in keeping with other school communities, follows the growing success policy as it relates to cheating and plagiarism. Since students at each grade level learn to improve their critical thinking and communication skills from constant assignment practice and from teacher feedback, this school expects and requires that any process work, finished product, and presentation whether in written, oral, artistic, electronic, or other form submitted by students for evaluation, must reflect their own effort, thought, and expression. Where there is evidence to the contrary in submitted process work, finished product or presentation, then students become subject to the penalties for plagiarism. Academic dishonesty is a very serious offence. At the college and university level, depending on the nature and extent, it has led to not only a zero grade for an assignment, but also failure of the entire course as well as expulsion from that institution. In the workplace - such as the world of journalism - academic dishonesty has led to severe censure and job loss, not to mention lawsuits.

We urge our students to always practice academic honesty, for any breach of it in the work that they submit not only is costly in terms of marks but also may cause serious damage to their academic credibility and reputation. There is no defence for any form of academic dishonesty, intentional or unintentional, for the latter is a result of ignorance and ignorance is no excuse in an academic institution that makes knowledge so readily available. If students are ever in doubt as to whether something that they are doing constitutes plagiarism or not, then they should consult and seek clarification from the teacher well in advance of submitting an assignment or consult various on-line tutorials suggested by our school library that show students how to avoid plagiarism with examples of how to correctly use direct and indirect quotes, paraphrase, citations, and other devices and techniques.

**WHAT IS PLAGIARISM?** Plagiarism is the act of using another person's ideas or expressions in your work without acknowledging the source. To plagiarize is to give the impression that you have written or thought something that you have, in fact, borrowed from someone else. School Boards will develop policies outlined in the Growing Success Document, 2010, p. 42.

Plagiarism includes using any kind of material in part or in whole from any source without acknowledgment as well as a varied range of academic fraud such as the following:

- submitting the process work, products, and presentations of others as one's own such as from written, graphic, audio-visual, musical, artistic, scientific, mathematical, and electronic (software and Internet) sources,
- recycling one's own work for more than one class without seeking permission and without informing the teacher beforehand that it has been submitted in another class,
- receiving unfair contributory help (explained later) from another party whether in content or style in the preparation of a product.
- Submitting **Artificial Intelligence (AI)** generated responses as if they are your own work/words.

#### *PREVENTION GUIDELINES*

- If possible, pick a topic that interests you
- Start the assignment early to allow yourself plenty of time to complete it
- Do not look for "short cuts" ....be prepared to think!
- Be confident in the value of your own ideas
- Be yourself in your writing
- Develop strong research and literacy skills
- Follow the research process and acknowledge your sources
- Adhere to all process work submission deadlines
- When in doubt, ask for clarification

### *PENALTY FOR ACADEMIC DISHONESTY?*

If, in the professional judgment of the teacher, and in consultation with the school administrator, there is evidence of cheating and/or plagiarism of a more serious nature a teacher may:

- deduct marks, up to and including the full value of the assignment.
- request a meeting with the student if appropriate or,
- request documentation to be kept by school administration.

Repeated or particularly grievous incidents of cheating and plagiarism, as determined by school administration, may result in the suspension of the student.

### 28. **REPEATING COURSES / DUPLICATE CREDITS**

It is the student's responsibility to ensure that he/she does not enroll in a course for which they have already earned a credit. The student will not receive an additional credit for a repeated course. However, students may repeat a course to improve their mark. Course codes and course names can sometimes change. If students are unsure whether they have taken a certain course or are eligible to take a course, they should contact the **Credit Office**. A mistake can cost valuable time.

### 29. **Withdrawals:**

A student may withdraw from a course **without academic penalty** before the 17th day in a 31- or 32-day module. No mark will be recorded if a student withdraws on or before the 22<sup>nd</sup> day in a 31 or 32 day module. For all students in **Grade 11 and 12 courses**, the **Full Disclosure Policy** applies after the **23rd day**.

### 30. **Full Disclosure Policy on Transcripts (Grade 11/12):**

During any module, a student who withdraws **on or after the 23rd day** in a 31- or 32-day module will have their average mark for their **average mark** for graded work recorded on their **Ontario Student Transcript**. In addition, a **"W"** (indicating withdrawal) will appear in the credit column. The average mark for all graded work will appear in the mark column.

### 31. **Appeals:**

Should you not agree with your final mark, you may submit an appeal. However, our teachers follow a standardized evaluation process, and the number of appeals submitted to us is typically very small. If you believe an appeal is necessary, please submit a **written request** to the Vice-Principal, explaining the reasons you believe the final grade should be reviewed. Sign your name and submit the letter to the **site credit clerical**. You will be contacted regarding any follow up.

### 32. **Computer/Internet Usage Policy**

All students and staff must adhere to the Board's Internet – Acceptable Use Policy for Students available at

<https://www.hwcdsb.ca/board/policies/?fileID=451898>

**Students are responsible for saving their computer work on their own storage devices i.e. USB or MS One Drive**

Students are prohibited from:

- hacking into any program, site or personal account
- manipulating files that are not on a personal account
- using obscene, harassing, racial or other inappropriate language
- erasing, damaging, copying files or another user
- tampering with computer settings, network configurations or desktop settings
  - knowingly downloading viruses
  - copying licensed material or software
  - installing any software not approved by the Hamilton Wentworth Catholic District School Board
  - using any other person's account on the system
  - attaching unauthorized devices to a computer or network
  - any other activity deemed inappropriate.

### 33. **Internet Use:**

It is an expectation that students will use Hamilton Wentworth District Catholic District School Board electronic communications systems for educational purposes to enhance learning through responsible internet access to global information and communication.

Students are prohibited from:

- accessing, participating, transmitting or saving illegal, commercial, gambling, racist, abusive, profane, pornographic, violent, discriminatory material
- accessing and participating in on-line harassing systems or site
- accessing, participating, transmitting or saving material that does not comply with the Mission, Beliefs, Gospel Values and policies of the Hamilton-Wentworth Catholic District School Board
- accessing e-mail or Gmail accounts. (E-mailing of homework or Board approved e-learning courses is permitted with permission of school staff)
- cyber-stalking or spamming
- accessing chat rooms or discussion forums that are not approved by school staff
- transmitting information in violation of Canadian, Ontario or municipal laws
- duplicating, plagiarizing, storing or transmitting copyrighted material that violates copyright law

- downloading large files that will take up system file space without permission of school staff
- any other activity deemed inappropriate
- Use of printers is prohibited unless directed by the teachers for assessment purposes only. Students are not permitted to print assignments for proof reading.

Failure to comply with these guidelines may result in immediate removal from all adult programs within St. Charles Adult and Continuing Education Centres.

**34. Technical Problems - Trouble Shooting:**

If students experience any technical problems while working on an E-Learning course, for example, the website or course email is not functioning normally, contact us at email: [info@stcharles.ca](mailto:info@stcharles.ca)

If students experience problems with the content of a course, they should email the course teacher and, state the course name, the unit, the activity and the section (content or assignment) in which the problem is occurring. Copy the question or statement that is giving you difficulty or describe the link that is not working. It is much easier for the teacher to help if he/she is given this kind of direction. If a link is not working, be sure to clearly identify where the link occurs, and what error you receive when attempting to open it.

(June 2026)



