

# COLLINGWOOD COLLEGIATE INSTITUTE

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Website: <http://cci.scdsb.on.ca>

Twitter: [@CCI\\_SCDSB](https://twitter.com/CCI_SCDSB)

**Charlene Scime**  
Principal

**Tyson Maxwell**  
Vice Principal

**Mark Ruzyllo**  
Vice Principal

## STUDENT HANDBOOK

2016 – 2017



***A Great Place to Be!***

The information pertaining to rules contained in this handbook is not all inclusive. School policies are updated as needed throughout the school year; therefore, new and/or revised policies may be implemented after the publication of this book. The administration may take such action as is necessary, to ensure the discipline and orderly conduct of the school. Action may be taken with respect to any offence which interferes with orderly conduct of the school or which affects the safety and welfare of students and staff, either individually or collectively, regardless of the existence or nonexistence of a rule covering the offence.

### **MESSAGE FROM DIRECTOR OF EDUCATION KATHRYN WALLACE**

Welcome to the 2016-17 school year! This student handbook provides students, parents and guardians with key points about student learning, assessments, character education, conduct expectations, safety, parent involvement, technology use, bus transportation, health and wellness, procedures, calendars and more. Please take the time to read this valuable information. On behalf of the Simcoe County District School Board (SCDSB), I wish all of you the best in achieving your goals and having a wonderful school year.

### **MESSAGE FROM PRINCIPAL CHARLENE SCIME**

Welcome to a new school year filled with much opportunity for learning, new experiences, and personal growth. As a student at Collingwood Collegiate, you are part of a school that enjoys a rich history and an outstanding reputation for excellence in both academics and co-curricular activities.

The richness of your school experience is directly influenced by your involvement in school life. Be sure to get involved with the many teams and clubs at CCI. They will help you to build friendships, skills, confidence and your own sense of identity. Participate fully, have fun, and represent CCI well.

Now is the time for you to establish learning skills and work habits that will set you up for success. Be diligent in your studies and do not hesitate to ask for help when you need it. Our staff at CCI is prepared and committed to supporting positive outcomes for our students.

It is important that you read this Student Handbook and share it with your parents/guardians. This Handbook sets out information and expectations that are important for you to know and follow as a student of Collingwood Collegiate Institute. It also contains important dates for school events and evaluation periods. These are dates to keep in mind when arranging out-of-school family activities. Keep up-to-date on school events by listening to morning announcements, accessing our school website <http://cci.scdsb.on.ca>, and by following CCI on Twitter @CCI\_SCDSB.

We have plenty to look forward to as we begin this school year together at CCI. Best wishes for a successful and memorable year.

### **SCDSB MISSION, VISION AND VALUES**

Our mission and vision outline what we do and what we want to achieve, and provide direction for the board's strategic plan. For more information, visit [www.scdsb.on.ca](http://www.scdsb.on.ca) under "About Us" and "Mission, Vision & Character".

#### **Mission Statement:**

*We inspire and empower learning for life.*

#### **Vision Statement:**

*A community of learners achieving full potential.*

### **MULTI-YEAR PLAN**

The SCDSB multi-year plan sets out goals, directions and action plans to support student achievement in Simcoe County's public education system. The plan focuses on:

- relevant, purposeful learning supporting high achievement, well-being and learning for life
- inclusive, equitable and safe learning and working environments
- responsible stewardship of resources
- confidence in public education

The multi-year plan is available at [www.scdsb.on.ca](http://www.scdsb.on.ca) under 'About Us' and 'Multi-Year Plan'.

***Dare to be wise!***

## IMPORTANT DATES FOR 2016-2017

### SEMESTER I

#### September

First day of classes .....	Sept. 6
School Picture Day .....	Sept. 14
Gr. 9 Welcome Day/Dance .....	Sept. 16
Terry Fox Run .....	Sept. 28
School Council Meeting .....	Sept. 13

#### October

Progress Reports .....	Oct. 6
Thanksgiving .....	Oct. 10
Picture Retakes .....	Oct. 17
Parent/Teacher Interview Night .....	Oct. 13
OSSLT (online only) .....	Oct. 20
P.A. Day .....	Oct. 21
Jostens Ring Day .....	TBD
Halloween .....	Oct. 31

#### November

Take our kids to work Gr.9 .....	Nov. 2
Parent Workshop; Building Resiliency in Youth .....	Nov. 8

Term 2 Begins .....	Nov. 9
Remembrance Day Assembly .....	Nov. 11
P.A. Day .....	Nov. 18
Mid-Semester Reports .....	Nov. 21
Wise Owls Recognition Assembly .....	Nov. 23
Full Disclosure .....	Nov. 25
Grad Pictures .....	Nov. 1-9

#### December

Christmas Assembly .....	Dec. 23
Christmas Break .....	Dec. 26-Jan. 6

#### January

Classes Resume .....	Jan. 9
Co-op Fair .....	Jan. 12
Moratorium begins .....	Jan. 19
EQAO Math Gr. 9 Test .....	Jan. 16-27
In-class Evaluations .....	Jan. 19-24
Last Day of Class .....	Jan. 25
Final Evaluation .....	Jan. 26-Feb. 1

### SEMESTER II

#### February

PA Day .....	Feb 2-3
Semester 2 Begins .....	Feb. 6
Valentine's/Theme Day .....	Feb. 14
Semester I Reports Cards .....	Feb. 17
Family Day .....	Feb. 20
Picture & Grad Photo Retakes .....	Feb. 23

#### March

Progress Reports .....	Mar. 9
March Break .....	Mar. 13-17
Parent/Teacher Interview Night .....	Mar. 23
EQAO Literacy Test (OSSLT) Grade 10 .....	Mar. 30

#### April

Day of Pink .....	Apr. 13
Good Friday .....	Apr. 13
Easter Monday .....	Apr. 17
Term 2 Begins .....	Apr. 18
Mid-Semester Reports .....	Apr. 27
P.A. Day .....	Apr. 28

#### May

Full Disclosure .....	May 5
Victoria Day .....	May 22
Prom .....	TBD
Co-op Fair .....	May 31

#### June

EQAO Math Gr. 9 Test .....	June 2-11
Athletic Banquet .....	June 6
Moratorium Begins .....	June 15
In-class Evaluations .....	June 15-20
Final Assembly .....	June 21
Last Day of Class .....	June 21
Final Evaluation .....	June 22-28
P.A. Day .....	June 29-30

#### July

Reports mailed by .....	July 6
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**BE ON TIME FOR CLASS!**

**REGULAR BELL SCHEDULE**

Period 1	8:45 a.m. – 10:05 a.m.
Period 2	10:10 a.m. – 11:25 a.m.
Lunch	11:25 a.m. – 12:25 p.m.
Period 3	12:25 p.m. – 1:40 p.m.
Period 4	1:45 p.m. – 3:00 p.m.

Note: Afternoon classes switch every other week (regular week / reverse week)

**STUDENT COUNCIL EXECUTIVE 2016-2017**

President .....	Devon Canfor
Vice-President.....	Renee Anderson
Treasurer .....	TBA
Grade 9 Rep .....	TBA
Grade 10 Rep .....	TBA
Grade 11 Rep .....	
Grade 12 Rep .....	TBA
Treasurer .....	TBA
Communications Officer .....	TBA
School Council Student Representative.....	TBA
Social Convenor.....	TBA
Enviro Rep .....	TBA
Music Rep .....	TBA
Head Prefect .....	TBA
Youth in Action Rep .....	TBA
Secretary .....	TBA
Athletic Rep.....	TBA

**STUDENT ATHLETIC ASSOCIATION EXECUTIVE 2016-2017**

Co-President .....	Joe Sammon
Co-President .....	Lexie Neuman

## STUDENT LEARNING

### **ALTERNATIVE SCHOOL**

The Alternative Program is offered at 20 Balsam St., Unit 6. Regular high school credits are offered in 3 terms. The program is for students who have difficulty coping with a large school setting and who may benefit from the small class sizes and a shorter school day. A referral is required from Collingwood Collegiate to attend the Alternative Program. More information can be obtained by contacting the school's Guidance Department or a Vice Principal.

### **ASSESSMENT, EVALUATION AND REPORTING**

The main purpose of assessment, evaluation and reporting is to improve student learning. Staff use their professional judgment to assess how students meet curriculum expectations and provide feedback to improve learning.

Assessment methods include projects, presentations, observing students complete tasks, tests and exams, as well as having conversations with students about their learning and providing written and oral feedback on student work in a timely manner.

Reporting to parents through report cards provides information about:

- student achievement of curriculum expectations
- student demonstration of specific learning skills
- student attendance including times late and days absent, if applicable
- second language programming and special learning needs

Secondary school progress reports are sent home in October and March prior to Interview Night. Secondary midterm reports are sent home in November and April. Secondary final reports are sent home in February and July.

The Ontario Curriculum:

- sets out expectations for student learning in each subject area and at every grade level (K to 12)
- provides expectations for implications that are inclusive and reflect the diversity of all learners
- gives our students the most up-to-date knowledge and skills to be successful in the competitive global economy and to be responsible citizens in their communities.

For more information, please visit the Ministry of Education website at [www.edu.gov.on.ca](http://www.edu.gov.on.ca).

### **Final Evaluations**

#### **January 26 – February 1, 2017 & June 22 – 28, 2017**

Evaluation days are scheduled for the final school days of January and June. Students are responsible for reading the posted evaluation schedule and writing all required evaluations, or attending all other evaluation activities. These dates are a continuation of the school year. Some courses may have a portion of their final evaluation take place in the days preceding the formal evaluation schedule. All students will participate in final evaluations. Vacations and jobs must not be booked during this time:

Students who have conflicts with the evaluation schedule should report this to the main office. A Vice Principal will address any conflicts or concerns.. A medical certificate is required within 24 hours for a student who is absent from an evaluation for medical reasons. If inclement weather causes bus cancellations during final evaluations, the evaluation for that day will be held on the next day of the final evaluation schedule. All subsequent evaluation days, turn-around days, and the opening day of the new semester may be adjusted accordingly.

### **Full Disclosure Policy**

In grades 9 and 10, only courses which have been successfully completed will appear on a final transcript for colleges or university. Since 1999, students in grades 11 and 12 have full disclosure of all courses on the Ontario Student Transcript (OST). This means that all attempted courses (successful, unsuccessful or incomplete) will appear on the transcript unless students follow the procedures to officially drop a course. If a student withdraws from a grade 11 or 12 course ON OR BEFORE five school days after the mid-semester reports have been issued, the course will not be recorded on the transcript. Failure to withdraw by that time limit means that the course will be listed on the transcript, along with the student's final mark and an indicator that the student withdrew from the course.

## **CHARACTER EDUCATION**

Character development is the intentional modeling, teaching and practicing of positive character traits and is an integral part of each school day. Character development includes respecting others by listening, promoting responsibility and honesty, trusting and respecting the ideas of others, encouraging honest and responsible actions, respecting individual differences and being responsible in learning. Board and school initiatives are designed to teach and encourage students to be positive, productive members of our community.

The SCDSB's character education program is a deliberate effort to nurture universal attributes that transcend racial, religious, socio-economic and cultural lines. It focuses on 10 character traits that are taught and modeled in all SCDSB elementary and secondary schools.

These traits are: integrity, responsibility, cooperation, caring, respect, optimism, honesty, empathy, courage and inclusiveness.

<p><b>Integrity-</b> <i>We act justly and honourably in all that we do</i></p> <p><b>Responsibility –</b> <i>We are accountable for our actions and we follow through on our commitments</i></p> <p><b>Cooperation-</b> <i>We work together towards shared goals and purposes</i></p> <p><b>Caring-</b> <i>We show kindness towards others</i></p> <p><b>Respect-</b> <i>We treat ourselves, others and the environment with consideration and dignity</i></p>	<p><b>Optimism-</b> <i>We maintain a positive attitude and have hope for the future</i></p> <p><b>Honesty-</b> <i>We behave in a sincere, trustworthy and truthful manner</i></p> <p><b>Empathy-</b> <i>We strive to understand and appreciate the feelings and actions of others</i></p> <p><b>Courage-</b> <i>We do the right thing, even when it's difficult</i></p> <p><b>Inclusiveness-</b> <i>We include everyone in what we do and value their unique contributions</i></p>
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## **COURSE LOAD & COURSE CHANGES**

It is extremely important that all students carefully consider their options and make informed decisions when selecting their timetable. Some timetable changes may be possible, but not guaranteed. Students are reminded that they are to continue attending class until an appointment can be arranged. Attendance, effort and attitude are all linked to success. If you have any questions regarding course selections or your educational future, please contact the Guidance Office

<b>COURSE LOAD &amp; CHANGES</b>		
<b>Grade</b>	<b>Course Load</b>	<b>Changes</b>
9,10, 11	All students must take 8 courses.	Change by October for Sem. I Change by March for Sem. II
12	If a student has achieved 24 credits, he or she may have 6 courses on their timetable. A reasonable, graduating course load is expected. A student who wants to carry only 2 courses on their timetable in one semester and therefore becomes a part-time student, can do so only with the Principal's permission.	Change by end of first 3 weeks of each semester.

Any student wishing to drop a course must do so through Guidance Services. A special form is generated and must be signed by all parties concerned, including a Vice-Principal. The course will not be dropped from the student's schedule until the Drop Form has been successfully processed by Guidance. Students are expected to attend the class until it has been officially dropped. Failure to attend will result in the recording of unexplained absences.

## **DIPLOMA REQUIREMENTS**

To receive the Ontario Secondary School Diploma, students will be required to successfully complete 30 credits (18 of which will be compulsory and 12 will be elective), the Grade 10 Literacy Requirement, and 40 hours of Community

Involvement. The Literacy Test is written during the student's Grade 10 year. See our course calendar on the school website for details.

### **COMMUNITY INVOLVEMENT HOURS**

As part of the Ontario Secondary School Diploma graduation requirements, students must complete a minimum of 40 hours of community involvement activities. The aim of this requirement is to encourage students to develop both civic responsibility and a desire to play a role in strengthening their community. Students may begin to accumulate community involvement hours in the summer before they enter Grade 9. For a list of eligible activities, and for the community involvement hours form, please visit [www.scdsb.on.ca](http://www.scdsb.on.ca) under 'Students' and 'Community Involvement'.

### **GUIDANCE SERVICES**

The Guidance counsellors at CCI can give you information and support in areas related to careers, education and personal issues. Resources in the Guidance Office include videos, CDs, university and college calendars, community resource materials, and career and vocational information. Our school web page located at <http://cci.scdsb.on.ca> has additional information regarding program planning.

All students are welcome to make an appointment to see a counsellor. Students may wish to discuss educational plans, career alternatives, or topics of a personal nature. Referrals will be made to outside agencies when this type of assistance would appear to be beneficial. The Guidance department will ensure confidentiality of conversations for students unless there is evidence of harm to self or others. Examples of Guidance Services include:

- Group meetings, workshops and seminars to assist students with their educational, career, and work- related plans. Representatives from colleges and universities will visit the school to talk with prospective applicants.
- Career resources
- Scholarship/ Bursary Information
- Information about, and assistance with, applications for college, university and apprenticeships

### **HOMEWORK**

All SCDSB schools follow the board's homework policy, which can be viewed online at [www.scdsb.on.ca](http://www.scdsb.on.ca) under 'Board' and 'Policies', Policy 4106 Homework. Homework is a range of activities completed outside of school that support learning.

Homework should:

- be planned by the teacher to directly support classroom instruction
- be an engaging and relevant learning activity that can be completed by the student independently
- be planned to meet each student's strengths and needs
- include feedback from the teacher

Teachers will avoid giving homework during holidays and days of significance.

### **HONOUR ROLL**

Members of the Honour Roll have achieved an average of 80% for the year. Students of Grades 9 & 10 & 11 must average their eight subjects for the year. Students in Grade 12 must be taking a minimum of 6 senior subjects/credits for the year. All subjects must be taken for the first time. Students are acknowledged on a plaque located in the main foyer of the school and at the Wise Owls Recognition Assembly.

### **LIBRARY RESOURCE CENTRE**

Teacher-librarians are available to help with **research projects** and to find **books to read just for fun!** See the weekly schedule posted on the library doors for times (most days we are open all day long, including during lunch, before and after school). If you have any questions about printing and photocopying at school, using school computers, accessing the resources on the library website, doing research, documenting your sources, or finding books, we are the people to ask!

CCI's **virtual library** can be found at [www.ccilibrary.ca](http://www.ccilibrary.ca) (or click on the link on the school website). Available 24/7, the library website has a variety of regularly updated resources. Many of these are free, but for the ones CCI purchases you might need specific login information. You only need to remember one password: **cciowls**. Use "cciowls" to

open up the “Passwords” page on the library website and you will find an **up-to-date listing of all the login/password** info you might need for any of our online resources.

### **LINK CREW**

This Gr. 9 mentorship program kicks off with an Orientation day on August 31st and continues through the school year. Grade 11 and 12 students lead a group of grade 9 students for the entire school year. There are social and academic events that are designed to make the Gr. 9 students feel welcome. Several events are planned including a fun-filled grade 9 day, pancake breakfast, pumpkin carving, academic follow-up sessions, exam preparation tutorials and other terrific activities. LINK Crew is proven to reduce failure rates and to increase student engagement. Schools that have LINK Crew report fewer suspensions and a decrease in bullying.

### **MORATORIUM**

There will be 5 school days before final evaluations when there will be no co-instructional activities scheduled (eg. no team practices, no club meetings, etc.). In-class summative evaluations will be designated with one period per day over 4 days. During moratorium, students will not be given new assignments to complete or tests that require evening study. Students are to use their evenings to prepare for final evaluations.

### **PLAGIARISM**

CCI is concerned that fraudulent use of research materials will have consequences that are serious enough to jeopardize academic standing and post-secondary aspirations. Plagiarism includes copying the work of another student, having someone else write an assignment, copying a published author’s text and using (by paraphrase) substantial ideas, argument or graphical representations from a published source without proper citation. You may be an accomplice in plagiarism if you knowingly allow your own work to be submitted as the work of another person. Examples of academic dishonesty are the following:

- \*To represent as one’s own any idea, expression of another person’s idea or work in any form
- \*To hand in the same paper for more than one course, including courses in other schools
- \*To submit any academic work containing a purported statement of fact or reference to a source which has been concocted.
- \* To use a translator to translate work from English to French.

Every statement of fact that is not considered to be common knowledge in the subject area must be referenced, every opinion that is not arrived at independently, and any paraphrase of another person’s ideas and opinions. Teachers may request students to submit essays to [TURNITIN.com](http://TURNITIN.com). This is a website which will check the authenticity of student work. Students must demonstrate an ability to use previous work on the subject, assimilate and present it, not as a patchwork of paraphrases, but a freshly organized and individual design, which exhibits your own understanding of the subject. Most plagiarists are easily identified because teachers are familiar with sources and able to detect inconsistencies in the writing style, vocabulary, and syntactical structure of submitted work. Students are expected to cite all ideas or words quoted or paraphrased. When in doubt, cite your sources. A research guide has been prepared for students and is posted on the school web site. Students should keep all rough notes in the event that academic integrity becomes an issue. When it is believed that academic dishonesty has occurred, the following consequences may be applied:

- Receive a “Zero” for the assignment
  - Resubmit the same or a different assignment with a percentage deduction or a “No Mark”
  - Other School Consequences
- The course of action will take into consideration any previous occurrences of plagiarism by the same student.

### **PROVINCIAL ASSESSMENTS**

Provincial assessments are developed and scored by the Education Quality and Accountability Office (EQAO). Each student who completes a provincial assessment receives an Individual Student Report (ISR) which outlines the student’s overall achievement. School and board achievement data is used to support student learning. Each school develops a school plan that focuses on strategies to promote successful learning and encourages students to be actively involved in their learning. School-by-school results are available at [www.eqao.com](http://www.eqao.com).

### **2016-17 Provincial Assessment Dates**

Grade 9 math EQAO assessments take place between January 16 to 27 in semester one and between June 5 to 16 in semester two.



The first writing of the Grade 10 Ontario Secondary School Literacy Test (OSSLT) takes place on October 20<sup>th</sup> in the new online format. A second writing of the test will take place on March 30, 2017 in both online and paper formats.. Successful completion of the OSSLT is a graduation requirement. Students who do not succeed the first time the test is written may be scheduled into the OLC course which, upon successful completion, meets the literacy graduation requirement.

### **SPECIAL EDUCATION AND STUDENT SUCCESS**

Students learn in many different ways. At times, students may need different supports and programs, beyond the accommodations that are provided in the classroom, in order to reach their full potential. Please speak with a Guidance Counsellor, our Student Success Teacher or a Special Education Resource Teacher if additional learning support is needed.

Depending on the situation and student assessment information, assistance may take the form of accommodations, modifications, counselling, tutoring, remediation, close monitoring, and/or timetable alterations.

### **SPECIALIST HIGH SKILLS MAJOR PROGRAMS (SHSM), DUAL CREDIT & YOUTH APPRENTICESHIP**

Secondary school programs such as Specialist High Skills Majors (SHSM) are designed to prepare students for sector-specific career destinations. Job-related activities and experiential learning opportunities are explored in Grades 7 to 12, and opportunities for more in-depth exploration through the Co-operative Education Programs (co-ops) are available in Grades 11 and 12. Dual credit courses enable students to gain a secondary school credit while completing a college course and earning a college credit. The Ontario Youth Apprenticeship Program (OYAP) allows students in trade-related co-ops to begin working towards apprenticeship requirements.

More information about Student Success initiatives is available from Guidance or by visiting [www.scdsb.on.ca](http://www.scdsb.on.ca) under 'Students' and 'Secondary Program Info'.

### **TEXTBOOKS**

Students are responsible for their texts & other school resources. Students will sign out a text and it is to be returned by the student to the lending teacher prior to the final evaluation. Students misplacing a text must pay a replacement cost determined by the school. Students owing texts, library books or other property will not be able to take home any new texts or library books, or play on a school team until all CCI property is returned or the cost reimbursed. Replacing lost textbooks and library books represents a significant cost so we ask students to be diligent in taking care of school property.

### **WITHDRAW / TRANSFER FROM SCHOOL**

Students who wish to withdraw from school must first visit the Guidance Office. This will provide an opportunity to discuss future plans with a counselor, as well as enable the Guidance Office to collect information which the Ministry of Education requires of all students leaving school. Students leaving CCI to enroll in another school should ask Guidance for a copy of their transcript. Please return all your textbooks and library books before you leave.

Students who are members of any CCI "Fighting Owls" teams are expected to adhere to the Student Participation Contract.

## **ATTENDANCE**

Regular Attendance is vital to academic success. There is a conclusive relationship between attendance and achievement.

### **ASSEMBLIES**

During the course of the year there will be a number of assemblies. Student attendance is required. When students are called to an assembly, they are to leave their books and backpacks in the classroom. The teacher will lock the door. Students DO NOT go to their lockers or any other area of the school. While in the auditorium, students will be courteous

and respectful to all participants in the assembly. Hats are not to be worn; and all electronic devices must be off and away. Assemblies are important opportunities to come together as a school community.

### **EXCUSED FROM SCHOOL DURING THE DAY**

If a student is to be excused from school during the day (i.e. medical or dental appointment), a note signed by the parent or guardian must be given to the Attendance Secretary between 8:15 and 8:40 am. An excuse slip with dismissal time will be issued to the student to show the subject teacher. If returning to school, the student will report directly to the office to sign in. If a student will miss the entire day, parents are expected to notify the school by the morning of the absence - the attendance line is available 24-7 at (705)445-3161 x 41573.

### **LATES**

Arriving to class on time (first class begins at 8:45 am) is a demonstration of respect for the school and the classroom teacher who is prepared and ready to begin class. All students need to be out of the halls before class begins. Music will be played each morning to signal that classes will begin in 5 minutes. Any student who is late to class should provide an explanation to the teacher and be admitted to class. The teacher will mark the student late for attendance purposes. Parental notes for late arrivals will be accepted by the teacher and sent to the Main Office with their daily attendance. Students who miss more than half of the period are marked as absent.

### **MISSED CLASSES**

The Ministry of Education regulations identify two reasons for school absences - illness and other unavoidable causes. It is the parent's or guardian's duty to make sure the child attends school regularly. It is a student's duty to attend each class and to be on time to class. One of the single most important factors related to student success is attendance. There is an obvious correlation between achievement in school and good attendance. We urge parents to hold their children accountable for school attendance and to implement consequences for unexplained absences.

- For all absences from school, a parental/guardian note is required or a phone call to the school before 2:00 pm on the day of absence. (705) 445-3161 x41573
- Students 18 years or older may write their own notes once the required form is completed. The same limits and tolerances for absences and lates apply to adult students as they do for students under 18 years.
- Notes for an absence should include the date, an acceptable explanation for the absence, and signature.
- Each evening, the automated attendance system will call home if the school has not been notified of the absence by the parent/guardian.
- We strongly recommend that vacations be scheduled during school holidays only. Extended leaves for any reason during the school year (5 days or more) must be processed by the Vice Principal and require at least 1 week notice.
- The student is responsible for work and assignments missed due to absence.
- If a note or phone call is not received within 48 hours of a missed class, the student is considered truant.

Any student with **10 (ten) or more unexplained absences in any course** will **NOT** be allowed to participate in any school extra-curricular activities/events such as sports, field trips, etc.

### **ACCIDENTS / ILLNESS DURING THE SCHOOL DAY:**

- If you become ill or injured during class time, report to the office immediately. A parent/guardian will be contacted.
- Report all accidents, however minor, immediately to the Office for follow-up.

### **VACATIONS**

All efforts should be made to plan holidays to minimize class time missed and avoid conflict with evaluation periods. Missing an evaluation for a vacation will result in a mark of zero. The office must be notified in advance of all holiday plans during instructional time. Students are responsible for all work missed while away. An extended absence form must be completed and submitted to the office prior to departure.

## CODE OF CONDUCT / STANDARDS OF BEHAVIOUR

The SCDSB recognizes that all members of the school community have the right to be safe and to feel safe in their school community. With this right comes the responsibility to contribute to a positive school climate. The SCDSB Code of Conduct supports and enhances the Ontario Code of Conduct by setting clear standards of behaviour. These standards apply on school property, on school buses and at all school-related activities.

### STANDARDS OF BEHAVIOUR

#### **Respect, Civility and Responsible Citizenship**

All members of the school community must:

- respect and comply with all applicable federal, provincial and municipal laws
- demonstrate honesty and integrity
- respect differences in people, their ideas and opinions
- treat one another with dignity and respect at all times, and especially when there is disagreement
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender identity, sexual orientation, age or disability
- respect the rights of others
- show proper care and regard for school property and the property of others
- take appropriate measures to help those in need
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- dress in a manner that is appropriate to school activities with regard to exposure, cleanliness and/or message
- respect all members of the school community, especially persons in positions of authority
- respect the need of others to work in an environment that is conducive to learning and teaching
- not swear at a teacher or at another person in a position of authority

#### **Safety**

All members of the school community must not:

- be in possession of any weapon, including firearms
- utter a threat or use any object to threaten or intimidate another person
- cause injury to any person with an object
- be in possession of or under the influence of alcohol and/or illegal drugs
- provide others with alcohol or illegal drugs
- be under the influence of a noxious substance, such as glue or gasoline
- be in contravention of the Smoke-free Ontario Act and SCDSB Policy 4471 Smoke Free Learning and Working Environments
- inflict or encourage others to inflict bodily harm on another person
- engage in bullying behaviours
- commit sexual assault
- traffic weapons or illegal drugs
- give alcohol to a minor
- commit robbery
- engage in any activity that is motivated by bias, prejudice or hate
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school

### **STUDENT DISCIPLINE PROCEDURES**

#### **PREVENTION AND EARLY INTERVENTION**

Prevention and early intervention strategies help students achieve their potential and support a positive school learning and working environment. School programs and activities focus on building healthy relationships, character

development and civic responsibility, and encourage positive participation of the school community in the life of the school.

#### PROGRESSIVE DISCIPLINE

Progressive discipline is a non-punitive, whole-school approach that uses a continuum of interventions, supports and consequences to address inappropriate behaviour and to build upon strategies that promote positive behaviours. Consequences include learning opportunities for reinforcing positive behaviour and assisting pupils to make good choices.

For more information on student discipline, visit [www.scdsb.on.ca](http://www.scdsb.on.ca) and select 'Programs' then 'Safe and Healthy Schools'.

#### ***Infractions for which a suspension may be imposed by the principal include:***

- Uttering a threat to inflict serious bodily harm on another person;
- Possessing alcohol, illegal or restricted drugs;
- Being under the influence of alcohol or illegal drugs;
- Swearing at a teacher or at another person in a position of authority;
- 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;
- Bullying or cyberbullying;
- Any act considered by the Principal to be injurious to the moral tone of the school or the physical or mental well-being of members of the school community;
- Any act considered by the Principal to be contrary to the Board or school Code of Conduct.
- Any activity that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identify, gender expression or any other similar factor.

A student may be suspended up to a maximum of twenty (20) school days.

#### ***Infractions for which an expulsion may be recommended to the Board:***

- Possessing a weapon, including possessing a firearm or knife;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Trafficking in weapons, illegal or restricted drugs;
- Committing robbery;
- Giving alcohol to a minor;
- An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others;
- A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others;
- Activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or board;
- Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property;
- The pupil has demonstrated through a pattern of behaviour that he/she has not prospered by the instruction available to him or her and that he/she is persistently resistant to making changes in behaviour which would enable him or her to prosper;
- Any act considered by the principal to be a serious violation of the requirements for pupil behaviour and/or a serious breach of the board or school code of conduct;
- Where a pupil has no history of discipline or behaviour intervention, or no relevant history, a single act, incident or infraction considered by the principal to be a serious violation of the expectations of pupil behaviour and/or a serious breach of the Board or school Code of Conduct.

- Any activity that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identify, gender expression or any other similar factor.
- Bullying if, (i) the pupil has previously been suspended for engaging in bullying, and (ii) the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person.

### **FOOD AND DRINK**

Whether you use the cafeteria as a place to eat, do homework, or simply sit and relax, you are expected to be reasonably quiet and to keep it clean. The use of cafeteria is a privilege and therefore cooperation is expected. Be considerate of others who will be eating after you. Failure to comply with the rules may result in clean-up duty, removal of cafeteria privileges, and in some cases, suspension. All food should be consumed in the cafeteria. It is expected that staff and students will make every effort to keep our school and school property clean and free from litter.

Food and drinks are not to be consumed in any classroom without the approval of the teacher. Bottled water is permitted.

### **CLASSROOM BEHAVIOUR**

Disruptive behaviour in the classroom will not be allowed and will be dealt with by the teacher first, then the Vice Principal if the issue cannot be resolved. If a student is asked to go to the office, a Behaviour Discipline Form must be completed before meeting with the Vice-Principal. Students are expected to attend the office and remain there until the Vice Principal has met with them. This may extend into a subsequent period or the lunch period.

### **DANCES**

- A valid Student Activity Card must be presented for admittance to all dances including semi-formal and PROM.
- Dances are school activities; therefore, all Board and school Codes of Conduct apply. The Principal or Vice-Principals reserve the right to refuse admission to an individual to a dance, semi-formal or formal.
- All dances include supervision by the OPP.
- All guests must be signed in with their name, address, telephone number prior to the dance (12 noon on the day of the dance) and approved by a Vice Principal. CCI students are responsible for the behaviour of their guests and must accompany them to the dance.
- Entrance doors to the dance are locked one hour after the dance begins. Any admittance after this time, because of work commitments etc., must be made by special arrangement with the Supervising Teacher or Administration prior to the dance. There is no re-admittance to the dance. Once a student leaves, he/she may not return to the dance
- Coats, backpacks, large purses must be removed and placed in the coat check upon admittance. The school is not responsible for lost or stolen items. Please do not bring valuables.
- Respectful conduct and appropriate dress are expected and will be addressed by supervising teachers.
- Possession and/or use of any alcohol beverage, narcotic, or controlled drug or intoxicant, at or before any dance, is strictly prohibited. Offenses will result in suspensions and these students will be denied access to future dances (including Semi-Formal or PROM) for the remainder of the year.

### **DRESS CODE**

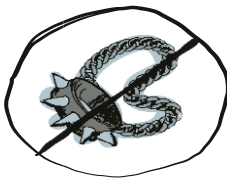
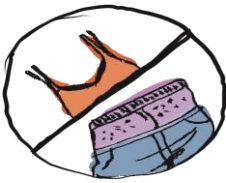
Our board's dress code is one way that we embed the principles set out in the SCDSB and Ministry of Education documents, Caring and Safe Schools in Ontario, and Equity and Inclusive Education to ensure safe, inclusive and equitable learning environments for all of our students. In SCDSB schools, we believe that students should be able to learn in a safe and caring space that is free of bias and discrimination.

When making choices about what to wear to school, we respect your individuality. To ensure that our learning environments are safe and respectful spaces, our board has consulted with students and staff to develop this set of shared standards for student dress. Your clothing cannot pose a safety concern or conceal your identity. Note that exceptions are granted to students who wear head coverings or other garments/objects for the purposes of religious observance, medical or sensory needs, or other reasons protected by the Ontario Human Rights Code.

There are lots of ways to dress for school..



...but there are a few things that aren't okay.



### Exposed Spiked or chained Offensive or underwear accessories inappropriate content

Student Clothing must adhere to the following school protocols:

- An uninterrupted line of clothing covering the body from top of the shoulders to the mid-thigh is expected. Midriffs are to be covered.
- Appropriate necklines as well as clothing that completely covers all under garments must be worn
- For safety reasons students should not wear heavy chains or spiked accessories.
- Any apparel that promotes the use of alcohol, drugs, profanity, degradation of an individual or group is not acceptable at school
- Wearing gang colours or a method of dressing which represents gang protocols is unacceptable.
- Appropriate footwear must be worn for health reasons.
- Hoods are not to be worn in the school.
- Hats are not to be worn in the office areas and during assemblies. Teachers will determine whether hats are permitted in their classroom.
- In order to resolve dress code issues, students will be given the option of:
  - immediately finding clothing that meets dress code standards;
  - waiting in the Main Office until clothing can be delivered to school;
  - going home to change into clothes adhering to the dress code

### GAMBLING

Any activities (e.g. dice, throwing money) that could be considered to have a role in gambling are not permitted at school.

### HALLS

Students are not to be in hallways during class time (every period of the day) without the teacher permission & a hall pass. If you are a student with an unassigned period (a spare), you may work in the Library, attend the Cafeteria, or leave the school.

### LASER POINTERS

Laser pointers are useful tools for educators and for students when supervised in the classroom, but they can be hazardous when used incorrectly. Students are not permitted to bring laser pointers on school property.

### LOCKERS

1. Students will be assigned their own lockers. They will make note of their locker number, lock serial number and lock combination. This information is to be recorded by each student on the Locker Card, which they will give to their Homeroom Teacher. Should an issue arise, the Administration will re-locate students.
2. School combination locks may be purchased from the main office for \$7.50. A school purchased Dudley lock is the recommended type of lock which may be used on school lockers.
3. Lockers are the property of the Simcoe County District School Board. School administrators have the right to access any locker any time without notice. The school reserves the right to remove the lock by force if necessary in order to gain access. Students are fully responsible for all contents found in their lockers.
4. Locks purchased from the school become the property of the student. If a lock is lost, stolen or broken, it is the responsibility of the student to replace it at his/her own expense.
5. Locker damage, including thefts from lockers, should be reported immediately to the Main Office. The school cannot be responsible for any loss of or damage to personal property from lockers or elsewhere in the school. To prevent loss, do not reveal your locker combination to anyone.
6. Money and other valuables (jewelry, cameras, etc.) should never be left in a locker or change room,
7. Students may not change their locker without permission from Administration.
8. Lockers are to be cleared out before the commencement of the evaluation period in January and June. Students are to have all contents removed by the announced date, or items will be removed and discarded.

### NATIONAL ANTHEM & MORNING ANNOUNCEMENTS

Students are to stop all activity, remain still and listen during the playing of "O Canada" and until the conclusion of morning announcements.

### OFFICE TELEPHONE CALLS

Students may use the office phone in emergencies only. Pay phones are located throughout the first floor for student use.

### PARKING

Students are permitted to park cars in designated spots in the Hurontario Street parking lot only. The Cameron Street parking lot is for staff only. Students are expected to use Board transportation wherever it is provided. Cars may be towed away if illegally parked. Please follow signage or accept towing charges. The school is not responsible for damage to vehicles while on school property. Cars should not be used for socializing during the school day, i.e. listening to music and hanging out. Students who abuse their driving privileges on school property will have these privileges suspended and other school consequences may arise depending on the severity of the infraction.

### PERSONAL VEHICLES & SCHOOL ACTIVITIES

Students on teams and field trips are expected to travel on the transportation provided by the school. Students 18 years of age and older may travel to these events in their own vehicles, provided they have received written approval from school administration and their teacher at least ONE day in advance. **Under no circumstances is any student to drive any other student to a school activity.**

### POSTERS:

All posters must relate to approved school purposes only. Students are not to post any poster on school property without the prior approval of Administration. Approved posters will be initialed. All posters must be removed promptly after the event.

### STUDENT PREFECTS

The CCI Prefects are a group of dedicated and spirited individuals who are committed to making CCI a fun and safe place to go to school. Their duty is to monitor the cafeteria and hallways at lunch, ensuring that everything runs smoothly. They are also present at many school events, during and outside the school day.

### SKATEBOARDS, SCOOTERS, HACKY SACKS, BALLS & OTHER ITEMS

Skateboards, and scooters are not to be used on school board property. Students must carry these items on and off school property.

Rugby balls, footballs, baseballs, hockey sticks and other sports equipment is not to be used in the hallways.

## **SMOKING**

Tobacco products are not permitted on school grounds by anyone, anywhere, anytime. Schools and school boards are required by law to ensure that school property is 100% smoke free 24 hours a day, 7 days a week, 365 days a year. The SCDSB has extended this ban to include smokeless tobacco, chew, e-cigarettes, vaping devices, smoking alternatives and all other tobacco industry products. More information is available at [www.scdsb.on.ca](http://www.scdsb.on.ca), under 'Board', 'Procedures' and 'A1140 Smoke Free Learning and Working Environments'

By provincial legislation, smoking (or the consumption of tobacco related products) is not permitted anywhere on school property, on school buses, and/or on school- sponsored events/trips. In any of these situations a suspension will be given. The Simcoe County District Health Unit will address continued offences and an individual could be subject to a maximum fine of \$5000.

## **OTHER BEHAVIOUR-RELATED ITEMS**

1. Students are to refrain from overt displays of affection. Such actions are inappropriate in the school setting.
2. Students must identify themselves when asked by a staff member in the school or on school board property.
3. Students must follow safety directions as given by their teachers (i.e. wearing of safety goggles in technical classes or science classes).
4. Students visiting other schools, on field trips or in attendance at school sanctioned activities are expected to act as fitting representatives of Collingwood Collegiate and to abide by the Code of Conduct at all times.
5. Discipline may be imposed for student behaviour that occurs off school property or outside of school hours if the behavior negatively affects our school culture at Collingwood Collegiate.
6. SCDSB and CCI Student Standards of Behaviour apply to all field trips and co- curricular trips. When a student's conduct on a field trip is so refractory as to be injurious to the welfare or moral tone of the group, arrangements may be made for his/her immediate and safe return to the school or student's home. In such cases, legal custodians shall be notified of the travel arrangements and the cost to them of the supervised return.

# **CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES**

## **ELIGIBILITY GUIDELINES**

When students are involved in school-sponsored activities, which take them out of the school into other communities, it is important that they be good ambassadors of Collingwood Collegiate Institute. For this reason, the following guidelines will be used by the staff to make decisions about which students will have the opportunity to be participate in school teams (practices, games) and other activities.

- Students must have a good attendance record in their scheduled courses.
- Students must demonstrate an honest and consistent effort to do well in their courses.
- Students must maintain positive behaviour.

Failure on the part of students to adhere to these guidelines may result in their removal from a team, club, group, or school activity at any time.

## **CODE OF ETHICS FOR STUDENT ATHLETES**

Players must:

- Display good sportsmanship and self-control at all times; before, during, and after competition.
- Treat officials and opponents with respect.
- Be familiar with the rules of their sport and accept the spirit or intent.
- Display modesty in victory and graciousness in defeat.
- Attend classes on time on game days to ensure participation.

## **STUDENT ACCIDENT INSURANCE**

All students must have one of the following before being permitted to participate in extra-curricular activities:

- Student accident insurance - this can be purchased through Reliable Life Insurance Company. The minimum plan, Bronze, offers 365 days of 24 hour coverage.



- Extended health and dental plan (i.e. employer group benefits).

All students participating in a field trip outside the province or country must purchase student accident insurance or be covered by an extended health and dental plan. The Platinum travel plan through Reliable Life Insurance Company would meet this requirement.

Reliable Life Insurance Company contact information: 1-800-463-5437 or [www.insuremykids.com](http://www.insuremykids.com)

Participation on school teams is regulated by GBSSA & OFSAA guidelines. Students with fewer than 24 credits must be in full time attendance with a minimum of three credits per semester (and actively attending classes) before they can play on a school team. Students with fewer than 24 credits will not be eligible if they are taking 2 credits in one semester, and 4 in another semester. Students with over 24 credits can qualify if they are taking only two credits per semester.

Owl Clubs	CCI Sports Teams	Try Outs
Green Team	Cross Country Running	September
Amnesty International	Football - Jr & Sr	September
Mountain Biking Club	Golf – Jr & Sr	September & April
Library Club	Boys Soccer - Jr & Sr	September
Math Club	Boys Volleyball - Jr & Sr	September
OSAID	Tennis – Sr & Jr	September
Robotics	Swimming	
Chess club	Alpine Skiing	January
	Nordic Skiing	December
	Badminton	November (end)
	Boys Basketball - Jr & Sr	November (end)
	Girls Volleyball – Jr & Sr	November (end)
	Hockey - Boys & Girls	December
	Curling	December
	Boys Rugby - Jr & Sr	March
	Girls Soccer - Jr & Sr	March
	Tennis – Jr	April
	Track & Field	March
	Baseball	May

### **STUDENT FEES**

Students are not charged fees to participate in the regular school program. Students enrolled in the SCDSB are provided with basic classroom learning resources required to complete course expectations. There may be fee-based resources and opportunities offered to students designed to enhance their program (e.g., field trips, visiting artists, exclusive use instruments, superior quality wood, art supplies, cooking/baking items, etc.).

Beyond the cost of field trips, students involved in some extracurricular opportunities (e.g., (teams, music/band, clubs) will be made aware of any additional cost obligations or participation/equipment rental fees prior to making a commitment to participate.

All students are asked to buy a CCI Activity Card for a fee of \$20. The card identifies you as a student of Collingwood Collegiate Institute. It is required that all students participating on school teams or becoming members of school

clubs have an Activity Card. The card is also required to purchase tickets to attend school-sponsored events, such as school game days, dances, & the formal. Your CCI Student Activity Card may give you a discount at a number of local stores.

#### **NO EXCLUSION DUE TO INABILITY TO PAY**

No student will be excluded from a field trip or school activity because they can't pay. Parents should notify the school office if support is needed.

## **TECHNOLOGY**

### **TECHNOLOGY IN THE CLASSROOM**

Today's students have grown up with technology—it's a regular part of their daily lives. By bringing educational technology into the classroom, we can tap into our students' interests and build on their developing skills to create vibrant learning environments that are innovative, creative and engaging.

The SCDSB believes that technology and technological devices play an important role in learning and teaching. The proper use of technology is expected of all students and staff. As part of a technology-enabled learning environment, the SCDSB has created guidelines regarding technology use in schools and SCDSB facilities. These guidelines allow our staff to support technology-enabled learning environments while protecting student privacy and personal information. The Appropriate Use Guidelines can be found online at [www.scdsb.on.ca](http://www.scdsb.on.ca) under 'Board' and 'Procedures', A1300 – Information and Computing Technology – Appropriate Use Guidelines for Students.

### **APPROPRIATE USE OF TECHNOLOGY**

Student use of technology is subject to the SCDSB Appropriate Use Guidelines. Misuse and/or abuse of board and school facilities and resources is subject to consequences as defined and explained in the SCDSB Code of Conduct. While teachers do supervise the use of devices, students are expected to access sites in a responsible way. Students in the SCDSB have access to the Internet to support their learning goals, to access curriculum-related materials and to research reference materials. The SCDSB uses filtering software to guide, and in some cases restrict, access by students to the Internet. No software can be completely effective in blocking unacceptable websites.

### **STUDENT GUEST WIRELESS NETWORK**

Students and teachers can connect their personal devices to our guest wireless network. Devices are used during class for learning. The use of online collaboration tools such as blogs, social networking sites, wikis, Google Apps for Education (GAFE) etc., may be enhanced with wireless access. Students will require parent/guardian permission to access the network. When granting permission, parents/guardians should consider that:

- the decision to allow a student to bring a personally owned device to school rests with the parent and the student
- the SCDSB is not responsible for devices that are lost, stolen or damaged in any way (devices should be easily identifiable, clearly labelled and, where possible, registered with the manufacturer)

Students' access to the guest network is not limited to instructional time. Parents should discuss appropriate guidelines for personal use of the Internet with their children and determine if their child can responsibly manage their device at school.

Students do not have permission to connect to the local area network (LAN) using a cable of any sort. Access to the guest network is a privilege. The SCDSB may deny guest network access at any time.

### **GOOGLE APPS FOR EDUCATION AND OFFICE365**

The SCDSB provides all students and teachers with Office 365 for Education, Google Docs, Sheets and Slides, Google Apps for Education (GAFE) and the Ministry of Education's Desire to Learn (D2L) program for educational purposes. These tools and applications meet the privacy and security requirements of the Municipal Freedom of

Information and Privacy Act. It is important for you to know that these accounts differ from publicly available accounts in that the security and privacy settings were negotiated by the Ministry of Education.

All students are provided with @scdsb.on.ca email addresses, which are also the email addresses used to access both GAFE and Google Drive.

### **SOCIAL MEDIA**

Social media extends learning to spaces beyond the classroom, supports real-world problem solving and provides an authentic audience for learning. Collaboration in the online world can be a very powerful learning tool and help students connect with peers around the world. It is important that staff and students use proper digital citizenship at all times online, and recognize that the Internet is a public forum—what goes online, stays online and may never be fully erased. Students are encouraged to protect their privacy, safety and reputation and consider ways to enhance their digital legacy through proactive use of these tools.

If using social networking sites outside of the classroom (i.e. in their homes), students are reminded that appropriate behaviour and anti-bullying guidelines apply in the online world. Protect your own privacy, safety and reputation.

### **USE OF RECORDING EQUIPMENT**

The use of recording equipment (audio, video, digital or photography) must be authorized by the teacher or staff member before any recordings are made. Such equipment includes, but is not limited to, cell phones, smartphones, iPods, iPads, computers, personal digital assistants (PDAs), MP3 players, tape recorders, video-recorders or digital audio recorders. This is to respect the privacy and ensure the safety of all students and staff. If recordings are taken without permission, it may result in confiscation of the equipment and appropriate discipline. Confiscated equipment may be returned to the parent or guardian, or in the event of suspected illegal or inappropriate activity, it may be forwarded to the appropriate law enforcement agency.

## **SAFETY**

We'll always take whatever precautions are necessary to keep our schools and students safe. Our safety practices include:

### **CRIMINAL RECORD CHECKS**

All staff and volunteers are required to complete a criminal record check with vulnerable sector screening working with students.

### **ELEVATOR**

The elevator is out of bounds at all times, except to those specifically authorized to use it. The key to the elevator is kept in the main office. The elevator must not be used during a fire alarm.

### **EMERGENCY ASSISTANCE**

At all times, the safety & well-being of your child is our main priority. Students sometimes become ill at school or involved in an accident. Our staff has an emergency team available to offer Basic First Aid, CPR and AED (automated external defibrillator) if necessary. Periodically an injury or illness may be serious enough that it requires an ambulance, in administration's opinion. The cost of the ambulance is the responsibility of the parents/ guardians. When an accident occurs, the student and teacher are required to report the accident to the office and complete the necessary accident report. Parents will be called. If we are unable to contact parents, the emergency contact will be called.

### **EMERGENCY PREPAREDNESS**

All schools have evacuation plans, which include a designated evacuation site. Schools practice their evacuation plan throughout the year during regular drills.

#### **Shelter in place**

Shelter in place is used when there is an environmental or weather-related situation, like a chemical spill outside the building or a major storm. During a shelter in place, activities will continue inside the school, but

students and staff will not be allowed to leave the building. In some cases, the ventilation system may be shut off.

#### Hold and secure

A hold and secure is used when there is a situation taking place in the community that is not related to the school, like a bank robbery nearby. A hold and secure is usually initiated by police. During a hold and secure, activities continue inside the building, but all doors are locked and no one is allowed to enter or exit the school.

#### Lockdown

A lockdown is used when there is a major incident or a threat of violence related to the school. A lockdown can be initiated by police or by school staff. During a lockdown, students and staff will go to secure areas, away from doors and windows. Doors are locked, lights are shut off and blinds are drawn. Students and staff stay quiet.

Schools practice lockdown drills at least twice per year. In the unlikely event of an actual lockdown, police ask that parents do not go to the school. Information will be communicated through the school board social media sites ([www.facebook.com/SCDSB](http://www.facebook.com/SCDSB) and [www.twitter.com/SCDSB\\_Schools](http://www.twitter.com/SCDSB_Schools)), on [www.scdsb.on.ca](http://www.scdsb.on.ca), and through local police and local media.

#### **FIRST AID EQUIPMENT AND TRAINING**

Each school has a minimum of one staff member who is trained in first aid. Additionally, all schools are equipped with Automated External Defibrillators (AEDs).

#### **POLICE PARTNERSHIPS**

The SCDSB has positive relationships with local police forces. Each school's School Resource Officer is an important part of the school team. School Resource Officers help our schools be proactive by presenting at assemblies, working with classes and groups of students, being available to answer questions and providing guidance and acting as a liaison with the local police if an issue comes up.

#### **REPORTING CHILD ABUSE AND NEGLECT**

The Ontario Child and Family Services Act (CFSA) provides a range of services for families and children, including children who are, or may be, victims of child abuse or neglect. The Act promotes the best interests, protection and well-being of children. The Act states clearly that members of the public, including professionals who work with children, have an obligation to promptly report to a Children's Aid Society if they suspect that a child is or may be in need of protection. For more information, visit the Ontario Association of Children's Aid Societies online at [www.oacas.org](http://www.oacas.org).

#### **SAFE SCHOOLS REPORTING TOOL**

The SCDSB has an online Safe Schools Reporting Tool. It is available on school websites and on the SCDSB website on the homepage or under 'Programs', 'Safe and Healthy Schools' and 'Safe Schools Reporting Tool'.

Students and parents can use this tool to submit a report online if they witness a student engaged in inappropriate behaviour such as bullying, drug use or vandalism. Students are still encouraged to speak to a trusted adult at school or home if they have any concerns. This form isn't a substitute for having a discussion with your teacher or principal, but provides another avenue to start that conversation.

#### **VISITORS**

All visitors are required to sign in at school offices and wear visitor identification. Even regular visitors, like school volunteers, must sign in.

## HEALTH & WELLNESS

CCI and the SCDSB recognizes the importance of mental health as it is linked to overall well-being, achievement and positive outcomes for youth. We are committed to improving the quality of mental health support available to our students. We provide training for school staff to help them recognize signs that a student may need additional support. We also rely on the help of community agencies.

### **COMMUNITY SUPPORTS**

**24 hour mental health crisis line** 1-888-893-8333 or 705-728-5044

**Canadian Mental Health Association** 1-800-461-4319

**Kids Help Phone** 1-800-668-6868 or [www.kidshelpphone.ca](http://www.kidshelpphone.ca)

**Kinark** 1-888-454-6275

**Mobile Crisis Line** 1-888-893-8333 or 905-310-COPE

**Newpath** 705-725-7656

Access the 211 directory by phone (dial 2-1-1) or at [www.211ontario.ca](http://www.211ontario.ca) for information on community resources related to a specific concern.

Visit the Wellness page of our CCI website: [cci.scdsb.on.ca](http://cci.scdsb.on.ca) for a list of additional community agencies.

### **FOOD ALLERGIES**

To ensure a safe environment for all students, please do not send any peanut or nut products to school. Read ingredients carefully and check with teachers before sending treats for any special occasions. Please be aware that there may be different allergies in a classroom which might mean other items may not be brought in. Your classroom teacher will make you aware if this is the case. Many schools implement “Reduce the Risk” programs to support students with potentially life-threatening food allergies. Your co-operation is essential and greatly appreciated.

### **MEDICATION IN SCHOOL**

Requests for school staff to give medication to students must be made through the principal. A special form is needed and is available at the school office. Parents must take the form to the doctor for authorization of the medication and the dosage to be given. Parents are required to sign the form and bring it to the principal to discuss the procedure. Administration of short-term medications such as cold remedies, antibiotics and pain relievers is also governed by this procedure. All medication, with the exception of EpiPen and asthma inhalers, will be kept locked in the office, and must be in its original labeled container. Please notify the office of any changes in the dosage, which your doctor has authorized.

### **IMMUNIZATION**

Vaccines are a safe and effective way to prevent many life threatening diseases. It is important to get all vaccines in the recommended schedule to provide the best possible protection. When registering for school, parents are required to provide the health unit with proof of completed immunization against tetanus, diphtheria, polio, measles, mumps and rubella, or with the appropriate documentation if they choose not to have their child immunized.

It is important to contact the health unit each time your child receives immunization(s) from your health care provider so their record at the health unit can be updated. Students who do not have up-to-date immunization records or a valid exemption on file at the health unit may be suspended from school.

Update your child's record using the secure online form at [www.simcoemuskokahealth.org/immsonline](http://www.simcoemuskokahealth.org/immsonline) or call the Simcoe Muskoka District Health Unit at 705-721-7520 or 1-877-721-7520.

### **HEAD LICE**

The SCDSB has a common procedure for all schools to follow in the management of head lice—see A7210, Head Lice (Pediculosis) Management on [www.scdsb.on.ca](http://www.scdsb.on.ca) under ‘Board’ and ‘Procedures’. Head lice are tiny insects that

live on the scalp, where they lay their eggs. Please notify the school when you identify that your child has head lice. Schools will provide parents with an information sheet to help with the management of head lice. For more information about identification, treatment and prevention, contact your family doctor, local pharmacist or Your Health Connection (Simcoe Muskoka District Health Unit) at 705-721-7520 or 1-877-721-7520 or [www.simcoemuskokahealth.org](http://www.simcoemuskokahealth.org).

### **HEALTHY START WITH FREE DENTAL CARE**

The Simcoe Muskoka District Health Unit has two no-cost dental programs for eligible children 17 and under—the Children in Need of Treatment (CINOT) program and the Healthy Smiles Ontario (HSO) program. CINOT treats the urgent dental needs of children and youth whose families cannot pay for a dentist. HSO offers a full range of dental services, including checkups, cleaning, fillings and more. To find out more about the programs, eligibility requirements and how to make an appointment, call the health unit at 705-721-7520 or 1-877-721-7520 or visit [www.simcoemuskokahealth.org](http://www.simcoemuskokahealth.org).

## **PARENT/GUARDIAN INVOLVEMENT & COMMUNICATION**

Parents play a key role in their children's education. You were your child's first teacher. Your attitude toward learning can influence and shape how your child views education, as well as their own ability to learn. There are many valuable ways for you to participate in your child's education.

### **PARENT INVOLVEMENT COMMITTEE**

The SCDSB's Parent Involvement Committee (PIC) works collaboratively with stakeholders in our school system to develop strategies to enhance parent engagement and outreach, particularly through workshops, conferences and inter-school communication.

The mandate of the PIC is to:

- support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being
- provide information and advice on parent engagement to the board
- communicate with and support school councils
- undertake activities to help parents support their children's learning at home and at school
- identify and reduce barriers to parents who find involvement challenging

The PIC recruits members every spring. Information about the PIC is available at [www.scdsb.on.ca](http://www.scdsb.on.ca) under 'Parents' and 'Parent Involvement Committee'.

### **SCDSB STARS**

The SCDSB STAR program is designed to recognize SCDSB staff in our schools or education facilities who have gone above and beyond to inspire a positive change for students, staff or parents. If you know an outstanding SCDSB staff member who has done something wonderful to support students in our system, nominate them for a SCDSB STAR. Visit [www.scdsb.on.ca](http://www.scdsb.on.ca) under 'Staff' and 'SCDSB STAR'.

### **SCHOOL COUNCILS**

School councils are a vital link between schools and the community. Each school council serves as an advisory group and provides input to school administrators about a variety of school-based topics and issues. Although membership may vary slightly from school to school, school councils consist of parents as well as the school principal or vice-principal, a teacher, a nonteaching school employee, a student (required at the secondary level) and a community representative. New school council members are recruited and elected on an annual basis. All school council meetings are open to the public, so parents can attend even if they are not formal members of school council.

We invite parents to become actively involved in CCI through participation on School Council. This is an excellent way to enhance communication between school and home, and to represent the voice of CCI parents about a variety of school-based topics and issues. Please consider joining this group of dedicated individuals who are committed to

CCI students, the school, and our broader school community. The School Council consists of parents, the school Principal, a school staff member, and a student representative. Meetings take place four to five times per year, generally at 6:30 pm on a week-night. The date of our first meeting will be listed on the school website and school sign.

### **VOLUNTEERS**

The SCDSB encourages participation of volunteers in schools and recognizes the educational advantages to all concerned. Volunteers must complete an information form, provide an original copy of a Criminal Records Check which includes Vulnerable Sector screening, and go through an orientation program to become familiar with the school and daily routines. Volunteers work under the direction of the Principal and school staff. Should you wish to join our team of volunteers, please contact the school at any time during the year.

### **WORKSHOPS**

The SCDSB and schools host parent workshops throughout the year. Take advantage of opportunities to attend sessions at your local school. Workshops that are open to all parents are listed on the board's website at [www.scdsb.on.ca](http://www.scdsb.on.ca) under 'Parents' and 'Workshops'.

Connect through social media and subscribe to receive updates, tips and good news from SCDSB schools. Follow @SCDSB\_Schools on Twitter or find us on Facebook at [www.facebook.com/SCDSB](http://www.facebook.com/SCDSB). Subscribe to receive news releases from the school board at [www.scdsb.on.ca](http://www.scdsb.on.ca) and visit our blog at [www.sharingsimcoe.com](http://www.sharingsimcoe.com).

### **CONNECT WITH THE SCDSB**

Website: [www.scdsb.on.ca](http://www.scdsb.on.ca)

Blog: [www.sharingsimcoe.com](http://www.sharingsimcoe.com)

Emergency Information Line: 1-877-728-1187

Facebook: [www.facebook.com/SCDSB](http://www.facebook.com/SCDSB)

Twitter: @SCDSB\_Schools

Subscribe to receive board and school news

To subscribe to SCDSB news releases, visit [www.scdsb.on.ca](http://www.scdsb.on.ca) and click 'Subscribe' at the top of the homepage. All elementary schools and most secondary schools have websites that allow families to receive updates about school events and activities. You can subscribe by clicking "Subscribe" on the top right corner of the webpage.

### **ADDRESSING YOUR CONCERNS**

If you have a concern, please follow these steps in order:

1. Gather as much information as possible, then call the school to arrange a meeting with the teacher. Most concerns can be resolved through dialogue and co-operation.
2. If you're not satisfied with the outcome of your meeting, call the school to arrange a meeting with the principal. With open communication and collaboration among those involved, your concern should be resolved at this point.
3. If your concern has not been resolved, contact the Superintendent of Education for your school. The Superintendent of Education will assist you by acting as a facilitator in attempting to resolve your concern. You may wish to put your concerns in writing at this time.
4. If you feel strongly that the situation requires further consideration, you may contact the Director of Education. At that time, your concern will be reviewed and may be directed to another staff member for action.
5. If you feel your concern has not been addressed, please contact your Trustee. Trustee contact information is available from your principal or on the board website [www.scdsb.on.ca](http://www.scdsb.on.ca).

You can contact your superintendent, the Director of Education or your trustee by calling the SCDSB Education Centre at 705-728-7570 or 905-729-2265. Additionally, please don't hesitate to communicate appreciation or your positive feedback to teachers, school staff, school administration, your superintendent and your trustee!

## PERSONAL INFORMATION

### **NOTICE OF ROUTINE COLLECTION AND USE OF STUDENT PERSONAL INFORMATION**

The purpose of this notice is to make you aware of how the SCDSB and your school use the personal information you provide to us, in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The MFIPPA is a law that sets guidelines that schools and district school boards must follow when collecting, using and/or disclosing students' personal information. Under this Act, personal information refers to recorded information about an identifiable individual.

The Education Act sets out duties and powers of the board. It authorizes school boards to collect personal information for the purpose of planning and delivering educational programs and services which best meet students' needs and for reporting to the Minister of Education, as required. In addition, the information may be used to attend to matters of health and safety or discipline which best meet student needs and for reporting to the Minister of Education, as required. The Act requires that the school principal maintain an Ontario Student Record (OSR) for each student attending the school. The OSR is a record of a student's educational progress through school in Ontario, and follows students when they transfer schools. The Ontario Student Record Guideline sets out how OSRs are to be managed and the SCDSB adheres to the OSR Guideline.

Under the MFIPPA, personal information may be used or disclosed by the SCDSB:

- for the purpose for which it was obtained or a consistent purpose (a purpose consistent with the reason collected)
- to board officers or employees who need access to the information in the performance of their duties, if necessary, and proper in the discharge of the board's authorized functions
- to comply with legislation, a court order or subpoena or to aid in a law enforcement investigation conducted by a law enforcement agency
- to report to the Children's Aid Society regarding child protection matters, in accordance with the law in compelling circumstances affecting health or safety of staff or students

For further details, go to the SCDSB website, then select 'Board' and 'Access & Privacy'.

## SCHOOL YEAR CALENDAR

Many important dates are listed at the front of this handbook. Check the school website for our calendar: [cci.scdsb.on.ca](http://cci.scdsb.on.ca)

### **HOLY DAYS AND HOLIDAYS**

The students and staff of the SCDSB represent a rich diversity of faith traditions. The Holy Days and Holidays calendar helps identify some important days of commemoration. The expectation is that SCDSB schools and worksites not schedule events on significant holy days (marked in bold in the calendar) that would exclude observing staff and students from participating. For further information, visit [www.scdsb.on.ca](http://www.scdsb.on.ca), then select 'About Us', 'Equity & Inclusive Education' and 'Holy Days and Holidays Calendar'.

### **RELIGIOUS ACCOMMODATION**

We acknowledge each individual's right to follow or not follow religious beliefs and practices, free from discriminatory or harassing behaviours. We are committed to taking all reasonable steps to provide religious accommodation to students and staff. Students may speak to their teacher or provide a note from their parent(s)/guardian(s) specifying their accommodation needs relating to religious observances, including holy days on which they will be absent from school.



## VOLUNTARY SELF-IDENTIFICATION OF FIRST NATION, METIS AND INUIT STUDENTS

First Nation, Métis and Inuit students are invited to participate in our voluntary, confidential self-identification process. The SCDSB collects First Nation, Métis and Inuit self-identification data to support student success and reduce gaps in student achievement. Information that is collected is used to inform program planning and services that are relevant for First Nation, Métis and Inuit learners. Disclosing First Nation, Métis and Inuit ancestry is completely voluntary and confidential. No proof of ancestry is required. Please contact the school office if you wish for your child to self-identify.

## TRANSPORTATION

The Simcoe County Student Transportation Consortium (SCSTC) coordinates the safe and efficient home-to-school transportation for more than 34,000 students—21,000 from the SCDSB. The role of the SCSTC includes contracting bus and vehicle operators on behalf of the SCDSB and the Simcoe Muskoka Catholic District School Board. SCDSB transportation policies are available online at [www.scdsb.on.ca](http://www.scdsb.on.ca) under 'Board', 'Policies' and Policy 2410 Transportation of Students. For SCSTC policies and procedures related to student transportation eligibility, stop locations, bus cancellations and more, please visit [www.simcoecountyschoolbus.ca](http://www.simcoecountyschoolbus.ca).

Pick up/drop off location change requests can only be made through your school. The school principal will contact the SCSTC regarding change requests.

### RIDER SAFETY

All students need to be safe while riding school vehicles. The bus driver has full charge of the vehicle and students must follow their instructions. For discipline issues, school vehicles are considered an extension of the classroom. Students are responsible to the school principal, through the driver, for their behaviour on a school vehicle. If students don't follow safety guidelines and/or listen to the driver, they may not be allowed to ride the bus.

In some situations, the board may put video cameras on school buses. These systems are installed in accordance with the SCDSB Surveillance Guidelines to enhance the safety and security of students and staff, to protect property against theft and vandalism and to aid in the identification of individuals who endanger the health, well-being or safety of school community members. For safety and insurance reasons, students are not permitted to ride on school vehicles other than the vehicle they have been assigned.

### TRANSPORTING EQUIPMENT

In order to avoid compromising the safety of students, all items which may cause injury, must be carried in a backpack or sports bag. Also:

- Carry-on bags must rest on the student's lap while in transit
- Musical instruments in cases are acceptable, provided that they can be held securely on student's lap
- Skates must have guards and should be carried in a sports bag

**Skis, snowboards, hockey sticks, toboggans, snow racers, skateboards, curling brooms, pets and large project displays are NOT to be carried on a school bus.**

### WEATHER-RELATED SCHOOL VEHICLE CANCELLATION PROCEDURES

Student safety is always the priority. During pre-dawn hours, the SCSTC and their contracted school vehicle operators review weather and road conditions throughout Simcoe County to determine if school vehicle cancellations are required. School vehicle cancellations are confirmed and communicated between 6 and 6:30 a.m. School vehicle cancellation information is:

- posted on the SCTSC website [www.simcoecountyschoolbus.ca](http://www.simcoecountyschoolbus.ca)
- announced via the SCSTC Twitter account @SCSTC\_SchoolBus

Additionally, local radio stations and other media outlets are notified.

When school vehicle service is cancelled in the morning, the decision remains in effect for the entire school day. Schools remain open for student learning.

Please be aware of your school's weather zone, as well as your child's bus number and bus company name. School vehicle cancellations may:

- be specific to a single weather zone
- include multiple weather zones, or
- apply to all Simcoe County weather zones

On rare occasions, transportation may be cancelled mid-day due to rapidly deteriorating road and weather conditions. In this situation, students will remain supervised at school until it is safe for parents to pick them up. At all times, the safety and well-being of your child is our main priority.

School closures are rare. This decision is made by the Director of Education in consultation with school and board staff. Any closures of this nature will be posted online at [www.scdsb.on.ca](http://www.scdsb.on.ca) and sent to the local media.

### **DRIVING TO A SCHOOL ACTIVITY**

Collingwood Collegiate provides transportation for all field trips and team events outside of Collingwood. Students are expected to take the bus provided. Students over the age of 18 wishing to drive must obtain the 'Private Vehicle Use Form' and fill out the information. A copy of the student's Drivers' License and Insurance will be kept on file. The form must be completed at least 24 hours prior to the date of the activity. **Under no circumstances may one student drive another student.** Students wishing to be picked up by the bus or leave an off-site activity, which varies from the supervising teacher's plan, must bring a note from their parent/guardian outlining the request. A Vice-Principal will sign the request and a copy will be kept in the main office. The supervising teacher will receive the request. The request must be made in advance to the trip.

