

PRAEMIUM EST PARATIS
"THE REWARD IS FOR THE READY"



**NORTHERN COLLEGIATE INSTITUTE
AND VOCATIONAL SCHOOL**

**940 Michigan Avenue,
Sarnia, ON
N7S 2B1
542-5545 (phone)
542-0571(fax)**

Visit the following websites for important information and links:

<http://northern.lkdsb.net>

<http://www.lkdsb.net>

**Ms. S. Ferguson, Principal
Mr. D. Stenton, Vice-Principal
Mrs. J. Garrett, Vice-Principal**

	Semester 1		Semester 2	
	Day 1	Day 2	Day 1	Day 2
8:20 - 9:40				
9:50 -11:05				
11:05-11:42	LUNCH	LUNCH	LUNCH	LUNCH
11:50-1:05				
1:15 -2:30				

LKDSB VISION STATEMENT

Our Students - Shaping Our World

LKDSB MISSION STATEMENT

Fostering Success for Every Student Every Day

LKDSB BELIEF STATEMENTS

- ✓ Public education is an investment in the future of all peoples and all communities.
- ✓ All students can learn and are entitled to quality instruction.
- ✓ A safe and caring learning environment is strengthened by embracing diversity, and respecting self, others and the world around us.
- ✓ Student success is achieved through shared responsibility of students, staff, families, community and First Nation partners.
- ✓ Accountability is attained through open dialogue, transparency and fiscal responsibility.
- ✓ We are committed to innovation and continuous improvement.

NCIVS MISSION STATEMENT

Northern Collegiate exists to provide students with opportunities to maximize their potential, gain self-worth and develop as contributing members of the community. We will achieve this by:

- promoting pride and responsibility
- forming community partnerships
- communicating openly and clearly
- modeling ongoing learning
- ensuring relevant programs

NCIVS VALUES AND BELIEFS

- ✓ A safe, supportive, and inviting environment
- ✓ A strong work ethic
- ✓ The pursuit of challenging and attainable goals
- ✓ Effective communication and collaboration
- ✓ The need and desire for lifelong, continuous learning
- ✓ Community partnerships and community service
- ✓ Equality of opportunity
- ✓ Respect for diverse points of view
- ✓ Action and implementation

THE FIVE B's FOR STUDENT SUCCESS

***Be present *Be prompt *Be prepared *Be respectful *Be involved**

Help Yourself / Help Others: **Resources and Supports for Students**

NCIVS Bullying Hotline

A dedicated phone line is now available for members of our school community to share concerns regarding the well-being of specific students, or situations involving bullying. Just call the school at 519-542-5545 and follow the directions in the voice message. Students, parents, and community members are invited to share using this reporting option. Callers may remain anonymous if they wish.

Please note that messages in this mailbox are only checked during regular school hours. In an emergency or when immediate assistance is needed please call the Kids Help Phone at 1-888-668-6868, the Distress Line at 1-888-347-3747, or call 911.

Websites for Information, Support and Sharing:

- Kids Help Phone - www.kidsh,ihelpphone.ca
- My Health Magazine - www.yoomagazine.net
- Mind Your Mind - www.mindyourmind.ca
- Children's Mental Health Ontario - www.kidsmentalhealth.ca
- We R Kids - www.werkidsmentalhealth.ca
- Healthy Minds Canada - www.healthymindscanada.ca

Where to Call:

- Kids Help Phone - 1-800-668-6868
- St. Clair Child and Youth Services - 519-337-3701
- Victim Services - 519-344-8861
- Canadian Mental Health - 519-337-5411
- Canadian Mental Health Crisis Line - 1-800-307-4319
- Sarnia Distress Line - 519-336-3000

Who to Speak to:

Parent/ Relative	Counselor	Family Doctor
Friend	Social Worker	Coach
Teacher	Principal	Neighbour
Trusted Adult	Clergy	Public Health Nurse

LKDSB AND NCIVS CODE OF CONDUCT

The Lambton Kent District School Board Code of Conduct is established in keeping with the requirements of the Provincial Code of Conduct and the standards of behaviour as set forth by the Province of Ontario. The Lambton Kent District School Board Code of Conduct sets clear standards of behaviour in order to ensure the rights and responsibilities of all members of the school community.

NCIVS promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

Respect, Civility and Responsible Citizenship

All participants involved in the school system – students, parents or guardians, volunteers, teachers and other staff members – are included in this Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities. All members of the school community are to be treated with respect and dignity. All members of the school community must:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Demonstrate honesty and integrity;
- Respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- Respect the rights of others;
- Exercise self-discipline;
- Take appropriate measures to help those in need;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Respect the need of others to work in an environment that is conducive to learning and teaching;
- Show respect for school property;
- Respect all members of the school community, especially persons in positions of authority.

Safety

All members of the school community including students, parents and guardians, teachers and other staff members, volunteers and visitors must NOT:

- Engage in bullying behaviours;
- Commit sexual assault;
- Traffic weapons or illegal or restricted drugs;
- Give alcohol to a minor;
- Commit robbery;
- Be in possession of any weapon, including firearms or replicas;
- Use any object to threaten or intimidate another person;
- Cause injury to any person with an object;
- Be in possession of, or be under the influence of, or provide others with alcohol, or illegal or restricted drugs;
- Inflict or encourage others to inflict bodily harm on another person;
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- Comes to school prepared, on time, and ready to learn;
- Shows respect for himself or herself, and for those in authority;
- Refrains from bringing anything to school that may compromise the safety of others;
- Follows the established rules and takes responsibility for his or her own actions.

Parents

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill their role when they:

- Show an active interest in their child's work and progress;
- Communicate regularly with the school;
- Help their child be neat, appropriately dressed, and prepared for school;
- Ensure that their child attends school regularly and on time;
- Report promptly to the school their child's absence or late arrival;
- Show that they are familiar with the provincial Code of Conduct, the Board's Code of Conduct, and school rules;
- Encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child.

Community Partners and the Police

Through outreach, partnerships already in place may be enhanced and new partnerships with community agencies and members of the community (e.g., Aboriginal Elders) may also be created. Community agencies are resources that Boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards and community agencies, and of formalizing the relationship between them. These partnerships must respect all applicable collective agreements.

BULLYING

Bullying is typically a form of repeated, persistent, and aggressive behaviour that occurs in a context of a real or perceived imbalance of power between individuals. In any form, bullying adversely affects a student's well-being and ability to learn, undermines healthy relationships, and compromises the school climate.

Bullying means aggressive and typically repeated behaviour by a pupil where:

- a) The behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,
 - i. Causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
 - ii. Creating a negative environment at a school for another individual, and
- b) Behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.

Bullying behaviour may occur through the use of physical, verbal, electronic, written, or other means.

Bullying by electronic means (cyber-bullying) includes but may not be limited to:

- a) Creating a web page or a blog in which the creator assumes the identity of another person;
- b) Impersonating another person as the author of content or messages posted on the internet;
- c) Sharing or forwarding material electronically to one or more individuals or posting material on a website that may be accessed by one or more individuals.

Social Aggression:

May be intentional or unintentional, direct or indirect. It can take many forms including sexist, racist, homophobic, or transphobic comments. If it is social or relational aggression, it is more subtle and may involve such behaviours as gossiping, spreading rumours, excluding others from a group, humiliating others with public gestures or graffiti, and shunning or ignoring. Social aggression may also occur through the use of technology.

Students' Responsibilities:

1. Refrain from bullying behaviour.
2. Report incidents of bullying behaviour to the principal, teachers, or other school staff.
3. Refuse to participate in circumstances involving bullying behaviour.
4. Remove themselves immediately from circumstances involving bullying behaviour.
5. Seek adult intervention for circumstances involving bullying behaviour.

HARASSMENT-FREE POLICY

Intent

It is the policy of The Lambton Kent District School Board that all employees, students and individuals should be treated with dignity within a climate of understanding and mutual respect, free from discrimination, and any form of harassment.

What is racial / ethno-cultural harassment?

This type of harassment is based on prejudice against skin colour, race, place of origin, or faith. It is meant to hurt others who are not the same. It includes: **Name calling** - jokes, comments, and graffiti that put people down because of who they are, and **Hate Literature** - distribution or display of symbols of racial or ethno-cultural hatred.

What is sexual harassment?

Sexual harassment is inappropriate, unwanted, uninvited remarks, gestures, sounds, or actions of a sexual nature that makes a person feel unsafe, degraded or uncomfortable. Sexual harassment creates an intimidating, hostile or offensive school environment.

Sexual Harassment includes:

- Unwelcome physical contact like touching, grabbing or patting;
- Rude jokes or suggestive remarks of a sexual nature;
- Demeaning or unwanted nicknames;
- Cat calls, rating scales;
- Insulting remarks about sexual orientation;
- Bragging about sexual experiences;
- Harassing graffiti;
- Stalking.

IF YOU HAVE BEEN HARASSED..... ASK FOR HELP!!
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Contact someone you trust such as a teacher, a counselor, a parent/guardian, the vice-principal or principal. Your contact person can offer you support and solutions. Solutions could include the following:

- ✓ Your contact person could communicate directly with the harasser and explain that their behaviour is unwelcome and must stop. You do not have to be present during this discussion.
- ✓ You may speak to the person who is bothering you. Tell the person calmly but firmly that the behaviour is offensive and must stop. You can choose to warn the person that if the behaviour persists, you will make a formal complaint. You can speak to the person alone or with another person present, keeping your personal safety in mind. Record the time and details of the harassment to use if you must make a formal complaint later.
- ✓ If you are not comfortable speaking face to face with the person who is bothering you, write a note or letter to the person. In it, list the details of the complaint. Include the date and time of the incident(s) in question. You can choose to warn the person that if the behaviour persists, you will make a formal complaint. Keep a copy of the note and write down the date and time when you gave the note to the offender.
- ✓ If the harassment continues, or if you are not satisfied with the assistance you have received, you may make a formal complaint.

GETTING HELP

No one should be harassed. If you have been harassed, there are several ways you can get help:

- ✓ **Don't wait.** Talk to a teacher, a counselor, your vice-principal, principal, or another student whom you trust. Friends may have had similar experiences. They may also know some effective ways to help.
- ✓ **Bring a friend.** If it will help you when you meet with the principal or teacher, bring a friend. **Do not feel guilty.** Harassment is not your fault. Remember you have the right to learn in a school environment that is free of harassment.
- ✓ **Kid's Help Line: 1-800-668-6868** (24-Hour confidential assistance for students.)

PROGRESSIVE DISCIPLINE

The principal or designate will use a progressive discipline strategy to address student infractions if a student has engaged in inappropriate behaviour. School leaders practice progressive discipline as part of a whole-school approach that involves a continuum of prevention programs, strategies for fostering and reinforcing positive behaviour and helping students make good choices, and age-appropriate interventions, supports, and consequences used to address inappropriate student behaviour.

A teacher or the principal or designate, as appropriate, will utilize early and/or ongoing intervention strategies to prevent unsafe or inappropriate behaviours and to guide students to more appropriate choices. For students with special education needs, this includes referring to their Individual Education Plan (IEP) and consulting with appropriate staff to determine the best possible approaches.

A bias-free approach is one that respects all people and groups, and reflects human rights principles. A bias-free approach helps build and foster a positive, safe, accepting, and respectful school culture and climate and helps students and their families, school staff, and other members of the school community.

Progressive Discipline Interventions may include:

- Contact with student's parent(s)/guardian(s);
- Oral reminders;
- Review of expectations;
- Written work assignment addressing the behaviour, that has a learning component;
- Volunteer services to the school community;
- Conflict mediation and resolution;
- Peer mentoring;
- Referral to counseling; and/or consultation;
- Meeting with the student's parent(s)/guardian(s), student and principal;
- Referral to a community agency;
- Detentions, in-school suspension, formal suspensions;
- Withdrawal of privileges;
- Withdrawal from class;
- Restitution for damages;
- Restorative practices;
- Safe schools transfer.

In some cases:

- a) Suspension may be considered an appropriate progressive discipline step.
- b) Contact with CAS will be made where required.
- c) Contact with police services will be made where required

TIPS FOR PARENTS/GUARDIANS

1. Education is a team effort between students, parents/guardians, and the school. Parents/guardians can help by insisting that the students attend regularly, punctually, and **be absent only when absolutely necessary**.
2. If a student has been absent, please send a dated note indicating the reason for the absence and the length of the absence. If a student is to be excused early during the school day, please send a note indicating the reason and the time the student is to be excused.
3. **Please plan your holidays so that they do not conflict with regular school days or examination days.** This is especially important in view of the increased emphasis on attendance.
4. Students are evaluated on a day-to-day basis. Much of the learning occurs during interaction with the class. Students often work with partners or in groups and/or work on labs, quizzes, etc. that develop communication and thinking skills; these are activities that require the students to be in school.

The Ontario Ministry of Education has stated:

"...where attendance has been identified as an essential component of a course and where a student, with his/her parents, has been appropriately counseled and provided with support and direction to promote regular attendance in the course, and where the student is still unwilling to attend regularly, such a student will fail to achieve credit for the course."

5. Please **refrain from calling your son/daughter during class time** and notify the office if there are any concerns or emergencies so that they are aware and can take appropriate action if needed.
6. Please **ensure that students get an adequate amount of sleep.**
7. Since a proper diet is important to function well at school, **a breakfast program is offered each morning in the Resource Room (room 142) from 7:45 AM to 8:10 AM.**

8. Try to **limit a student's out-of-school activities** during school evenings and encourage the formation of good study habits at home. Even if a student does not have assigned homework, he/she can be reviewing work studied previously.
9. If a student appears to be having a problem at school, **communicate concerns with staff** so that all parties can work together on solving the issue before it becomes a serious concern.
10. Student dress is important at school; what a student wears can affect his/her attitude at school and the moral tone of the school. The appropriateness of dress; tops with objectionable writing are not appropriate, nor are "short" shorts, etc. We emphasize the idea that a school is a place of learning and ask your **help to ensure that students dress appropriately**.
11. **Please read through the code of behaviour that is included in this planner and on the school website. It was developed co-operatively by parents/guardians, students, and teachers, and presents the official policies of the school on all aspects of student behaviour.**

NCIVS STUDENT INFORMATION AND CODE OF BEHAVIOUR

STUDENT ATTENDANCE PROCEDURES

ATTENDANCE

- **Attendance is extremely important to student success.**
- **Students must attend all classes unless officially excused.**
- Absences do not include school-sponsored activities or extended illness covered by home instruction.
- Student attendance is recorded each period of the day.
- A **truancy** may be defined as an absence without prior parental permission or school permission, or an absence from class without teacher permission, or a no show when signing in or when sent to the office.

Habitual truanancies may result in:

- A warning and assignment of detentions;
- Contact of parent/guardian;
- Counseling and/or involvement of outside agencies;
- In-school and / or out-of-school suspensions, involvement of the LKDSB Attendance Officer, removal of the student from the school roll;
- Assigning of student to an alternate education program beyond the school.

When a student is going to be away from school, parents/guardians are requested to call the school in advance to explain the student's absence. In the event that it is not done, the school's attendance secretary will call home to get information pertaining to the student's absence. In circumstances when no home contact was possible, **students are to bring a note from home (parent/guardian) to explain their absence. Students will report to the office with this note upon arrival at school.** The note should include the date(s) of absence and a parent/guardian signature.

Teachers are always willing to help students catch up on the work that has been missed. **It is the responsibility of the student to catch up on all work missed during the absence.**

ABSENCE AND VACATION REQUESTS

Curriculum content is important and requires daily attendance. Because attendance is a key factor for student success, the school does not support travel or vacations during scheduled class or exam time.

Vacation forms need to be completed **at least two weeks prior to the planned departure** by parents/guardians and returned to school administration. Parents/guardians and/or students are responsible for contacting the teacher regarding course expectations that will be covered during the student's absence.

While parents or guardians may choose to travel during the school year, time missed from class will be recorded as an absence and counted in the total absences record for the semester. A significant number of absences may jeopardize a student's mark and credit in a course as the loss of instructional time, curriculum content, assessment, and evaluation becomes problematic. Assessments such as tests, assignments, presentations, etc. may not be rescheduled and a mark of zero may be assigned to any missed assessment.

ABSENCE DURING FINAL EXAMS

Dates for final exams are designated by the Ministry of Education and the Lambton Kent District School Board. All students are expected to write their exams as scheduled by the school. Exams are not rescheduled to accommodate vacations and work schedules. The only acceptable reasons for absence from exams are for illness, bereavement or court appearance. Medical certificates will be required for students who are absent from exams due to illness. Please note that teachers will use their professional judgment to estimate final marks for students who do not write their exam due to illness, bereavement or court appearance. Absence from an exam for any other reason will result in a mark of zero for the exam portion of the course mark. If you are planning a winter family holiday, please keep in mind that January exams are often delayed due to weather conditions, and that students must be available to write rescheduled exams if necessary.

LEAVING SCHOOL DURING SCHOOL HOURS

Any student wishing to leave school during school hours must report to the office to signal that intention and get an excuse slip prior to leaving. Students under the age of 18 must have written permission from a parent/guardian explaining the reason for their departure from school in order to get an excuse slip. For medical purposes, or in an emergency, the school will attempt to make a telephone contact to receive permission. Students who have reached the age of majority (18) may sign their own notes to leave the school. Students who leave and subsequently return to school during school hours must report to the office upon return in order to properly be readmitted to class. Students are encouraged to stay in class unless serious circumstances warrant otherwise. **Students who leave school during lunch or spares do so at their own risk.**

ILLNESS DURING CLASS

Students who are feeling ill must report to the office and efforts will be made to contact a parent/guardian if the student is too ill to return to class. **DO NOT LEAVE THE CLASS or SCHOOL WITHOUT PERMISSION.** School staff are not permitted to dispense any medication.

LATES

If a student arrives late to class within the first 10 minutes of the period, they are to report to their classroom where the teacher will mark them as late. If a student arrives late to class after the first 10 minutes of the period, they are to report to the office to get a late slip.

Students are reminded of the importance of being punctual. When it becomes evident that the student's behaviour pattern has not changed despite the reminders, consequences for persistent lateness will result in a referral to a Vice-Principal. Parents / guardians will be informed, and school consequences will be issued. Consequences can include detentions, in-school suspensions or out-of-school suspensions.

ACCEPTABLE USE OF TECHNOLOGY FOR STUDENTS

PERSONAL SAFETY

- When using the Internet, students must never give out their or anyone else's personal information such as first and last name, home address, and phone number.
- Students must **NEVER** agree to meet or communicate with an unknown person unless supervised by a teacher.
- Students must report to a teacher or school administrator any message they receive that requests personal information, is inappropriate, or makes them feel uncomfortable.

ILLEGAL ACTIVITIES

- Students are responsible for respecting and adhering to the LKDSB code of behaviour, and all local, provincial, federal, and international laws. **The onus is on the user to know and to comply with these laws and regulations.**
- It is unacceptable for any student to attempt to gain unauthorized access to a computer network or resource databank.

SYSTEM SECURITY

- Students must respect the integrity of the computers and networks in the schools, by not altering any hardware, software or wiring configurations.
- **Students must not develop, or activate programs that harass others, or attempt to infiltrate a computer system or alter the software components of a computer or a computer system.** These include, but are not limited to viruses, forging e-mail, hacking, and attempting to use administrative commands.
- Students must not change or delete computer files or directories that do not belong to them.
- Students who identify a breach of security should report it immediately to the supervising teacher or site administrator.
- All storage devices brought from home must be scanned for viruses before use.
- Students will only use the network account assigned to them. Assigned passwords must be protected, not shared and should be changed on a regular basis.
- Any student who loses their password, or feels that an unauthorized person has accessed their account, must report it to a teacher or school administrator immediately.

INAPPROPRIATE BEHAVIOUR

- Students must not violate the rules that govern the general use of technology and Internet etiquette. This might include harassment, profanity and threats. Teachers will review these rules including copyright infringement with students on an annual basis.
- Students should be supervised at all times when using the LKDSB network.

PRIVACY

- Students must respect the privacy of other network users and should not attempt to access or alter the data or e-mail of any other user.
- **Students are not permitted to post private information about another person.**

RESOURCE LIMITS

- Network and Internet accounts are granted to students to further their academic goals. Curricular use will take precedence over other activities.
- Students must not use the network for financial gain, for commercial activity, or for any illegal purpose.
- Students must respect the rights of other users by avoiding the waste of limited resources such as paper, printer supplies, hard drive space, bandwidth, and time.

COPYRIGHT INFRINGEMENT

- Students must be aware of software copyright laws.
- Students must not download, use, or transmit copyrighted material without written consent of the copyright holder.
- Students are responsible for knowing the definition of plagiarism and respecting copyright laws when using electronic resources such as CD-ROMs and Internet on-line databases.

ACCESSING INAPPROPRIATE MATERIAL

- Students must back out of any site that is transmitting unacceptable information or graphic material. Students should immediately report the accidental visit to the teacher or school administrator.
- Students must not encourage the use of controlled substances, such as illegal drugs, alcohol, or tobacco. Accessing sites promoting such products is considered an inappropriate use of technology.
- Students must not promote or distribute material that advocates prejudice or hatred directed at any ethnic, religious, or minority group.
- Students must not promote, access, or distribute information that is inconsistent with the philosophy of the Lambton Kent District School Board and the Provincial and Federal laws.
- Downloading, storing, accessing, distributing, or printing files, graphics, or messages that are profane, obscene or that use language that is harassing, offends, or degrades others is prohibited.

CONSEQUENCES FOR VIOLATION OF THE RULES

- Restricted network access;
- Loss of network access; and/or
- Disciplinary action as deemed appropriate by the school;
- Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate provincial and federal laws.

AGE OF MAJORITY (ADULT STATUS)

Unless requested to do otherwise, the school will still continue to communicate with the parents/guardians of the students who have obtained the age of majority, that is, at least 18 years of age. These students may write their own notes and sign documents such as course selection sheets.

Students 18 years of age or over are subject to the same rules, regulations and expectations as all other students.

ALCOHOL AND DRUGS

There is **zero tolerance** for alcohol and/or drug use at Northern. Any student who possesses, uses, or is under the influence of drugs and/or alcohol at school or at any school activity is subject to suspension as per Board policy.

ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behaviour. Regardless of the type of program, **courtesy demands that students be present, respectful and appreciative.** Talking, whispering, whistling, stamping of feet, booing and use of personal electronic devices are unacceptable behaviours.

BICYCLES, SKATEBOARDS AND ROLLERBLADES

Bicycles should be locked on the bike rack located on the west side of the school outside the main office. The school is not responsible for lost or stolen bicycles. Rollerblades must be removed before entering the school, and must not be used for performing stunts on school property. As well, skateboards or scooters are not to be used on school property.

CONCUSSIONS

In response to Ministry of Education requirements and in support of our existing school safety procedures, schools are required to follow certain steps when a student suffers a concussion or when a concussion is suspected. As with any potential injury, our first goal is prevention; concussion awareness and prevention is part of ongoing professional training for staff and is integrated into students' Health and Physical Education curriculum. Since concussions can affect a student's ability to learn or to participate in activities, schools will work with parents and medical contacts to assist any student who has suffered a concussion and support recovery as a priority. If an injury occurs on a weekend or after school, parents are asked to inform the school so that appropriate accommodations and support can be provided. Schools will follow our Return to Learn/Return to Play Policy as outlined through the board website. These resources can also be accessed by contacting the school directly.

DANCES

Dances at Northern are restricted to Northern Collegiate students and their guests. All tickets are sold in advance. **There will be no ticket sales at the door.** A dance may be canceled if there are insufficient ticket sales. Guest passes are available only when gym space permits and when approved by administration. Students are permitted to bring one guest, who must be a full time student at a Lambton County secondary school. Guest passes must be purchased 1 week in advance of the dance. NCIVS students and their guests must present a current student card in order to gain entry to a dance and must have been in attendance at school the day of the dance. Coats, jackets, and hats must be checked upon arrival. Backpacks are not allowed. **Any students who attend a dance under the influence of alcohol or drugs will be suspended from school as well as forfeit their privilege of attending dances for one year.**

DRESS CODE

Students are expected to dress modestly and in a manner appropriate to the moral tone of the school. Outdoor clothing is not permitted for wear in the classroom. For health and safety reasons, long pants and closed-toe-shoes must be worn at all times in classrooms where technology courses are given. Any changes in this policy are explained to students in specific technology programs. Refusal to follow the dress code in technology classes may result in the 1) denied access to machinery, 2) removal from class. Suitably modest in length shorts may be worn in school (shops excluded). Apparel such as blankets, sleepwear, pajamas, halter or tube tops or dresses, tops with spaghetti shoulder straps, muscle shirts, bare back and midriff blouses/shirts, brief shorts/skirts, extremely low-waisted jeans, shirts with profanity, sexually explicit messages, and/or messages deemed offensive are not appropriate dress for school.

SCHOOL ADMINISTRATION RESERVES THE RIGHT TO DETERMINE APPROPRIATE DRESS.

EMERGENCY RESPONSE

During any school year, there are a number of situations that can occur which require us to use Emergency Procedures. These may include a fire, a tornado warning, and a drug search by police officers or an intruder.

There are procedures for each situation that the students will practice. Although real situations are rare, students, staff, parents and visitors need to be aware of what is expected.

FIRE ALARM

A fire alarm bell must be assumed to signal an emergency at all times. Therefore, everyone in the school building must vacate immediately by the designated exit. Students found causing a false fire alarm will be referred to the Fire Marshall for prosecution, as this is a criminal offence.

SEVERE WEATHER PROCEDURE: TORNADO DRILL

Warning to take cover will be given over the P.A. system. All staff and students must proceed to the lower level of the building and gather in the designated areas for shelter. The impact from a tornado is primarily from the southwest. The building is the only protection we will have. Please seek maximum protection from flying glass, and please move as far as possible from entrance doors and windows. Shelter areas are planned with these precautions in mind.

HOLD AND SECURE

Used for: ongoing situation OUTSIDE that is not related to the school occurs i.e. bank robbery, community tragic event, etc.

- Staff assigned to monitor exits move to their area;
- Any students on athletic fields should return to the school immediately;
- Exterior doors are locked and monitored by staff;
- Unassigned staff to the office;
- All staff and students within the school are to remain within the classrooms until further notice;
- No one is allowed outside; emergency response crews are allowed to enter;
- Staff quick look, halls adjacent to classrooms cleared;
- Wait for directions.

SHELTER IN PLACE

Used for: when it is necessary to keep all occupants within the school to protect them from an external situation involving environmental or weather-related factors i.e. chemical spills, blackouts, explosions or extreme weather conditions.

- An announcement is made to "Shelter in Place";
- All staff and students within the school are to remain within the classrooms until further notice;
- Students in hallways or washrooms must return to class immediately;
- Staff adjacent to washrooms should do a quick check;
- Students on study periods should report to an area designated by the Principal;
- All students on athletic fields should return to the school immediately to an area designated by the Principal;
- Exterior doors locked/ windows closed/ ventilation systems turned off;
- Principal determines whether to bring in students from the portables based on the seriousness of the situation;
- Assign one staff member to monitor each exit;
- Exterior doors locked/windows closed/ventilation systems turned off.

Note:

To safeguard students and staff inside the building, exterior doors need to remain closed during a shelter in place situation. Travel to a school through conditions requiring a shelter in place creates its own risk. Efforts to pick-up children can complicate already challenging circumstances, so parents are asked to wait until conditions improve. In the meantime, coordinated efforts to communicate ongoing updates to families and the community will be made. Once the all-clear has been given, access to the school can once again be provided.

LOCK DOWN

Used for: major incident or threat of school violence within the school or in relation to the school.

- An announcement is made to notify of a " Lockdown";
- All students remain in classrooms; staff should clear the halls;
- Classroom doors and windows will be locked, curtains drawn, lights off;
- Cover the window of the classroom door;
- Be aware of sight lines;
- Stay away from doors and windows;
- Take cover if available (get behind something solid);
- Communicate regarding the incident;
- Students and staff remain away from windows and doors until further notice, cell phones are to be put on quiet mode and only use them if it is necessary to communicate regarding the incident;
- If in the washrooms and it is possible, get to an area which can be safely locked down. If trapped, enter and lock stall and climb on toilet;
- Everyone should be on the floor if gunshots are heard;
- Have attendance taken by a staff member.

When the potential for danger is over, an announcement of "Deactivate Lock Down" will be made to indicate it is safe to resume activities as usual and that the threat no longer exists.

** In Emergency Situations anyone in the building needs to respond immediately and co-operatively.

HOMEWORK POLICY

The staff at Northern Collegiate Institute and Vocational School recognizes that homework is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility, and helping students develop positive habits. *Homework is effective when it is actively supported in the home and when it represents an ongoing, three-way communication, which involves student, teacher, and parent(s).* Homework shall be appropriate to the age, ability, special needs, and grade level of students, and shall support the expectations of the curriculum. It is the policy of NCIVS to endorse homework as a planned part of the educational process designed to enhance student learning.

ATTENDANCE + ACHIEVEMENT = CREDIT

IMMUNIZATIONS

AVOID SCHOOL SUSPENSIONS

- The *School Pupil's Act* requires Public Health Units to review and update all immunization records on daycare and school students.
- If your child's vaccine record is incomplete Public Health will send a letter to parents.
- Parents/guardians are asked to call Public Health to report the name and date the shot was received, or to make an appointment to get the shot or to arrange an exemption.
- If you receive a notice and do not respond, your child may be suspended from school until the problem is resolved. For more information please call Public Health at 519-383-8331.

LOCKERS

Lockers are a privilege. Misuse of lockers will result in loss of the privilege. Lockers are provided for the storage of books and clothing. Please report mechanical problems with your locker to the main office. Lock your locker and do not divulge your combination to anyone. **The school does not assume any responsibility for loss of articles from lockers. Do not leave money or valuables in your locker or dressing room.** The student to whom the use of a locker has been granted must assume responsibility for any damage to that locker. Lockers and desks are school property and a search of such property is permissible by the administration. Students may also be directed by a Principal or Vice-Principal to display the contents of clothing, duffle bags, backpacks, etc. that are worn or carried on school property.

LOST AND FOUND

Lost and found articles are kept in the main office with the exception of gym articles that are turned into the physical education office. **The school does not carry insurance to reimburse students for lost or stolen articles. The ultimate responsibility for looking after your things rests with you, the student.** Do not take money, valuables, etc. into the dressing rooms. Lost and found items will regularly be given to charity. **Lost textbooks and library books** must be replaced for the price of the book. These books are the property of the Lambton Kent District School Board. **Lost student cards** may be purchased from Mrs. Koch, our librarian.

LUNCH TIME – CAFETERIA

Students who remain at school for lunch are expected to eat in the cafeteria. Students are not permitted in either of the upstairs hallways until the warning bell sounds at 11:40 AM. All waste material must be placed in the appropriate provided containers.

PERSONAL ELECTRONIC DEVICES (PED)

The staff at NCIVS recognizes that personal electronic devices are a part of our culture. Our policy governing the use of personal electronic devices recognizes this reality and focuses on education and protocol. Personal electronic devices (PED) can be used effectively for educational purposes but, they can also be the source of significant and unnecessary distraction in a learning environment. Also, the potential for violation of personal privacy (audio and video recording and photography) and/or bullying, and the potential for academic dishonesty have created a need to address the appropriate use of these devices. PEDs include, but are not limited to, smart phones and cell phones, iPods, MP3 players and digital cameras. PEDs are not to be used during class time unless permitted by the teacher for educational purposes. Usage outside of class time is permitted as long as the devices are not used to cause problems for others such as bullying or recording and/or disseminating videos/photos of other etc. Messages and photos which harm the safety, security and privacy of others will not be tolerated. Due to the potential for violation of personal privacy, no PEDs may be used in washrooms or change rooms at any time. Improper use of these devices will result in disciplinary action.

When a student is referred to the administration for a violation of the PED Policy one or more of the following consequences will apply:

- Detention.
- The device is confiscated and returned to the student at the end of the day.
- A phone call home.
- The device will be confiscated and must be retrieved by the parent/guardian after an appropriate period of time.
- Suspension.
- Police Involvement.

Parents are asked to respect this policy and contact their child during class time by calling the main office. Office staff will ensure that messages are delivered to students in a timely fashion.

SCHOOL BUS REGULATIONS

It is a privilege to be allowed to ride a bus, not a right. All students are to abide by the regulations established by the Lambton Kent District School Board for conduct on school buses. Students are responsible to the principal for their conduct while traveling on the school bus to and from school, or any school related activity. **Close communication will be maintained with the bus operators, and behaviour problems will be reported.** Respect for the rights and safety of passengers and drivers must be considered at all times. **Refusal to obey the rules will result in parental involvement, loss of bus privileges, suspension, and/or police involvement.**

All students riding a bus must obey the following rules of conduct:

- Students will be picked up and dropped off at their designated stops only.
- Students must obey the driver at all times. The driver is in complete charge of the bus and passengers.
- It is a criminal offence to open any emergency exits, unless in the case of emergency.
- Alcohol and illegal drugs are not permitted.
- Replacement costs will be charged for any willful damage to buses.
- Students must take seats on the bus as directed by the driver.

Students must remain seated unless they are exiting the bus. Standing or moving about the bus and/or any irresponsible action is not allowed.

- Smoking or drinking beverages is prohibited on school buses.
- All dangerous or distracting toys or objects are prohibited. Do not litter or throw articles in or from the bus.
- Excessive noise will not be allowed. No obscene or profane language is permitted.

Ontario Regulation 298, 23(4C), states that every student is responsible to the Principal of the school that he/she attends for his/her conduct while traveling on a school bus. Supervisory responsibilities are delegated to the bus driver while students are on the bus.
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SCHOOL BUS CANCELLATIONS

Student Transportation Services is a partnership agreement between the Lambton Kent District School Board and the St. Clair Catholic District School Board. These two boards officially signed the Chatham-Kent, Lambton Administrative School Services (CLASS) Agreement on August 26, 1999. The decision to cancel school buses is a shared responsibility between the transportation department and the school bus operators. The process incorporates real-time weather / road condition reports from a number of spotters throughout the district as well as the most current weather information available. Cancellation information is relayed to local media and updated onto the www.schoolbusinfo.com website by 6:30 a.m. **At least 85% of Northern students do not rely on bus transportation and therefore are expected to report to classes as usual.**

SCHOOL PROPERTY

Students have a responsibility for maintaining a clean, pleasant and healthy environment. Any damage to the building and/or equipment must be reported to the office immediately. **Students who damage the building and/or contents will be suspended and the Lambton Kent District School Board will claim restitution for all costs incurred.**

SMOKING

Smoking, as well as the use of smokeless tobacco (snuff, chewing tobacco) and electronic cigarettes is prohibited on all Lambton Kent District School Board properties including school buses and out-of-school activities. Students caught smoking on school property can be charged under *The Smoke-Free Ontario Act, Section 9(2) 2006*. The fine for smoking on school property is \$350.

SPARE PERIODS

Students, who have successfully completed 24 credits by September of the current school year, may request a spare period in their timetable. Granting of a spare will depend on an assessment of the individual education plan of each student. Such students are encouraged to make good use of this time to enhance their marks and complete their work. **Spare periods must be spent in the library, the cafeteria, or out of the building.**

STUDENT ACCIDENTS AND INCIDENT REPORTS

The office staff will be contacted with the circumstances of any accident or injury. Students who are injured during the school day or while participating in a school activity must report the accident to the supervising teacher. The supervising teacher will assume responsibility for completing the incident report form.

STUDENT PARKING

All spaces in the staff parking lot on the east side are allocated to staff members and visitors only. Students are permitted to park their vehicles in the south parking lot except along the wire fence on the southeast side. You must "**park it, lock it and leave it**". Loitering in the parking areas is not permitted any time of the day. **Students are not permitted to be in the parking lot during regular school hours, unless arriving or departing with an automobile.** Parking is a privilege, not a right. Police involvement will occur with driving violations to or from our parking area. Theft and/or damage will not be the responsibility of the school.

TRANSPORTATION

When the school is responsible for the safe transporting of students to and from an out-of-classroom activity off campus, the following guidelines are in effect:

- Students will be expected to use the transportation designated by the supervising teacher/staff advisor.
- Transportation for all out-of-town events will be provided by the school.
- Under exceptional circumstances students may be granted permission to make their own travel arrangements. Exceptional requests must be submitted to the staff advisor/coach and the Vice Principal in charge of field trips at least 2 days in advance. A completed transportation form must be returned to the Vice Principal one day prior to the event.
- Under no circumstances shall arrangements be made for students to transport other students to school-sponsored activities.

VISITORS

Visitors to the school during the school day must report to the main office upon arrival at school. **Students are not to invite non NCIVS students to visit the school without prior approval from the administration.** The school grounds and building are out of bounds to all, except Northern students, their parents/guardians, LKDSB and school staff, and persons having business with the administration or staff.

NCIVS SCHOOL COUNCIL

The Lambton Kent District School Board recognizes that education is a shared responsibility involving school staff, students and their families, and members of the community. Through the School Council, these groups have the opportunity to advise in educational matters with the aim of strengthening schools in order to improve student performance. The School Council will co-operatively provide a forum for people interested in public education to develop common goals, and plans to achieve these goals, at the school level. All School Council meetings are open to the NCIVS school community. Anyone wishing to put an item on the agenda may do so by contacting the Chair, or the Principal of the school, one week before the meeting.

EXTRA-CURRICULAR ACTIVITIES

Northern Collegiate is enhanced by active participation in the various clubs, organizations and teams, which staff voluntarily supervises. The activities provide an opportunity for all students to grow and develop new skills. Students are encouraged to participate. **In the case of many activities there are specific academic and attendance requirements that must be maintained in order to participate.** Students may be removed from an activity for the remainder of the year by the principal if good conduct, good sportsmanship, and academic excellence are not maintained.

Athletic Activities offered at NCIVS include:

Fall

Cross Country Running
Boys' Volleyball
Girls' Basketball
Boys' Football
Jr. Boys' Soccer
Jr. Girls' Soccer
Tennis

Winter

Indoor Track
Wrestling
Boys' Basketball
Girls' Volleyball
Swimming
Hockey
Curling

Spring

Track and Field
Badminton
Golf
Rugby
Sr. Boys' Soccer
Sr. Girls' Soccer

Club Activities offered at NCIVS include:

Art Club	Gay Straight Alliance Club
Athletic Association	Key Club
Bands- Junior, Senior, Stage, Jazz	Intramurals
Chess Club	Multicultural Awareness
Choir	Prom Committee
Debating Team	Reach for the Top
Drama Club	School Newspaper
Fashion Show	Student Parliament
Viking Soul	

ATHLETIC ELIGIBILITY GUIDELINES

Students who wish to participate on school athletic teams must meet minimum requirements. These include:

- *maintaining a passing grade in all courses*
- *displaying behaviour acceptable to the school*
- *maintaining regular attendance*

Northern's senior teams are composed of our best athletes in each sport regardless of age; however, usually all LSSAA teams follow the SWOSSA and OFSAA constitution for age classifications. Also, according to the OFSAA constitution, students who are changing schools are automatically ineligible to play **all** school sports. Students do not have a right to appeal their eligibility. All transfer students must apply for eligibility to the LSSAA Board of Reference.

SCHOOL AWARDS

Academic Awards

These awards are presented to recognize academic achievement. The criteria are, as follows:

- Gold - 85.0% and higher
 - Silver - 80.0% – 84.9%
1. These awards will be earned based on final marks each year.
 2. Grades 9, 10 and 11 students - the marks from eight courses will be used.
 3. Grade 12 students- the marks from the student's best six courses will be used.
 4. **Students who have less than six courses in Grade 12 will not be eligible for these awards.**
 5. Students who participate in a 3 month international or Quebec exchange will have their other semester's marks doubled for award consideration.
 6. All courses completed will be used in calculation regardless of year of study or level of difficulty.
 7. Please note that Summer School marks will not be used for these awards.

Graduating Student Awards

Applications are available in May in Student Services for students applying for the following two awards:

1. Honour Society: awarded to students whose average is 80 – 84.9% using the best 30 credits including all compulsories.
2. Principal's Honour List – awarded to students whose average is 85% or higher using the best 30 credits including all compulsories.

Graduating students should refer to the Financial Assistance and Awards Booklet available at <http://www.lkdsb.net> for information on other awards.

Northern School Letter



Offered annually since 1989, this prestigious award is given to students who have been outstanding contributors to all facets of school life. Students must apply for this award. The deadline for applications is May 15th and applications are available in Student Services beginning May 1st.

An Awards Committee will review each application and determine which students meet the criteria of the award. **All decisions are final.**

Points are awarded in three areas. Students must achieve a minimum of 5 points over 3 years in each of three areas: Academics, Athletics and Activities. Students must achieve at least one point in each area in each year of high school. Students may only count a maximum of 3 points in any one year from a particular category. Students must refer to an official application for complete details. If you are unsure whether an activity will be eligible for a point, please speak to a counselor in Student Services.

Points are awarded as follows:

ACADEMICS

Gold Award → 3 pts
Silver Award → 2 pts
70% + → 1 pt

ATHLETICS

Active participation as coach, manager or member of a school team competing in LSSAA sanctioned events.

1 pt per term per year.

ACTIVITIES

Active membership in a recognized club or athletic group.

1 pt per organization per year.

20 Points total are required to receive a School Letter.

- You must be graduating and leaving Northern in the year you apply.
- The Awards Committee will consider the applications.
- Applicants will be notified about the status of their application in early June.
- You must fill out the complete application. The committee **will not** search out coaches, staff advisors or others to investigate your participation in any activity other than those listed on the application form.
- Applications should be returned to the Awards Committee Chair.

SERVICES FOR STUDENTS

Resource:

Ms. E. Colvin

Resource assistance is available to students who have been identified as exceptional by an IPRC. Peer tutor assistance may be obtained for students who request out of class tutoring assistance. Study skills, organizational strategies and materials are provided upon request.

Student Services:

Mr. M. Scott, Mr. T. Whitlock, Mrs. S. Pretty

Student Services offers a wide range of academic and personal counseling services. Students may request an interview with a counselor of their choice by completing a *Request for Interview* form with the guidance secretary in Student Services. All discussions between a counselor and a student are confidential. Counselors are available and qualified to assist students in resolving personal, social and academic concerns. The following services are available: information about colleges, universities and other schools; interest surveys to learn more about you; records of your courses and total credits needed for graduation; scholarship and financial aid for post-secondary education; registration information for the upcoming school year, colleges and universities; and career information with books, videos, pamphlets and computer information about careers and further education.

Student Success:

Mr. C. Davies, Mr. C. Prozorowicz

The goals of our student success program are to know and to track the progress of students at risk of not graduating, to support school-wide efforts to improve outcomes for students, to re-engage early school leavers, to improve student achievement and retention, and to work with parents and the community to support student success. Our emphasis is to help students achieve 16 credits by the end of grade 10 which is a benchmark for successfully achieving their OSSD. To achieve our goals we offer the following programs:

- *Mentorship Program* to assist our students in transition planning from elementary to secondary school;
- *Credit Recovery* to facilitate our students who need help to complete curriculum expectations in order to earn a credit;
- *Credit Rescue* to assist students working toward credit completion who are encountering difficulty prior to the completion of the course;
- *Back on Track* to help our students with successful credit complete via teacher assistance with homework completion.

MORNING SNACK PROGRAM...

A Great Start to Being Smart

Northern's morning snack program is free and inclusive to all students and operates every morning from 7:45 a.m. to 8:10 a.m. in Resource (room 142). This program serves juice, fruit, bagels, muffins and granola bars. This school initiative helps to increase the level of readiness among our students and to provide a healthy environment at Northern. All support is volunteer-based and is funded through grants from the Ontario Student Nutrition Program (under the umbrella of the Victorian Order of Nurses), donations from members of our community as well as various fundraising events held within our school.

DIPLOMA REQUIREMENTS

In order to attain an Ontario Secondary School Diploma, a student, commencing a secondary school program after September 1999, must successfully complete 30 credits with a minimum of 18 credits from the following:

- 4 credits in English (one credit per grade)
- 3 credits in Mathematics (at least 1 credit in grade 11 or 12)
- 2 credits in Science
- 1 credit in Canadian History
- 1 credit in Canadian Geography
- 1 credit in Physical and Health Education
- 1 credit in the Arts (Music, Visual Art, Drama, or Dance)
- 1 credit in French as a second language
- 0.5 credit in Career Studies
- 0.5 credit in Civics

1 Group One Credit

Additional credit in English, or French as a second language, or a Native language or a Classical or an International language, or Social Sciences and the Humanities, or Canadian and World Studies, or Guidance and Career Education, or Cooperative Education*

1 Group Two Credit

Additional credit in Health and Physical Education, or the Arts, or Business Studies, or French as a second language, or Cooperative Education*

1 Group Three Credit

Additional credit in Science, or Technological Education, or French as a second language, or Cooperative education*

* A maximum of 2 credits in Cooperative Education can count as compulsory credits.

In addition to the compulsory credits, students must complete:

- ◆ 12 elective credits selected from all subject areas
- ◆ The provincial literacy requirement
- ◆ 40 hours of community service

Full Time Students

Part-time programs are not conducive to appropriate preparation for post-secondary education and the world of work. All NCIVS students are expected to be enrolled full-time, with a minimum of 3 courses per semester. Students are eligible for a spare only when they have completed 24 credits. Students in their final semester must have 28 credits in order to have a spare. The Principal will consider requests for part-time programs after November 1 in Semester 1, and after April 1 in Semester 2.

Library Services

Welcome

A warm welcome from the library staff.
Mrs. MJ Koch - Library Supervisor

Mission

The library provides students and faculty with materials that support research, enrichment, and relaxation. A virtual library provides a safe and dependable research resource. Non-fiction, reference, and database material support the curricular content of the school.

Hours of Operation

8:00 a.m. – 3:30 p.m. (Monday – Friday)

OPAC

The Online Public Access Catalog provides automated access to the collection of print material in the school library. The library currently holds just over 12 000 titles and E books are free to borrow.

Borrowing Material

Students must be in good standing to borrow library material.

Loan periods:

Fiction books – 3 weeks

Non-fiction books – 3 weeks

Magazines – 1 week

Reference material and encyclopedias – 2 days

Library website

<http://northern.lkdsb.net>

Access to the Knowledge Ontario databases of InfoTrac and EbscoHost are available from home. The Grolier Encyclopedia, the Canadian Encyclopedia and the Encyclopaedia Universalis (François) are also available online from our website. We are a virtual library operating 24 / 7. Check us out!

Book Club and Library Programs promote teen reading spaces and literacy.

Library Etiquette

Our spacious and inviting library is designed for class instruction, research, homework and interesting reading. To provide a positive learning environment for everyone, students are expected to work quietly, treat materials and equipment with care, and return items promptly when due.

Documentation

MLA and APA in-text citation formats are found on the school library website.

Computer Labs

A password login is required to use school computers. This login is confidential. No chat sites are allowed. The Acceptable Use of Technology For Students should be reviewed by all students prior to using the lab computers. Library etiquette is expected of each student using the labs.

ACADEMIC HONESTY

Plagiarism is the act of using someone else's words or ideas as though they were one's own. A student who plagiarizes takes the product of another person's mind (either deliberately or accidentally) and presents it as their own. At university and college, the penalties range from being forced to drop a course to being expelled from the institution. At Northern, the penalties for plagiarism of written assignments are:

Grade 9 Rewrite the paper to a maximum of up to 75%

Grade 10 Rewrite the paper to a maximum of up to 50%

Grade 11 Grade of zero assigned

Grade 12 Grade of zero assigned

A repeat offense constitutes defiance of authority and must be dealt with by the administration.

Cheating during class tests:

-Teacher-student interaction

-Mark assigned is zero

-Parents/guardians informed

-Administration informed conference with possible adjustment of mark

Cheating during exams:

-Student allowed to finish exam.

-Parents/guardians informed

-Administration/teacher/student

Appeal Process:

Appeals will be through the teacher, to the curriculum leader and then to administration.

ASSESSMENT AND EVALUATION: Growing Success

The publication, *Growing Success: Assessment, Evaluation, and Reporting in Ontario Schools*, First Edition, Covering Grades 1 to 12, is available on the Ministry of Education's website, at <http://www.edu.gov.on.ca>.

The Purpose of Assessment and Evaluation

The primary purpose of assessment and evaluation is to improve student learning. Information gathered through assessment helps teachers to determine students' strengths and weaknesses in their achievement of the curriculum expectations in each subject/course in each grade. This information also serves to guide teachers in adapting curriculum and instructional approaches to students' needs and in assessing the overall effectiveness of programs and classroom practices. *Assessment* is the process of gathering information from a variety of sources (including assignments, day-to-day observations, conversations or conferences, demonstrations, projects, performances, and tests) that accurately reflects how well a student is achieving the curriculum expectations in a subject/course. As part of assessment, teachers provide students with descriptive feedback that guides their efforts towards improvement. *Evaluation* refers to the process of judging the quality of student work on the basis of established criteria, and assigning a value to represent that quality.

The primary purpose of assessment and evaluation is to improve student learning. The following seven fundamental principles lay the foundation for rich and challenging practice. To ensure that assessment, evaluation and reporting are valid and reliable, and that they lead to the improvement of learning for all students, teachers use practices and procedures that:

- are fair, transparent, and equitable for all students;
- support all students, including those with special education needs, those who are learning the language of instruction, and those who are First Nation, Métis, or Inuit;
- are carefully planned to relate to the curriculum expectations and learning goals and, as much as possible, to the interest, learning styles and preferences, needs, and experiences of all students;
- are communicated clearly to students and parents at the beginning of the school year or course and at other appropriate points throughout the school year or course;
- are ongoing, varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning;
- provide ongoing descriptive feedback that is clear, specific, meaningful and timely to support improved learning and achievement;
- develop students' self-assessment skills to enable them to assess their own learning, set specific goals and plan next steps for their learning

Late Work Policy

The following criteria will be used to evaluate assignments when submitted past the assigned due date. These criteria have been developed in connection with the "Growing Success" Document from the Ontario Ministry of Education. This complete document can be found at

<http://www.edu.gov.on.ca/eng/policyfunding/growSuccess.pdf>

Evaluation of Learning Skills

- Late assignments will be reflected in learning skill evaluation given the appropriate descriptor to represent student accountability.
- Through communication with the student, parents, colleagues, applicable IEP accommodations and support staff the student will be counseled to avoid ongoing submission of late assignments.

Summative Evaluation

- Through communication with the student, parents, colleagues, applicable IEP accommodations and support staff the student will be counseled to avoid submission of late assignments.
- According to professional judgment, the teacher will deduct marks for assignments not submitted at a maximum rate of 10% per day up to a maximum of 50%. Where applicable, these deductions will be reflected in the rubric used to evaluate the assignment.
- Teachers will continue to implement counseling and communicative strategies throughout the duration of the course as long as the problem persists.
- Once an assignment or test has been returned the student shall receive an alternative assignment (**when deemed appropriate**) or a mark of "zero".
- Absences of a legitimate nature will not be subject to late deductions but are expected to be completed upon return to school in the allotted time or else the policy will take effect. A teacher may decide, according to professional judgment, to provide an alternate assignment or test.

Performance Standards and Student Achievement

Four categories of knowledge and skills are identified, as follows:

- ***Knowledge and Understanding:***

Subject-specific content acquired in each course and the comprehension of its meaning and significance

- ***Thinking and Inquiry:***

The use of critical and creative thinking skills and/or processes

- ***Communication:***

The conveying of meaning through various forms

- ***Application:***

The use of knowledge and skills to make connections within and between various contexts

Term Work

Seventy percent of the formal mark is based upon term work in all grades. Term work is a combination of assessments that may be evaluated and/or assessed.

Final Examination/Culminating Task

Thirty percent of the formal grade is based upon a final evaluation in the form of one or a combination of a final examination, or a performance, or an essay, or another method of evaluation suitable to the course content and curriculum expectations. A student who is ill during an examination must provide a medical certificate to the office for the day(s) absent. Final marks will be determined after consultation with school administration.

DEMONSTRATION OF LEARNING

Our Demonstration of Learning Project has been a great success. We will continue with this initiative this year in grades 9 and 10 applied level English, French, Geography, History, Math and Science courses. Students in these courses who have achieved the following may have the option of not writing the formal final exam:

- a minimum of level three on term work;
- a minimum of level three on the culminating activity;
- submission of all major assignments;
- no more than nine absences (10% of the course) and nine lates. Absences include absences for any reason except for school activities.