

**CDCIWest**  
**Student & Parent Handbook**  
**2008-2009**



**Cobourg District Collegiate Institute West**

*Dare Lucem: Into the Light*

135 King Street West  
Cobourg, Ontario K9A 2M7  
905-372-2191 905-372-1155 (FAX)  
[www.cdciwest.com](http://www.cdciwest.com)

Office Hours: 8:00 a.m. to 4:00 p.m. Monday to Thursday  
8:00 a.m. to 3:00 p.m. Friday

### IMPORTANT DATES 2008 – 2009

Date	SEMESTER 1	Date	SEMESTER 2
2 Sep 08	Semester 1 Begins	2 Feb 09	Semester 2 Begins
26 Sep 08	PA Day	6 Feb 09	Sem 1 Report Card Home
7 Oct 08	Progress Report Home	16 Feb 09	Family Day
9 Oct 08	Parent’s Night for Semester 1	10 Mar 09	Progress Report Home
13 Oct 08	Thanksgiving	12 Mar 09	Parents’ Night for Semester 2
27 Oct 08	PA Day	16 Mar 09-20 Mar 09	March Break
6 Nov 08	0.5 credit courses switch; Term 2 begins	10 Apr 09	Good Friday
14 Nov 08	Mid-term Report Card Home	13 Apr 09	Easter Monday
5 Dec 08	PA Day	15 Apr 09	0.5 credit courses switch; Term 2 begins
22 Dec 08-5 Jan 09	Holiday Break	23 Apr 09	Mid-term Report Card Home
22 Jan 09-29 Jan 09	Semester 1 Evaluation Days	24 Apr 09	PA Day
30 Jan 09	PA Day	18 May 09	Victoria Day
		18 Jun 09-25 Jun 09	Semester 2 Evaluation Days
		25 Jun 09	Graduation

*Please do not plan activities (appointments, job interviews, vacations, etc.) during evaluation periods.*

<b><i>Students who are absent are expected to have a parent/guardian call the school the day of the absence.</i></b>
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## SCHOOL POLICIES AND PROCEDURES

*Kawartha Pine Ridge District School Board Mission Statement: At the Kawartha Pine Ridge District School Board, and at CDCI West, we educate our students to excel in learning, to succeed in life and to enrich our communities.*

### **Regular Class Schedule**

Period 1	8:30 - 9:45
Period 2	9:50 - 11:05
<b>Lunch:</b>	<b>11:05 - 12:05</b>
Period 3	12:05 - 1:20
Period 4	1:25 - 2:40

***Buses Depart at 2:50 pm sharp***

### **Assembly Schedule**

Period 1	8:30 - 9:30
<b>Assembly</b>	<b>9:30 - 10:30</b>
Period 2	10:30 - 11:30
<b>Lunch</b>	<b>11:30 - 12:15</b>
Period 3	12:15 - 1:25
Period 4	1:30 - 2:40

NOTE: Periods 3 and 4 are flipped on alternate days. On a Day 1 the timetable is as written above. On a Day 2 the timetable has period 4 in place of 3 and 3 in place of 4. In addition, there will be several times during the year when we will have assemblies. On those days the assembly schedule will apply unless otherwise posted to reflect the requirement of the particular assembly. This information will come to you through your classroom teachers.

## STUDENT RESPONSIBILITIES

The Kawartha Pine Ridge District School Board firmly believes that everyone has the right to take part in a learning/working environment, which is inviting, safe and conducive to the provision of a quality education. To achieve this goal, Cobourg District Collegiate Institute West has clarified the following:

### Students will:

- 1) Arrive on time for all classes.
- 2) Come to class prepared to work with all required materials, i.e., pen, pencil, paper, notebook, textbook, Phys. Ed. uniform, etc.
- 3) Complete all homework and assignments on time and to the best of their ability.
- 4) Leave backpacks, coats and all electronic devices (including cell phones, MP3 players etc.) at home or in their lockers.
- 5) Not ask to return to their locker once class has begun.
- 6) Show respect to staff and fellow students.
- 7) Respect the property of others.
- 8) Not bring food and/or drinks to class.
- 9) Not be in the halls while classes are in session.
- 10) Not wear headgear (which includes, but is not limited to hats and bandanas) in any classroom, gyms or main office during the regular school day.
- 11) Notify their teachers if they are to be absent from class for any reason.
- 12) Exit the building by 3:00 p.m. unless they have a scheduled after-school activity.
- 13) Bring a note to the main office if they were absent from school the previous day and notify the main office of any change in address or phone number.

- 14) Sign in and out through the main office if they arrive late for school or have to leave school early.

In addition, according to the Education Act, Regulation 298, Section 23

- (1) A Pupil shall,
- a) be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;
  - b) exercise self-discipline;
  - c) accept such discipline as would be exercised by a kind, firm and judicious parent;
  - d) attend classes punctually and regularly;
  - e) be courteous to fellow pupils and obedient and courteous to teachers;
  - f) be clean in person and habits;
  - g) take such tests and examinations as are required by or under the Act or as may be directed by the Minister; and
  - h) show respect for school property.
- (1) When a pupil returns to school after an absence, a parent of the pupil, or the pupil where the pupil is an adult, shall give reason for the absence orally or in writing as the principal requires.
- (2) A pupil may be excused by the principal from attendance at school temporarily at any time at the written request of a parent or the pupil where the pupil is an adult.
- (3) Every pupil is responsible for his or her conduct to the principal of the school that the pupil attends,
- a) on the school premises;
  - b) on out-of-school activities that are part of the school program; and
  - c) while traveling on a school bus that is owned by a board or a on a bus or school bus that is under contract to a board.

Excerpts from the KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD  
SAFE, CARING AND RESTORATIVE SCHOOLS POLICY [ES-1.1] AND  
ADMINISTRATIVE REGULATIONS [ES-1.1.1A]

SAFE, CARING AND RESTORATIVE SCHOOLS POLICY STATEMENT [Excerpts from ES-1.1] Schools in the Kawartha Pine Ridge District School Board are places that promote academic excellence through the character attributes of respect, responsibility, honesty, integrity, empathy, fairness, initiative, perseverance, courage, and optimism. These attributes provide the foundation for a safe and caring learning and teaching environment that enables every student to reach his or her full potential. A positive school climate exists when relationships are strong and all members of the school community feel safe, comfortable, cared for, and included.

Restorative practice is an overall approach where conflict and tensions are managed by repairing harm and strengthening relationships as a way of building school community. It

focuses on repairing the harm caused by offending behaviour while holding the offender accountable for his or her actions. It provides an opportunity for the parties directly affected by such behaviour—victim, offender and community—to express how they are affected and identify and address their needs that result from the offending behaviour, and seeks a resolution that affords reparation, healing and reintegration, and prevents future harm. Interventions occur along a continuum of restorative practices.

The Board's Code of Conduct sets clear standards of behaviour that are firm and fair. These standards of behaviour apply not only to students but also to all individuals involved in the school system—parents, volunteers, employees—whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate. These standards are as follows:

1. The Board and its school staff will neither tolerate nor accept actions that could have a negative impact on students' ability to learn, healthy relationships, a school's ability to educate its students, and/or on the school climate. These actions include:
  - 1.1 possession, use, threatened use, or trafficking of weapons [or replicas of weapons];
  - 1.2 possession, use, or trafficking of prohibited material or substances;
  - 1.3 bullying behaviours, discrimination, hate propaganda such as homophobia and other forms of behaviour motivated by hate or bias, assault, sexual assault, robbery, threatening or intimidation, being under the influence of alcohol or restricted drugs or providing alcohol or restricted drugs, or any other behaviours that infringe on the physical or emotional well-being of students, staff and/or community members; and
  - 1.4 damage to property in the school environment (including school property, school buses, another person's property).
2. The Board shall support consequences for unacceptable behaviour up to and including suspension and expulsion for:
  - 2.1 actions as directed by the Education Act, and
  - 2.2 actions that compromise a school's capacity to achieve respect, civility, academic excellence and a safe and caring learning and teaching environment, and/or are injurious to the moral tone of the school.
8. The administrative regulations will be written to reflect the following guidelines:
  - 8.1 effective schools support the development of a safe and positive school environment through leadership, school climate, high expectations for learning, instructional and curriculum focus, assessment and evaluation of student success, parental/guardian/community involvement and support and staff development;
  - 8.2 each individual is important and unique and should be empowered to contribute positively to the school community;
  - 8.3 responsibility, accountability and ownership for a safe learning environment must be assumed by all members of the school community; prevention and intervention programs are essential to teaching appropriate behaviours and self-discipline. the range

of interventions, supports and consequences utilized will be developmentally appropriate and include opportunities for individuals to learn from mistakes, restore relationships and improve behaviour;

8.4 educators and community members have a responsibility to work in partnership to develop responsible citizens;

8.5 education of students, staff, parent(s)/guardian(s) and school-community members is necessary in order to understand and respond to societal violence; and

8.7 the fair treatment of others, regardless of their race, ancestry, place of origin, colour, ethnicity, citizenship, religion, gender, sexual orientation, socio-economic status, age or disability is an expectation from all school members.

9. Each school must have in place a Safe, Caring and Restorative Schools team which will be composed of one student, one parent, one teacher, one support staff member, one community partner and the principal. An existing committee such as the School Council may take on this role.

#### SAFE, CARING AND RESTORATIVE SCHOOLS: DISCIPLINE/CODE OF CONDUCT ADMINISTRATIVE REGULATION [ES-1.1.1A]

##### **1. School Code of Conduct Rationale**

The Ministry of Education requires that all schools develop a code of conduct which communicates the standards of behaviour to all members of the school community and the types of behaviour expected from them. Members of the school community include: students, staff, parent(s)/guardian(s) and others such as visitors and volunteers.

Codes of conduct must be reviewed at least every three years. School principals must consult with students, staff, the school council and the superintendent in this review. School Codes of Conduct must be consistent with the provincial code and aligned with Board Policy No. ES-1.1, Safe, Caring and Restorative Schools and this administrative regulation.

The Board recognizes that all students, parent(s)/guardian(s), teachers and staff have the right to be safe, and feel safe in their school community.

This school Code of Conduct has been developed in accordance with the guiding principles of the Safe, Caring and Restorative Schools Policy and the Ontario Code of Conduct in order to create a common philosophy and understanding upon which safe learning and working environments can be maintained for all school community members. It is applicable to students while at school or engaged in a school-related activity or in other circumstances where engaging in the activity has an impact on the school climate.

##### **2. School Code of Conduct Responsibilities**

In order to uphold the right of all school members to access a safe school community, there are a number of responsibilities for which all school members must be accountable to ensure a safe and/or positive learning environment.

2.1 Common School Community Member Responsibilities

Every member of the school community has the responsibility to:

- 2.1.1 contribute to make the school environment safe and conducive to learning/working, free from discrimination, physical and/or psychological abuse;
- 2.1.2 be a partner in the school community and to work co-operatively with each other; and
- 2.1.3 model appropriate behaviour and to support the school Code of Conduct by upholding the standards of behaviour.

2.2 Additional Student Responsibilities

Each student has the responsibility to:

- 2.2.1 exercise self-discipline, follow the established rules and accept responsibility for their actions based on age and individual ability;
- 2.2.2 come to school prepared, on time and ready to learn;
- 2.2.3 show respect for themselves, for others and for those in authority; and
- 2.2.4 refrain from bringing anything to school that may compromise the safety of others.

2.3 Additional Teaching Staff Responsibilities

Teaching staff have the additional responsibility to:

- 2.3.1 help students work to their full potential and develop self-worth;
- 2.3.2 assess, evaluate and report student progress;
- 2.3.3 communicate regularly and meaningfully with parent(s)/guardian(s);
- 2.3.4 discipline fairly and consistently in a manner in keeping with the administrative regulation on Discipline/Code of Conduct, and the school Code of Conduct;
- 2.3.5 be on time and prepared for all classes and school activities;
- 2.3.6 prepare students for the full responsibilities of citizenship; and
- 2.3.7 safeguard students from persons or conditions which interfere with the learning process.

2.4 Additional Parent(s)/Guardian(s) Responsibilities

Parent(s)/guardian(s) has/have the additional responsibility to:

- 2.4.1 attend to their child's physical and emotional well-being,
- 2.4.2 show an active interest in their child's school work and progress,
- 2.4.3 communicate regularly with the school,
- 2.4.4 help their child be neat, clean, appropriately dressed, and prepared for school,
- 2.4.5 ensure that their child attends school regularly and on time,
- 2.4.6 promptly report to the school their child's absence or late arrival,
- 2.4.7 become familiar with Code of Conduct and school rules,
- 2.4.8 encourage and assist their child in following the rules of behaviour, and
- 2.4.9 assist school staff in dealing with disciplinary issues.

**3. Standards of Behaviour**

3.1 Respect, Civility and Responsible Citizenship

All school members must:

- 3.1.1 respect and comply with all applicable federal, provincial and municipal laws;

- 3.1.2 demonstrate honesty and integrity;
  - 3.1.3 respect differences in people, their ideas and opinions;
  - 3.1.4 treat one another with dignity and respect at all times, and especially when there is disagreement;
  - 3.1.5 respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or handicap (Human Rights Code R.S.O. 1990, c.H.19, s.1.);
  - 3.1.6 respect the rights of others;
  - 3.1.7 show proper care and regard for school property and the property of others;
  - 3.1.8 take appropriate measures to help those in need;
  - 3.1.9 use non-violent means to resolve conflict;
  - 3.1.10 dress in a manner that is appropriate to school activities with regard to exposure, cleanliness and/or message;
  - 3.1.11 respect persons who are in a position of authority; and
  - 3.1.12 respect the needs of others to work in an environment of learning and teaching.
- 3.2 Physical and Emotional (or Psychological) Safety
- 3.2.1 Weapons
    - The following will not be tolerated:
    - 3.2.1.1 possession of any weapon or replica weapon, including but not limited to firearms;
    - 3.2.1.2 use of any object to threaten or intimidate another person; and/or
    - 3.2.1.3 causing injury to any person with an object.
  - 3.2.2 Alcohol and Drugs
    - The following will not be tolerated:
    - 3.2.2.1 possession of, or under the influence of, or providing others with, alcohol or restricted drugs.
  - 3.2.3 Physical Aggression
    - The following will not be tolerated:
    - 3.2.3.1 inflicting or encouraging others to inflict bodily harm on another person; and/or
    - 3.2.3.2 intimidation.
  - 3.2.4 Non-physical Aggression
    - The following will not be tolerated:
    - 3.2.4.1 emotional, sexual or racial actions that hurt an individual or a group of individuals;
    - 3.2.4.2 threatening physical harm, bullying or harassing others; and/or
    - 3.2.4.3 use of any form of discrimination.

**Bullying and Cyberbullying:** Bullying is a serious issue and is not acceptable on school property, on school buses, during school-sanctioned activities or online (cyberbullying). Bullying, including cyberbullying, has now been added to the list of activities that may result in a suspension from school.

According to the Ministry of Education, bullying is defined as follows: Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be know to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Bullying takes many forms including physical, verbal, social and electronic. Below are examples of each form of bullying.

**Physical** bullying is defined as hitting, shoving, tripping, stealing or damaging property.

**Verbal** bullying involves name calling, mocking or making racist, sexist or homophobic comments.

**Social** bullying often involves excluding others from a group or activity (shunning) or spreading gossip or rumours about them.

**Electronic** bullying or **cyberbullying** entails spreading rumours, hurtful comments, images and/or gossip through the use of personal electronic devices or technology, including but not limited to e-mail, cellphones, the Internet and text messaging.

No form of bullying is acceptable, and when bullying occurs, principals will consider the most appropriate way to respond to each situation based on a number of factors including the students' ages and their academic, personal and behavioural histories.

Further to all these standards of behaviour, it is expected that all school members will seek staff assistance, if necessary, to resolve conflict peacefully.

#### 4. School Code of Conduct Rules

4.1 students must be allowed to learn;

4.2 teachers must be allowed to teach;

4.3 physical, verbal (oral or written), sexual or psychological abuse, bullying, or discrimination on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, or handicap (Human Rights Code R.S.O. 1990, c.H.19, s.1.) is not permitted; and

4.4 damage to property in the school environment (including school grounds, school buses, on school excursions) is not permitted.

**NOTE: The principal may also apply these rules to a pupil when the pupil's conduct outside the school environment negatively impacts the school.**

## **5. School Code of Conduct Procedures**

5.1 ACADEMIC ASSISTANCE: Teachers are available by appointment at your request for assistance at lunch or after school.

5.2 ACCIDENT/STUDENT INSURANCE:

- a) Accidents of any nature must be reported promptly to the Main Office by student or teacher. An Accident Report must be completed.
- b) It is recommended that students carry accident insurance, which is made available in September. All students involved in athletic programs are responsible for purchasing this insurance protection. The school provides the application forms, which are NOT to be returned to the school, but are to be mailed to the insurance company directly.

5.3 ANNOUNCEMENTS: All announcements for the day **must** be written on the form provided in the Main Office, signed by the person submitting the announcement and given to the office staff by 8:15. Announcements will be read as part of the opening exercises at 8:30 a.m. and at 1:20. Additional important announcements will be made over the PA at lunch and the end of the school day.

5.4 ASSEMBLIES: Assemblies are held on a regular basis. Students are expected to **attend** and **respect** visitors to our school assemblies. Staff are expected to attend, sit with and supervise their students during assemblies.

5.5 VISITORS: All visitors are to begin their visit by signing in at the Main Office

5.6 ATTENDANCE: Attendance in all classes is critical to student success and achievement. Students must attend and arrive on time for all classes prepared to work with all required materials (ex. Pencil/pen, paper, notebook, textbook, Phys. Ed. Uniform etc.)

5.6.1 PUNCTUALITY: The warning bell rings at 8:25 a.m. indicating that students should proceed to home room. At this time music plays over the P.A. system as a reminder to students to move to period 1. At 8:30 a.m. the final bell rings. Students should be out of the halls and ready to stand for the national anthem.

5.6.2 REASONS FOR ABSENCE: According to the Education Act, Section 21(2) a child is excused from attendance at school for a limited number of reasons. For most students at CDCI West these reasons include: illness, medical appointments and family emergencies. According to the Education Act there are six legitimate reasons for which permission is granted for a student to be absent or leave the school:

- a) The child is receiving satisfactory home instruction
- b) The child is ill or injured.
- c) Transportation is not provided by the board and there is no school that the child has the right to attend nearby.
- d) The child is receiving music instruction (only ½ day per week).
- e) The child is suspended, expelled or excluded from attendance at school.
- f) The child is away from school to honour religious holidays of the denomination to which the child belongs.

5.6.3 ABSENCE FROM SCHOOL: A student who is **ABSENT** is **expected** to have a parent/guardian call the school the day of the absence and explain the reason for the absence.

5.6.4 APPOINTMENTS AND SIGNING OUT: In accordance with the Safe Schools Policy, **the school must know where students are at all times. Students are not to leave the school until they have signed out at the main office.**

Students are **required** to provide the **Main Office** with a **note or telephone call** from a **parent/guardian to leave the school** or to sign out for any appointments. A student who has signed out must leave the school premises immediately. A student may not be signed out from a class in order to do other class work such as studying for a test or completing an assignment; this is equivalent to **truancy**. If the student is 18 or older, approval **MUST** be sought from administration **BEFORE** leaving the school.

4.5.5 **A student 18** years of age or older may assume responsibility for his or her attendance, but only for the above reasons; “PERSONAL REASON” is **not** a valid excuse for an absence. If issues regarding attendance arise and/or persist, administration may not approve the absence and issue appropriate consequences. Please note that the ability to sign oneself out is a privilege, not a right.

4.5.6 Co-op and Sign-In Students: Students who have morning Co-op or who do not have an assigned period one class will automatically be considered present unless the office is informed (each day) of their absence by noon hour. Co-op students are required to notify their employer of an absence. Students who have a period one spare must not be in the halls during opening exercises or during period . Students

on spares or having spare time shall go to the library or cafeteria and are **NOT** to be in the halls.

- 5.6.7 If a student's parent/guardian does not call the school the day of the absence a **note or phone call** from the parent/ guardian must be presented to the office before the start of classes, on the day of return to school..

A student who does not bring a parental/guardian note or have a phone call in will be offered the opportunity to contact a parent/guardian. If contact is not made, the student will be charged with truancy and an appropriate consequence will be issued. A subsequent contact may remove the truancy from the school record.

- 5.6.8 **CONSEQUENCES FOR TRUANCY:** A policy of progressive discipline is in place at CDCI West. Normally a student who is truant will meet with the Vice-Principal and detentions will be assigned. An attempt will be made to notify parents/guardians. If tests/assignments are missed due to skipping, a mark of **zero** may be assigned. **Parents and teachers** have a shared responsibility to address attendance and academic concerns. Consequences for persistent truancy may include but are not limited to: contact with home, detentions (Thursday after school), issuing of truancy assignments, referral to student support services and/or an attendance counselor, alternative classroom assignment and suspension.

- 5.6.9 **DETENTIONS:** are completed in room 205 from 2:45 - 3:45 p.m. Thursday. Students are required to bring school work or reading material to their detention. In addition to or in lieu of detention, a student may be required to complete any of the following:
- work in an alternately assigned location with one of their classroom teachers
  - community service within the school
  - cafeteria clean-up (11:45-12:05)
  - submit a written assignment to the Vice-principal on the date due with a parental/guardian signature

- 5.6.10 Students who forge notes may be suspended.

- 5.6.11 **LATE TO SCHOOL:** Students who are late arriving to school **must** sign-in at the main office as soon as they arrive.

- 5.6.12 **LATE TO CLASS:** A student is deemed late to class if the student is not in his or her assigned seat at the sound of the bell. A teacher may assign a consequence as outlined due to tardiness. Students are to proceed directly to periods 2,3 and 4 when late and teachers will record their attendance as late.

- 5.6.13 **CONSEQUENCES FOR HABITUAL LATENESS:** A policy of progressive discipline is in place at CDCI West. A student who is persistently late to school

and/or class will meet with: the Vice-Principal (late to school), the classroom teacher (late to class). Consequences for persistent lates may include but are not limited to: contact home, issuing of late assignments, detentions (lunch and/or after school), referral to the Vice-principal, referral to student support services and/or an attendance counselor, alternative classroom assignment, suspension, removal from school. Please note that a student may be suspended for habitual neglect of duty and/or opposition to authority should a pattern of tardiness continue despite intervention.

5.6.14

**ILLNESS:** If a student becomes ill during the school day s/he **MUST** report to the **MAIN OFFICE**. Depending on the circumstances, the office staff may contact someone to take the student home. Should a student become ill over the lunch hour, the student **MUST** return to the school to sign out or **MUST** phone the school (905-372-2191) immediately to report the illness. A note from parents/guardians **MUST** be brought to the **MAIN OFFICE** upon return.

5.6.15 **REMOVAL FROM CLASS:** If a student is removed from class because of inappropriate behaviour, s/he **must report to the Main Office**.

5.6.16 **DISMISSAL FROM CLASS:** The bell is the first signal to the teacher that they may dismiss a class. It is **not** the signal for students to immediately make their way out of their classroom; they are to await instructions from the teacher.

4.5.15 Appointments, recreation activities, holidays, etc. should not be planned during school hours as student achievement is often adversely affected.

5.7 **BULLETIN BOARDS:**

All posters and advertisements placed on bulletin boards **must** be initialed by the principal or vice-principal.

5.8 **BUSES:**

- a) In order that the Board may provide transportation in an efficient, economical and safe manner, students are required to observe the following guidelines:
- xvi. expect transportation from their own designated bus stop to school and return only;
  - xvii. be at the pick-up point prior to the arrival of the bus;
  - xviii. follow the recommended procedures when crossing the roadway;
  - xix. refrain from pushing or shoving when boarding or leaving the bus;
  - xx. inform the driver if anyone is known to be absent;
  - xxi. remain seated and not distract the driver while the bus is in motion or during loading and unloading procedures of other students;
  - xxii. keep feet under the seat, and back packs, etc. out of the aisles;

- xxiii. open a window only with the driver's permission;
- xxiv. refrain from tampering with the emergency door or equipment;
- xxv. keep head, hands and arms inside the bus;
- xxvi. refrain from throwing anything in, out, or at the bus, at any time;
- xxvii. not smoke or use non-prescribed drugs or alcohol, or consume food or beverage on any school bus at any time;
- xxviii. refrain from fighting or using obscene language on the bus;
- xxix. maintain a clean bus by using the containers provided for any debris;
- xxx. no in-line skates/skateboards are permitted on school buses;
- xxxi. refrain from bringing firearms, ammunition, explosives and all other dangerous, disturbing and annoying objects on school buses;
- xxxii. be responsible for any willful damage to the bus;
- xxxiii. realize that the driver is in complete charge of the bus and will report any misconduct.

**Remember, access to busing is a privilege, not a right and you may be denied the privilege of riding the bus for not observing regulations and instructions.**

- 5.9 BUS CANCELLATIONS: STUDENTS ARE ASKED **NOT TO CALL THE SCHOOL ON INCLEMENT WEATHER DAYS.** An information hot-line and website give local students additional access to information on school bus delays and cancellations. Students/parents/guardians are asked to follow past practice and listen to their local radio stations; visit [www.stsco.ca](http://www.stsco.ca) and click on the bus cancellation button; or call 1-866-433-4441 to check for cancellations.
- 5.10 SNOWBALLS: Students are not permitted to throw snowballs as a person's safety may be jeopardized. Any student who throws snowballs may be suspended.
- 5.11 TEXTBOOKS/LIBRARY BOOKS: Textbooks/Library books are issued on loan and students are responsible for loss or damage beyond normal wear. Students will be expected to pay for any lost or damaged textbooks/library books. Students must have a valid student card in order to sign out a book. Student cards may be purchased through Students' Council for \$5.00
- 5.12 CALENDAR: During the first week of school, you will be given a copy of the school calendar. Note the dates of the January and June examinations. **Please do not plan activities (appointments, job interviews, vacations, etc.) during these periods.**

- 5.13 CARS/PARKING: There is no student parking lot at CDCI West. All vehicles are parked entirely at the owner's risk, and the school assumes no responsibility for them. Unauthorized parking may result in a vehicle being removed.
- 4.14 DANCES: Normal rules of the school apply for dances. In addition:
- a) Only students holding West Activity Cards may sign-in a guest.
  - b) Students holding valid Activity Cards from St. Mary's, CDCI East and Port Hope High School may be admitted, but may not sign-in a guest at a West dance.
  - c) In order to bring a guest student to a dance, you must put their name and the name of the school they attend on the appropriate guest list located in the main office. Guest lists will be posted at the Main Office up to 1:20 on the day of the dance. One guest per student is permitted and the guest must be accompanied by the student who signed him/her in. The hosting CDCI West student is held responsible for the conduct of their guest.
  - d) Elementary school students are **not** allowed to attend dances at CDCI West. The annual grade 8 dance in the spring is an exception.
  - e) If a student or guest leaves the school after coming into the dance, they will **not** be re-admitted.
  - f) Students are not allowed to go to their lockers during a dance. A supervised cloakroom (Room 108) is provided for the placement of outerwear and purses/backpacks. It is recommended that valuable items **not** be left in that room.
  - g) Students will NOT be admitted after 9:00 p.m. unless previous arrangements have been made by signing the 'late list' in the Main Office, or making other arrangements with a member of the administration or the staff advisor to Students' Council. A late list will be available at the door.
  - h) Subject to the approval of the Principal or Vice-principal, graduates of the West may be added to guest list.
- 5.15 DRESS CODE: Clothes worn to school should be neat, clean, and appropriate for a learning environment. Messages or pictures on clothing must be in good taste. It is our goal to assist students in developing self-respect and knowledge of what constitutes appropriate dress for different occasions. Clothing must be free from offensive reference to sex, race, gender, profanity, violence, alcohol or illegal substances.
- Students are required to wear clothing that is not revealing, and that which is free from any offensive reference to sex, race, gender, profanity, violence, and alcohol or illegal substances. In addition sunglasses, coats and headgear must remain in the locker while in school. Should a member of the CDCI West school community not be meeting this dress code, one of the following choices will apply:
- an additional layer of clothing may be required

- offending words, slogans or images will be covered or the clothing turned inside out
- a change of clothing may be offered (if available and appropriate)
  - parent(s)/guardian(s) contacted to bring a change of clothing
  - student may be sent home

In all matters of appearance, the administration will determine what is appropriate. The dress code will be reviewed annually by students, staff, and the School Council.

5.16 EVALUATION:

- a) The school year is divided into two semesters: Semester 1 commencing September 2, 2008 and ending January 30, 2009; Semester 2 commencing February 2, 2009 and ending June 26, 2009.
  - b) In Semester 1, reports will be issued to all students in October, November and February. In Semester 2, reports will be issued in March, April and the first week of July.
  - c) Promotion is by subject and a credit is granted when a final minimum mark of 50% is obtained.
  - d) Subject class teachers will announce weighting formulas for each subject at the beginning of each semester.
  - e) Formal EXAMINATIONS will be held during the period indicated under the Important Dates heading on page 1.
  - f) The evaluation schedule is posted in each classroom three weeks prior to evaluations. It is the student's responsibility to be aware of these dates. Please do not schedule any appointments, holidays or family excursions during evaluation periods.
  - g) June reports will be available at the MAIN OFFICE during the first week of July, 7:30 a.m.-3:30 p.m. Any student who is unable to write a formal examination (January and June) MUST supply the office with a doctor's certificate.
  - h) The last day to drop courses will be 5 school days after the issuance of the Mid-term report card (approx. November 14 for semester 1 and April 23 for Semester 2).
- 2).
    - a) Parents' Nights will be held on the dates indicated under the Important Dates heading on page 1.
    - b) Assignments are due at the beginning of the period on the date established by the teacher. Late assignments will be dealt with in accordance with each Departmental Evaluation and Late Policy. These departmental policies reflect that of the CDCI West Evaluation Policy. Students who miss an evaluation must provide a parental/guardian note or, in the case of examinations, a medical certificate, or they may receive a mark of zero. Students missing a test/project or presentation must bring a note from the parent/guardian indicating awareness of the missed assessment with the valid reason for absence. Failure to do so may result in a zero.

5.16.1 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.

A STUDENT IS PLAGIARIZING OR CHEATING ON A MAJOR ASSIGNMENT/ISU WHEN S/HE:

- a) turns in a paper written by another person
- b) turns in a lab report that falsifies the way the experiment actually turned out
- c) copies the work of another person without permission
- d) has someone else rephrase part of an assignment, not merely proofread it
- e) fails to cite sources within the text of an essay, but has a bibliography
- f) cites sources in an introduction, but does not include citation throughout the paper
- g) collaborates with others in writing a paper, even though the teacher has said that each student should work individually.

4.15.2 PENALTIES FOR PLAGIARISM:

Plagiarism and cheating are serious academic offences. In community college and university, they often result in expulsion from school. For students at CDCI West who plagiarize or cheat on a major assignment or independent study, the penalty may be a mark of zero, a reduced mark or re-writing of the assignment for a reduced mark. The penalty will depend on the severity of the situation. Students who cheat on a test or examination shall receive a mark of zero and the teacher or administrator will inform the parent. **All acts of plagiarism will result in contact with the Administration and the parent/guardian.**

5.17 FIRE ALARMS: Students should check the Fire Route sign posted in each classroom. When the fire alarm sounds, assume that a fire has actually broken out and leave the building quickly and quietly via the exit indicated on the sign in each room. Remain outside and at least 20m from the building until advised to return by the ringing of a bell. In case of fire, sound the alarm near the fire, contact the office if possible, leave the building by the assigned routes in a quiet, efficient manner as indicated above.

5.17.1 FALSE ALARM: 'Anyone who, willfully, without reasonable cause, by outcry, ringing bells, using a fire alarm, telephone, or in any other manner, makes or circulates, or causes to be made or circulated, an alarm of fire, is guilty of an indictable offence and is liable to imprisonment for two years, or an offence punishable on summary conviction.' (Criminal Code). Students causing a false alarm to be sounded may be suspended and charged by the police.

5.18 GRADUATION: Graduation will be held on the date indicated under the heading Important Dates on page 1.

5.19 IN-LINE SKATES/SKATEBOARDS/Other Equipment:

In-line skates/skateboards are **not** allowed on **school buses**, on **school property** or **in the school, nor in the downtown area (King Street)**. Students must exercise consideration for their own safety as well as that of others. Hackey-sacks, basket-balls, soccer balls, etc. are for outdoor use and are restricted to that area for the safety of other students. Failure to comply with expectations may result in confiscation of the equipment for parental pick-up at the school and escalating consequences.

5.20 CAFETERIA: Students are asked to respect each other by maintaining a neat and clean eating area. Students must:

- a) eat their lunches in the cafeteria
- b) be responsible for cleaning up after themselves
- c) return trays to the appropriate area
- d) use the recycling and garbage bins, as appropriate

5.21 ELIGIBILITY FOR SCHOOL PRIVILEGES: It is the expectation that a full-time student taking part in school bands, sports, assemblies, etc. will maintain an exemplary level of behaviour, attendance and achievement. Failure to comply with this responsibility may result in the student's removal from the privilege of participating in these activities.

5.22 LOCKERS:

- a) Except for grade 9 students, students are **not** to share lockers **or** give anyone their combination. A locker provides a place for books and articles of clothing when they are not being used. **Keep it locked**. A **Dudley combination lock** (with serial number on bottom) **must** be used, and the serial number and combination **must** be recorded at the Main Office.
- b) Students may access their lockers between periods as long as they are not late for class; however, it is recommended that students go to their locker before school only, during lunch and after school only. **No one is to go to their locker during class time**.
- c) Students are **not** to write or post notes and/or stickers on the inside/outside of lockers with a pen, magic marker, etc. Damage to lockers should be reported to the Main Office at once.
- d) Valuables (iPODs, cellphones, calculators, watches, money, etc.) are **not** to be kept in lockers.
- e) Lockers are, and remain, the property of the Board at all times and are to be allotted, as equitably as possible, to students as a privilege, with the Board having full rights of access to each and every locker at any time without recourse to legal procedures.
- f) Lockers must be cleaned out and the lock removed no later than noon on Friday, 26 June 2009.
- g) Students must sign a locker contract and are responsible for the locker assigned to them. Students must pay for repairs to damaged lockers.

- 5.23 LOST AND FOUND: Found articles should be brought to the Main Office. If you have lost an article, check for it in the Main Office.
- 5.24 MEDIC ALERT/MEDICATIONS: If you have a medical condition, we strongly recommend that you obtain and wear a Medic-Alert bracelet, and make the Main Office aware of any medication you are taking on a permanent basis by completing the appropriate forms **annually**.
- 5.25 PHONE USAGE: There is a telephone in the Main Office which students may request to use. Students who are ill or need to leave the school are asked to come to the Main Office and a secretary will phone home.
- 5.26 PERSONAL ELECTRONIC DEVICES (PEDs) (iPODs, CELL PHONES etc.): Students are advised that all personal electronic devices (PEDs) are to be powered-off and stored away during instructional time. Instructional time is defined as time spent in the classroom, in assemblies and in other school-related activities.

There are other instances where students may use PEDs, including school sporting events and some school-sanctioned activities such as school trips or co-curricular events. It is important to note that any photos taken during these activities are not to be posted on the Internet, in the public domain or via any other medium accessible to the public, in accordance with government legislation.

Students may also use PEDs appropriately in areas and at times designated by the school principal. At no time will PEDs be used in washrooms or change rooms or in any other location where a person would have a reasonable expectation of privacy.

Where violations in expectations occur, consequences will follow progressive discipline guidelines and may result in a range of responses that align with both Ministry and Board policy. Students caught using PEDs in classrooms may have them removed by the teacher. In such cases the student will be expected to collect the device from administration in the office. When infractions are repeated and ongoing, consequences can range from being asked to turn in the PED to the school principal, to having a parent/guardian come in to pick up the device, to removal of a student's privilege to have a PED at school up to and including suspension and expulsion.

Ultimately, it is the discretion and authority of the principal (or his or her designate) whether PED usage compromises or interferes with school security, personal safety, individual privacy or academic integrity.

Students should also note that the Board and its schools are not responsible for lost, stolen or damaged personally-owned PEDs.

- 4.27 PROFANITY/FIGHTING: It is our goal to develop the self-esteem and self-worth of students at Cobourg District Collegiate Institute West. Profanity and/or fighting are forbidden since they indicate a lack of self-discipline and respect for each other. The violation of this policy will result in parent/guardian contact and suspension.
- 4.28 TRESPASSING: The school property is private and unauthorized individuals may be charged with trespassing. A student who is Suspended/expelled is not permitted on school property and is thereby considered to be trespassing if they are on school property.  
Students are not permitted to be on the property of any other school other than their home school during the course of the school day.
- 4.29 SCHOOL LOCKDOWN: Although infrequent, the possibility of a major violent incident in one of our schools is a reality. The level of preparedness to deal with such an incident by school staff, students and police will have a major impact on the outcome of the incident.

Remember--although police will be there to assist with training, implementation and drills, this plan is fully the responsibility of the school. If a major incident occurs, it is highly unlikely the police will be in the school at the outset of the incident. The entire school including staff, students, administrators, and visitors must be prepared to implement this plan quickly and effectively. These types of incidents are over in a matter of minutes. The extent of the impact of such an incident will be dependent on the ability of the school to lock down as quickly as possible.

Roles:

School Staff – School staff, and in particular administrators, have the overall responsibility for the safety and well being of students. Administrators during a violent incident have additional responsibilities in terms of working closely with police.

Students – Students have a responsibility to be familiar with this plan and to respond quickly to the direction of staff during a crisis situation. In addition, any student with information or knowledge prior to or during a crisis situation must come forward with that information immediately. In almost every incident of major violence at a school, it was later learned that a student(s) had prior knowledge of what was going to take place but failed to tell anyone. The ‘code of silence’ must be broken in these types of situations.

Police – Police are responsible to respond to and investigate violent incidents as defined in this plan. During a violent incident, police will assume command and control of the response and investigation but will liaise and work closely with school administration throughout the process.

Parents/Guardians – Parents and guardians must be aware of the existence of this plan and shall reinforce with their children student responsibilities to follow directions during a crisis and disclose any information they may have prior to or during a crisis situation.

### **SCHOOL LOCKDOWN EMERGENCY RESPONSE PLAN**

#### **SCHOOL LOCKDOWN INCIDENT**

(Individual or situation posing threat to life, i.e., gun, knife, explosive, etc.)

School Personnel

(Teacher, custodian, student, etc.)

1. Notify Office Staff. Keep the flow of information going if possible. Confirm situation. Ask questions to gain intelligence about situation if possible (who, where, what are the circumstances)
2. Confirm Violent Incident.
3. Announce School Lockdown (inside/outside speakers). Initiate lockdown procedures.
4. Call 911. Describe violent incident. Stay on line.
5. Notify Principal/Vice-principal/Contact teacher. Relay intelligence received.

#### **VIOLENT SITUATION**

For the purposes of this plan, a violent situation is defined as a situation involving an individual or situation posing immediate harm to life (i.e. has a gun, knife, explosives, etc.). Although every effort is made to ensure a safe school environment, staff and students need to be aware of the possibility that a violent incident can occur at any time or in any location within/near a school. If you observe a violent situation or potential for harm, **DO NOT CONFRONT THE SUSPECT.**

It is critical to notify the office immediately. As well, if it is safe to do so without danger to yourself or others, obtain the following details for your report to the office:

location and number of suspects;

suspect moving or stationary;

identity;

description of physical appearance (clothing, build, etc.);

description of weapons;

possible motive or threats made; and

any known injuries and location of casualties.

Note: Bomb threats are not covered under these procedures.

#### **SCHOOL LOCKDOWN**

Upon hearing the School Lockdown announcement “Emergency—Initiate School Lockdown”, staff will immediately initiate lockdown procedures.

During lockdown procedures, occupants will disregard the fire alarm system and school bells unless otherwise informed.

School Lockdown is in effect until cancelled by the principal or designate.

*Lockdown* describes the steps that school staff members take to ensure the safety and security of school occupants during a violent situation. These steps are outlined below. Every attempt should be made to respond quickly and calmly.

### **Inside School Building**

During the lockdown phase, staff will focus on taking care of students and ensuring they are directed out of harm's way. To implement the lockdown phase, staff direct students to the closest secure area, remain with the students, and, if possible, lock doors to the area. Assess whether anyone is injured and the severity of injuries. Take appropriate measures to assist the injured without jeopardizing the safety of themselves or others.

### **Lockdown Procedures within Classrooms and Portables**

1. Students are to move away from doors and windows, remain quiet and follow staff/police instructions.
2. Individuals are to contact the office **ONLY** with vital information regarding incident.
3. Cell phones are not to be used by staff or students unless communicating vital emergency information (excessive cell phone use in other violent incidents has shut down access to vital communication lines).
4. Staff take attendance in class and complete an attendance report.
5. Disregard fire alarm system and school bells unless otherwise informed.
6. Staff, students and any other occupants are to remain in the secure location until notified by appropriate personnel on what actions to take.

### **Lockdown Procedures within Library, Cafeteria and Other Open Areas**

The library will be treated the same as a classroom for the purposes of a lockdown. Students who find themselves in the cafeteria at the beginning of a lockdown should make their way to Room 108, if it is safe to do so. Students who are in other open areas of the school (ex. halls) when a lockdown is announced are to enter the nearest classroom and remain there until an announcement is made indicating that all is clear.

### **Outside School Building**

Not all students and staff will be inside the building when a violent incident occurs. If you are outside the building, follow the steps outlined below:

**DO NOT ENTER THE SCHOOL.**

Move as far away from the school as possible.

Proceed to identified area if possible (report to the Presbyterian Church or Cobourg Public Library, if it is safe to do so).

Staff monitor that students remain in the identified area.

Staff take attendance.

- 5.30 **STUDENT MESSAGES: Messages will only be taken from parents/guardians for the purpose of EMERGENCIES ONLY.** Students are asked to come to the office as soon as their name is called.

- 5.31 STUDY PERIOD/SPARE: If you have a study period scheduled, you are encouraged to make use of the Resource Centre or the Cafeteria for study purposes. **The halls are out-of-bounds while you have a scheduled study period.**
- 5.32 SUBSTANCE ABUSE: Students shall not consume, deliver, sell or have in their possession alcoholic beverages, narcotics or drugs while in school or on school property, or while attending a school activity. Students shall not be on school property or attend a school activity while under the influence of alcohol or drugs. Violation of this policy will result in appropriate disciplinary action which may vary from suspension to expulsion, depending on the nature of the offence. In addition, such activity will, in appropriate cases, result in initiating legal proceedings which include police involvement. Parent(s)/guardian(s) will be contacted immediately.
- 5.33 TOBACCO PRODUCTS POLICY: Ministry of Health and local School Board regulations prohibit the use of tobacco products anywhere on school property. **Smoking is not permitted except beside the chain link fence between the fence and the curb on Albert Street. Students are not to congregate on private property adjacent to the school. No smoking is permitted (on or off property) during class time or between periods 1 and 2 or 3 and 4. Students may be suspended for this offence.** The Smoke-Free Ontario Act applies to all school properties in Ontario through section 9 subsections (1) & (2). Any person (meaning a student, staff, teacher, contractor, member of the community etc.) who smokes or holds lighted tobacco on school property is in breach of the Act. Please see this web-link for details: <http://www.e-laws.gov.on.ca:81/ISYSquery/IRL812.tmp/5/doc>. A violation of this policy may result in suspension and/or fine. A Provincial Offences Officer visits the school on a regular basis and has the power to issue tickets for violations. The minimum ticket is \$305.00 and the maximum fine for a first offence is \$1000.00 Members of the administration have been given the authority by the Provincial Offences Officer under the Smoke-Free Ontario Act to issue “witness statements” that would result in a ticket and fine. Please note that supplying cigarettes to anyone under the age of 19, on or off school property is against the law. If you are under the age of 16, a summons will be issued to you and your parent(s)/guardian to appear in court.  
Failure to adhere to this policy will result in suspension, possible fines and parental contact.
- 4.34 VALUABLE ITEMS: **Valuables, money or other valuable personal items should not be left in your locker, gym change rooms, music rooms, drama rooms or any other classroom.** If, on occasion, it is necessary to bring such items to school, leave these items in the Main Office during the day for safe keeping. Such items must be picked up at the end of the school day and not left overnight.
- 4.35 VISITORS: Students planning on having visitors to the school are advised that they need to have a note from the visitors parent, and a note signed by each of their

teachers indicating that they are willing to have the visitor in their class. In addition, these notes need to be approved by a member of the administration who will contact the visitor's parents and/or school **before** the visitor arrives at the school.

## **6. Strategies to Promote Acceptable Behaviour**

### 6.1 Prevention Strategies

- 6.1.1 establish a positive school climate;
- 6.1.2 maintain effective classroom management;
- 6.1.3 use of encouragement; reinforcement, and rewarding;
- 6.1.4 promote social skills development;
- 6.1.5 provide information regarding anger management programs;
- 6.1.6 utilize peer counseling and conflict resolution; and/or
- 6.1.7 use of home-school communication.

### 6.2 Supportive Intervention Strategies

- 6.2.1 Use of teachable moment;
- 6.2.2 use of verbal redirection, reminders and reinforcement;
- 6.2.3 use of active listening;
- 6.2.4 use of choices;
- 6.2.5 use of restorative practices and other problem solving techniques;
- 6.2.6 use of behavioural contracts;
- 6.2.7 use of outside agencies;
- 6.2.8 use of interviews/discussion; and/or
- 6.2.9 use of school / Board / community resources.

## **7. Consequences for Unacceptable Behaviour**

Consequences shall be appropriate to the individual, related to the circumstances and/or actions and progressive when appropriate.

### 7.1 Consequences may include the following:

- 7.1.1 restorative practice;
- 7.1.2 warnings;
- 7.1.3 time-outs;
- 7.1.4 time-owed;
- 7.1.5 restricted privileges;
- 7.1.6 restitution, i.e. financial, community service;
- 7.1.7 suspension; and/or
- 7.1.8 expulsion

### 7.2 In accordance with provincial directives, parent(s)/guardian(s) and pupils are advised that the following infractions will result in mandatory expulsion

#### 7.2.1 The pupil commits one (1) or more of the following infractions while at school or engaged in a school-related activity:

- 7.2.1.1 possessing a weapon including a firearm, [including a replica]
- 7.2.1.2 using a weapon to cause or to threaten bodily harm to another person,

- 7.2.1.3 committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
  - 7.2.1.4 committing sexual assault,
  - 7.2.1.5 trafficking in weapons or in restricted drugs,
  - 7.2.1.6 committing robbery, and/or
  - 7.2.17 giving alcohol to a minor;
- 7.3 In accordance with provincial directives, parent(s)/guardian(s) and pupils are advised that the following infractions may result in a suspension:
- 7.3.1 the pupil commits an infraction in the school community, and the infraction has an adverse effect on the school;
  - 7.3.2 the pupil's pattern of behaviour is so refractory that the pupil's presence is injurious to the effective learning environment of others;
  - 7.3.3 the pupil has engaged in activities that
    - 7.3.3.1 cause the pupil's presence in the school to be injurious to the physical or emotional well being of other pupils or persons in the school, and/or
    - 7.3.3.2 cause extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school, and
  - 7.3.4 the pupil demonstrated, through a pattern of behaviour that the pupil has not prospered by the instruction available and that the pupil is persistently resistant to making the changes in behaviour which would enable the pupil to prosper.
- 7.4 In accordance with provincial directives, parent(s)/guardian(s) and pupils are advised that the following infractions may result in a suspension:
- 7.4.1 uttering a threat to inflict serious bodily harm on another person,
  - 7.4.2 possessing alcohol or restricted drugs,
  - 7.4.3 being under the influence of alcohol,
  - 7.4.4 swearing at a teacher or at another person in a position of authority, and/or
  - 7.4.5 committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
- 7.5 In addition, the Kawartha Pine Ridge District School Board will also consider a suspension for the following infractions:
- 7.5.1 persistent opposition to authority,
  - 7.5.2 habitual neglect of duty,
  - 7.5.3 the willful destruction of school or Board property,
  - 7.5.4 the use of profane or improper language, and
  - 7.5.5 conduct injurious to the moral tone of the school or to the physical or emotional well-being of self or others in the school.

**8. School Code of Conduct Expectations of Staff**

If staff contravene the school Code of Conduct, consequences will follow related Board personnel policies, and professional standards.

9. For others unable to follow the school Code of Conduct, the principal, in consultation with supervising superintendent, may exclude the individual through Section 265(m) of the Education Act.

STUDENTS' RIGHTS AND RIGHT TO APPEAL Every student has the right to be respected as an individual and to be accorded the rights that are inherent in our society for all individuals. At the same time every student has responsibilities both to him/herself and to every other member of the school community.

Any student who feels that a decision made by someone in authority has been unfair may seek an interview with the principal or Vice-principal and the person concerned for clarification. If still not satisfied, an appeal can be made to senior administration at the Board Office. A suspension may be appealed to the Board of Education.

ADDITIONAL SERVICES

LIBRARY Students may borrow items for personal use from the library. The library is open each day starting at 8:30 a.m. and the adjacent computer lab, Rm 206 is available at lunch. Students may work quietly during non-scheduled time or after school (most nights). Students are requested to return borrowed books PROMPTLY in order that other students may use them.

GUIDANCE and CAREER EDUCATION This service is based on a "student request" system. Students may request a private interview with a counsellor to discuss academic progress, career or personal matters. Guidance counsellors will be visiting Grade 9 students in September to explain how to arrange an appointment, as well as to introduce them to the services that they can access. Parents/guardians are invited to consult with the Guidance and Career Education Department at anytime by contacting the school at 905-372-2191

COMMUNITY SUPPORT STAFF CDCI West can offer assistance/information to students/parents/guardians regarding Community Support Agencies through the Main Office and Guidance and Career Education Department. A sampling of these agencies includes, Kinark Child and Family Services, Rebound Youth Services, Children's Aid Society, and the Ontario Provincial Police.

CO-CURRICULAR ACTIVITIES There is a wealth of research in education that points to enhanced success for those students who take part in activities offered by their school. At CDCI West we have many athletic and non-athletic co-curricular events. All students are invited to participate.

## COMPUTER USE POLICY

The use of computer equipment and other technology at Cobourg District Collegiate Institute West is exclusively for educational purposes. In accordance with the Safe Schools Policy, all users must be aware of their responsibilities for appropriate use of technology. The guidelines that follow establish these parameters for acceptable use.

Students at Cobourg District Collegiate Institute West will develop computer skills that will assist them in becoming life-long learners in the global economy. Proficiency in various important software packages such as word processing, relational databases, spreadsheets, presentation software, and reference materials will be encouraged in all courses. While students are not provided with an internal Board email address, access to web-based email hosts (ie. Hotmail, Yahoo, etc.) is allowed for educational purposes. Access to the Internet is provided to all students whose parent(s) complete the "Safe and Acceptable Use of the Internet" contract.

Each student will have his or her own account on the computer network. This account will be accessed by a Board-generated user name and password. It is very important that each student understand that ***a computer account is a privilege for a student***. Teachers, Administrators, and technical staff have the ability to monitor any student account and consequences may apply if an account is not being used in an appropriate way. Furthermore, since students are responsible for their own account and the protection of their personal password, inappropriate actions committed by others who have been allowed into a student's account are the responsibility of the account owner.

All students are expected to use technological resources in a responsible manner that respects the rights of all users. Working on a computer network is like living in a community...all users are affected by what their fellow users do. The acceptable use of computers in a network environment is called "netiquette". The following list outlines the Netiquette rules for Cobourg District Collegiate Institute West:

Students will NOT:

1. log in to another user's account
2. accept access rights to another user's account
3. attempt to find out another user's password
4. work in a teacher's account
5. attempt to secure a higher level of privilege on the network
6. attempt to navigate the server directory
7. make unauthorized use of network utilities
8. "shell out" or "crash out" to the command prompt
9. in any way, access the local hard drive (C:) of a workstation
10. alter the boot sequence of a workstation
11. use boot disks or CDs without permission from a teacher
12. willingly introduce a virus or other disruptive program into the network

- attempt to use any form of hacking software to gain access to restricted areas or information
13. cause the network to behave in a manner that is disruptive to other users
  14. broadcast messages to others
  15. copy or use executable files, such as games or utilities, to or from the network
  16. damage hardware in any way, including defacing equipment
  17. engage in 'horse play' near technological equipment
  18. disconnect, move, and reconnect equipment in any way
  19. bring food or drink into computer areas
  20. waste paper by printing unnecessary or non-educational material

### **Safe and Acceptable use of the Internet**

The Internet is an incredible informational tool in our world. However, the Internet has the potential to offer improper activities/sites that are at odds with an educational environment. Students and their parents must sign the Kawartha Pine Ridge District School Board's "Safe and Acceptable use of the Internet Agreement" in order for a student to have open access to the Internet.

As mentioned, students on a network are part of a community. Inappropriate use of the Internet can affect other users. For example, constant downloading of non-curricular streaming video can slow down the entire network for all users.

Once the Acceptable Use form is signed, students WILL:

1. use the Internet only to acquire appropriate academic materials
2. always use the Internet in keeping with all Federal and Provincial statutes and regulations
3. refrain from downloading illegally reproduced video or music files  
refrain from using streaming video (or torrents software) other than those approved by a teacher for curricular purposes  
appropriately cite any materials downloaded from the Internet for assignment purposes, thereby avoiding plagiarism
4. access Internet "chat rooms" only as required by a teacher.

***BE SAFE ON THE INTERNET!*** Never give out any personal information such as your whole name, your address, or your telephone number, to someone you meet online. Never meet in person with anyone that you have met online or through an email. If someone online suggests setting up a meeting in person, TELL A PARENT, TEACHER OR ADMINISTRATOR!!!

### **Consequences for Unacceptable Use**

Students who abuse either their network or Internet privileges will be disciplined in accordance with the Code of Conduct established by the Ministry of Education and under the terms of the school's own Code of Behaviour that meets the requirements of the Board's "Safe Schools Policy".

In the case of frequent or severe violations, Parents/Guardians will be contacted. Consequences as a result of an offence may range from loss of computer privileges to suspension or police involvement.

## **STUDENT “WHAT IF” LIST**

### **1. I HAVE TO LEAVE SCHOOL DURING THE DAY**

Sign out AT THE OFFICE with a secretary, Principal or Vice Principal. This requires a note or phone contact with a Parent/Guardian. Use the OFFICE phone. If I am 18 I must write a note and get permission from the Principal or V.P.

### **2. I AM LATE**

Immediately report to the office and get a late slip to give my teacher if it's period 1. For all other unexcused lates proceed to class immediately. If I am coming in to the school for the first time after period one I am to sign in at the office.

### **3. I AM ABSENT**

Have a parent call the school to indicate the reason for absence. Next day back, I bring a to the main office and get missed work. If I am 18, I call in for myself.

### **4. I FEEL TOO ILL TO STAY IN CLASS**

Inform my teacher and I report to the main office. A Parent/Guardian may be called to make arrangements for a pick-up.

### **5. I AM SENT OUT OF A CLASSROOM**

Immediately report to the office and ask receptionist for a conduct form.

### **6. I NEED TO USE THE TELEPHONE**

I use the pay phone (50 cents) in the main hall or the student phone in the office. The office phone is for short phone calls only.

### **7. I ATTEND A SCHOOL ASSEMBLY**

I remember that people are trying their best. I sit quietly and show respect and appreciation. I cooperate and pay attention.

### **8. I WANT TO MAKE AN ANNOUNCEMENT**

Neatly print the announcement and have the staff advisor, Principal or Vice Principal sign it and give it to the receptionist in the office.

### **9. I HAVE A LOCKER PROBLEM (eg. Jammed lock, theft, damage, etc)**

I report the problem IMMEDIATELY to the office. A custodian may be asked to help me. Remember, the school is not responsible for lost or stolen items.

### **10. I HAVE ITEMS STOLEN**

I report the loss IMMEDIATELY to my teacher and later to the main office. A police report should be filed.

11.I FOUND SOMETHING VALUABLE

I take it to the main office.

12.I LOSE A TEXTBOOK BY THEFT OR CARELESSNESS

I report the loss to my teacher and then arrange to pay for the replacement of the text.

13.I WANT TO PHOTOCOPY MATERIALS

I use the machine in the Library for 10 cents a page.

14.I WANT TO SAVE A LOT OF MONEY

I buy my student I.D. card in September to maximize my savings.

15.I WANT TO HAVE MORE FUN AND SPIRIT IN SCHOOL

I buy an I.D. card and I get involved in all the great activities, clubs and teams here at C.D.C.I. West.

16.I'M HAVING TROUBLE WITH A COURSE

I talk to a teacher, Guidance Counselor, or Administrator.

17.IF I WANT TO REMAIN TOTALLY CONFIDENTIAL WHEN REPORTING SOMETHING

Call the "Safe Schools Line" number at (905)377-8454, or call the "Student Crime Stoppers" line at 1-800-222-TIPS.

18.I SEE SOMEONE BREAKING A SCHOOL RULE OR **DAMAGING SCHOOL PROPERTY**

I report it **IMMEDIATELY** to a staff member because I want a safe, comfortable, enjoyable environment in which to learn. My name or identity will be kept anonymous.

19.I SEE OR HEAR OF A FIGHT STARTING

I report it to a staff member **IMMEDIATELY**.

20.I FEEL INTIMIDATED, THREATENED, HARASSED IN ANY WAY

I talk to a teacher, Student Services, peer helper or the main office. I report it **IMMEDIATELY**.

21.I HAVE A **SPARE**

I must go to the library or cafeteria to work quietly. I must not remain in the halls.