

**FORM #1 – UNIFORM INFORMATION****What we believe about our uniform:**

- We always wear our uniform modestly, proudly and with respect.
- Our uniform symbolizes our core values that we are always good ambassadors of the school, we are treated equally, and we are committed to Catholic Education.
- Our uniform unites us as individuals, into a community.
- Our uniform reminds us that we are in a respectful and safe learning environment.

**Uniform Expectations:**

- The uniform is worn on the first day of school until the last day of regular classes.
- Students do not have to wear uniforms during exams.
- To ensure all students have a successful day, students may temporarily borrow a uniform item from the main office when circumstances arise.
- Parents/Guardians who support our uniform expectations make it work.
- The uniform is expected to be kept clean and in good repair.
- Civies/Spirit Days (non-uniform or uniform add-on days) are planned by student council throughout the year and are communicated to the student body as necessary.
- Civies clothing is worn modestly and with respect.

**What is the Uniform?**

- Depending on which school you attend, your uniform will vary in colour. However, all students follow the following example for uniforms.

<b>Shoes</b>	Solid black shoes without coloured logos, completely enclosed, black laces, black soles (boots, Uggs, Crocs, slippers or sandals are not acceptable)
<b>Bottom</b>	Black McCarthy pants/capris/shorts identified with a school or Wellington Catholic logo below the pocket, secured at the waist (with plain black belt). <i>Shorts may be worn between March Break and Thanksgiving only.</i> OR Kilt (with opaque black or navy tights)
<b>Top</b>	Black or white short/long sleeve golf shirt (McCarthy monogrammed school sweater or cardigan may be worn in addition to the golf shirt) OR Crested rugby shirt
<b>*Any t-shirt or undershirt worn underneath the uniform top shall be the “same colour” as the uniform TOP itself. For example, black t-shirt under black golf shirt or white t-shirt under white golf shirt. Socks must be black/white/grey/navy.</b>	



# WELCOME TO YOUR SCHOOL UNIFORM PROGRAM

McCarthy Uniforms is your official Back-to-School headquarters! Shopping with McCarthy Uniforms will get you great deals on a number of back-to-school materials. Follow these two simple and fast steps to get school uniform ready:

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## REGISTER

Create your student profile by visiting:  
[www.mccarthyuniforms.ca/profile](http://www.mccarthyuniforms.ca/profile)

**Your student profile will give you:**

- Access to sales and promotions
- A detailed overview of your school's uniform
- Details about where and how you can shop for your school uniform
- A detailed summary of your buying history

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## SHOP

**Your Showroom:**

Cambridge Showroom, 44 Saltsman Drive.  
Please check our website for updated store hours.

**Online store:**

[www.mccarthyuniforms.ca/shop](http://www.mccarthyuniforms.ca/shop)

**Call center:**

GTA: 416-593-6900

Outside of the GTA: 1-800-668-8261

We believe in the power of uniforms to create community.

Connect with us on:



**FORM #2 - ATTENDANCE INFORMATION****What do we believe about attendance?**

We are most successful when we attend.

This means we strive for **WISDOM** in continually developing our learning and listening skills in class which positively impact our achievement and relationships with others. Every day is an opportunity to learn something new about yourself, others and the world around you.

**HONOUR** challenges us to learn from our mistakes, and to use our strengths effectively to address our weaknesses and to do what is right for ourselves and others. It also requires us to be accountable for our responsibilities such as group work, making up missed work or balancing our school/work/curricular/family circumstances.

Finally, we believe that we encourage each other to have the **COURAGE** to see hope and growth in every challenge and to see others' strengths in every situation. This also means that it is not always easy or free of fear, but by asking questions, seeking guidance or helping others, all of us can learn and succeed with the right amount of time and support.

**All students can and will succeed if they:**

**SHOW UP:** *Attend classes on time and in uniform, ready to go.*

**MAKE AN EFFORT:** *Complete assignments on time and with care.*

**BE RESPECTFUL:** *Have a respectful attitude and engage fully.*

***All schools have a 24-hour automated phone line to report an absence, this number varies based on which school you attend.***

**Attendance Expectations:**

- We need to be in school every day and on time.
- Host families support us when they contact the school ahead of time, or at the very least-on the day of their child's absence, similar to the real-working world.
- We are always individually accountable for missed work due to absence.
- We respectfully attend all assemblies and liturgies as part of our education.
- Host families and students over the age of 18 support our school culture when they ensure

attendance at all assemblies and liturgies.

- Students achieve success when core learning skills such as time management, organization, balance, extra-help and initiative are practiced- missing one class to complete work for another class does not support these core learning skills.
- Host families need to inform the school of illnesses, appointments, family death or emergency, religious observances or exceptional circumstances with a written note or phone call from the parent/guardian (or if the student is over 18 years of age).
- Students over the age of 18 years of age shall always act responsibility, respectfully and maturely with this privilege of reporting their own attendance.
- Students must be in “good attendance standing” to participate in extra-curricular activities including athletics, arts, leadership, clubs and field trips.

#### **What is an Absence is Unexcused?**

- As part of Safe Schools Regulations, the school will contact the host families on each day of the student’s absence from the school.
- PLEASE ENSURE YOUR CONTACT INFORMATION IS UP-TO-DATE.
- The school has established procedures to follow to support a student who does not attend and no indication has been received from the student’s host families to support the absence.
- A Board Attendance Counselor shall become available to support a pupil whose success is impacted by accumulated absenteeism or lack of host families support.

#### ***When Attendance is Excused - from the Education Act of Ontario***

A person is excused from attendance at school if:

- the person is unable to attend school by reason of sickness or other unavoidable cause;
- transportation is not provided by a board for the person that is normally provided (bus cancellation days for bus-eligible students);
- the person is absent from school for the purpose of receiving instruction in music and the period of absence does not exceed one-half day in any week;
- the person is suspended, expelled, or excluded from attendance at school under any Act or under the regulations;
- the person is absent on a day regarded as a holy day by the church or religious denomination to which he or she belongs.

### **FORM #3 - LOCKER INFORMATION**

#### **Locker Expectations and Agreement**

- New students will be provided with a lock on the first day of school
- Once a student registers, they will receive a timetable and an assigned locker.
- Returning students or students in grade 10, 11 and 12 will use the same locker every year.

#### **What we believe about our lockers.**

- A lock is a privilege.
- We use and maintain our lockers modestly and with respect.
- We treat others' locker with care.
- We leave the locker in a respectful condition for the next person.
- We are always accountable for our own locker.
- We notify the office for assistance if a locker is damaged.
- We use the master-locks provided by our school keeping with our Safe Schools Regulations.

## FORM #4 - ACCESSING STUDENT EMAIL AT WELLINGTON CDSB

## My Wellington Student Portal

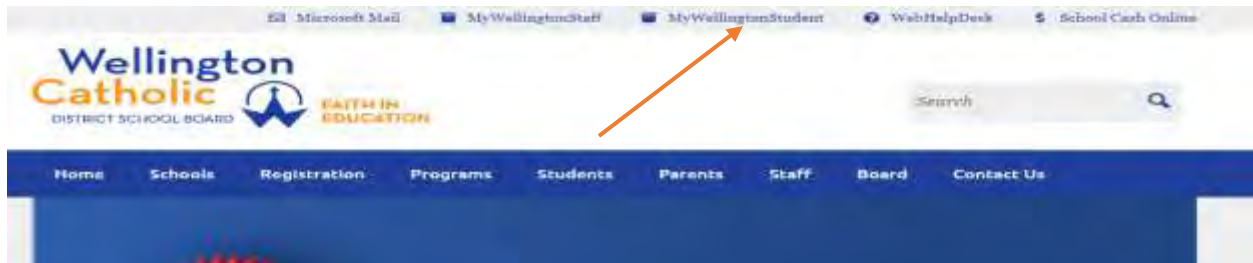
## Accessing Your WCDSB Student Outlook Email Account

**Step 1:** Open your **Google Chrome Web** Browser. Other browsers may not work as well.



**Step 2:** Go to your school's website or [wellingtoncdsb.ca](http://wellingtoncdsb.ca).

**Step 3:** CLICK "My Wellington Student"



Within the **My Wellington Student** Portal, you will have access to all of the board provided tools, programs and information offered to students, including: Office 365, D2L, MyBlueprint etc..

**If you have not logged in, you will be asked to provide your school login and password at this point. If you do not know your school login and password, use the following formula:**

**LOGIN:** **First 2 letters of Your Legal Last Name** followed by your **Pupil #**.

E.g.: for John Smith **sm123456**

(If you do not know your 6 digit **Pupil #**, secondary student can located it on any of your report cards. Your **Pupil #** is sometimes referred to as your student number, but is different than your 9 Digit Ontario Education Number – OEN.)

**PASSWORD:** **Year of Birth** followed by **Date of Birth**

E.g.: June 10, 2002 **200210**

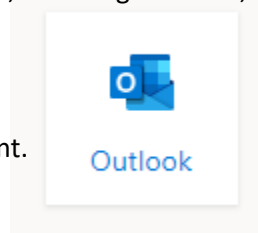
*If this doesn't work, or if you changed your password and forget it, please contact your classroom teacher and an IT ticket, to reset your password, will be submitted!*

**Step 4:** CLICK the **Office 365** Icon.



In Office 365 will have access to all of the tools Office 365 provides, including: Outlook, OneDrive, Word, Excel, PowerPoint etc..

**Step 5:** CLICK the **Outlook** icon to access your board email account.



## FORM #5 – SCHOOL CASH ONLINE INFORMATION

# SchoolCashOnline

For safety and efficiency reasons, Wellington Catholic District School Board would like to reduce the amount of cash & cheques coming into our schools. Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Please follow these step-by-step instructions, so you will begin to receive email notifications regarding upcoming events involving your child(ren).

**NOTE:** If you require assistance, select the *SUPPORT* option in the top right hand corner of the screen.

## Step 1: Register

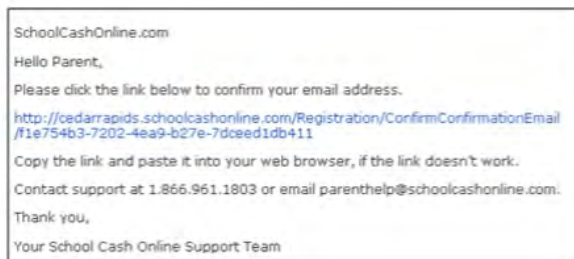
- If you have not registered, please go to the School Cash Online home page <https://wellingtoncdsb.schoolcashonline.com> and select the "Get Started Today" option.
- Complete each of the three Registration Steps  
\*For Security Reasons your password, requires 8 characters, one uppercase letter, one lowercase letter and a number.



## Step 2: Confirmation Email

A registration confirmation email will be forwarded to you. Click on the link provided inside the email to confirm your email and School Cash Online account.

The confirmation link will open the School Cash Online site prompting you to sign into your account. Use your email address and password just created with your account.



### Add Student

1. Type in the School Board name and select one from the list  
Wellington Catholic District School Board  
 Change school board name.

2. Select a school

Select school...

3. Enter student information

Student Number

I don't have the student number.

First Name

Last Name

Birth Date

Date format: mm/dd/yyyy

[I don't want to add a student](#)

## Step 3: Add Student

*Note: Student Number is not required*

This step will connect your children to your account.

- Enter the School Board Name
- Select the School Name
- Enter Your Child's First Name, Last Name and Birth Date (mm/dd/yyyy)
- Select *Continue*
- On the next page confirm that you are related to the child, check in the Agree box and select *Continue*  
Your child has been added to your account

## Step 4: View Items or Add Another Student

If you have more children, select "Add Another Student" option and repeat the steps above. 5 children can be added to one parent account.

If you do not wish to add additional children, select

"View Items for Students" option. A listing of available items for purchase will be displayed.

Stay connected! Be sure to select the option to receive email notifications when new items become available.

- I want to receive email notifications for new fees assigned to my student and updates on school-related activities.