

**CENTRAL HURON  
SECONDARY SCHOOL  
2011 - 2012**

**165 Princess Street East  
Clinton, Ontario  
N0M 1L0**

**Phone: 519-482-3471  
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**Principal: Ms. L. Langstaff  
Vice-Principal: Mrs. J. Bayer-Smith**

**Board Website: [www.amdsb.ca](http://www.amdsb.ca)  
School Website: [chss.amdsb.ca](http://chss.amdsb.ca)**

**This agenda belongs to:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY/TOWN:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**CENTRAL HURON SECONDARY SCHOOL**

### Daily Schedule

<b>PERIOD</b>	<b>REGULAR DAY</b>
Warning Bell	8:50
1	8:55 - 10:10
Announcements	10:15 - 10:20
2	10:20 - 11:35
3 - Lunch	11:35 - 12:35
4	12:35 - 1:50
5	1:55 - 3:10

### Secondary Reporting Dates

Oct. 13      1<sup>st</sup> Semester Interim Report Card  
Oct. 27      Parents' Night  
Nov. 18      Semester 1 Mid-Term Report Card  
Feb. 10      Final Report Card for Semester 1  
Mar. 20      2<sup>nd</sup> Semester Interim Report Card  
Mar. 29      Parents' Night by Appointment  
Apr. 20      Semester 2 Mid-Term Report Card  
July 4-6      Final Report Card for Semester 2

## **College & University Visits**

- Sept. 19 Niagara College
- Sept. 27 Wilfrid Laurier University
- Sept. 28 Ryerson University
- Sept. 29 Lakehead University
- Sept. 30 University of Ontario
- Oct. 3 Conestoga College
- Oct. 3 Huron University College
- Oct. 5 Lambton College
- Oct. 5 Sault College
- Oct. 6 Fleming College
- Oct. 6 Ridgetown College
- Oct. 12 Kings University College
- Oct. 12 Guelph University
- Oct. 13 Algoma University
- Oct. 24 Brescia College
- Oct. 25 Renison College
- Oct. 26 Westervelt College
- Oct. 31 Canadore College
- Nov. 2 Lambton College
- Nov. 3 McMaster University
- Nov. 10 Windsor University
- Nov. 14 Waterloo University
- Nov. 14 Brock University
- Nov. 15 St. Clair College
- Nov. 16 Nipissing University
- Nov. 17 Heritage College
- Nov. 18 Fanshawe College
- Nov. 18 Ottawa University
- Nov. 22 Redeemer University College
- Nov. 23 Western University
- Nov. 30 Humber College

## **OTHER IMPORTANT DATES TO REMEMBER**

August 31	Grade 9 Orientation
September 5	Labour Day
September 6	First Day of School
September 8	Picture Day
September 12-16	Grade 9 Welcome Week
September 15	Welcome Dance
September 30	PA Day
October 7	Commencement
October 10	Thanksgiving
October 13	Interim Report Cards
October 18	University Information Program at GDCI
October 11	Picture Retakes
October 17	Halloween Dance
October 27	Parents' Night
October 28	6/7/8 Dance
November 4	PA Day
November 10	Remembrance Day Assembly
November 14	Civics/Careers Switch
November 17	Huron Music Festival
November 18	Mid-term Report Cards
November 23	Grade 8 Tech Day
November 25	Grade 8 Tech Day
November 25	Seaforth Christmas Parade
November 25	Student Staff Hockey Game
November 30	Challenge Day
December 1	Semi Formal
December 1	Challenge Day
December 2	Band Public School Tours
December 2	Clinton Christmas Parade
December 5	Band Public School Tours
December 8	Christmas Concert
December 23	Christmas Assembly
December 23	College and University Applications Due
December 26- Jan.6	Christmas Break
January 26-31	Semester One Examination Period
February 1	PA Day
February 2	Second Semester Begins
February 9	Valentine's Dance
February 10	Final Report Cards Semester One
February 17	Sound-a-thon
February 20	Family Day
March 6-7	Regional Music Festival

March 9-16	March Break
March 20	Interim Reports Cards
March 29	Parents' Night
March 29	Ontario Secondary School Literacy Test
April 6	Good Friday
April 9	Easter Monday
April 11-12	Huron Perth Agriculture and Water Festival
April 12	Jazz Fest
April 18	Civics/Careers Switch
April 19	Spring Dance
April 20	Mid-term Report Cards
April 20	6/7/8 Dance
May 11	Formal
May 15	19 <sup>th</sup> Music Festival Nationals, Ottawa
May 21	Victoria Day
May 25	Cabaret Night
June 6	Athletic Banquet
June 8	PA Day
June 18	Year End Assembly
June 20	Last Day Regular Classes
June 21-28	Semester Two Examination Period
June 28	Final Report Card Semester Two
June 29	PA Day
July 4-6	Report Cards available for pick up

## **AVON MAITLAND DISTRICT SCHOOL BOARD CHARACTER EDUCATION**

### **Cultivating Character**

- \* The Avon Maitland District School Board seeks to promote positive citizenship in our students through Character Education.
- \* Character Education promotes the universal attributes of character that transcend cultural differences and express our common humanity.
- \* Character Education involves an active partnership among the school, the home and the entire community.
- \* Character Education is an ongoing process, not a single program, embedded in all curriculum and learning.

### **Character Attributes in Education**

- \* **FAIRNESS** - is including everyone and not leaving anyone out
- \* **HONESTY** - is telling the whole truth
- \* **EMPATHY** - is being able to relate to the feelings of another person
- \* **RESPECT** - is treating others the way I would like to be treated
- \* **INTEGRITY** - is knowing what you stand for and living up to your ideals
- \* **COURAGE** - is personal bravery in the face of fear
- \* **OPTIMISM** - is maintaining a positive outlook
- \* **COMPASSION** - is being kind and forgiving
- \* **PERSEVERANCE** - is staying committed, no matter how long it takes or what obstacles appear to stop you
- \* **RESPONSIBILITY** - is honouring our promises and commitments even when this involves sacrifice

## Student Code of Conduct

CHSS provides me with a safe, supportive and friendly atmosphere in which to learn. I will strive to be a responsible member of this community and to respect the rights and freedoms of others.

As a student at C.H.S.S., I am expected to follow school rules throughout the school day, at dances, and/or when involved in school-related activities off school property. In addition,

- \* I must take responsibility for my own learning by coming to each class prepared with textbooks, notes, pens, completed homework etc.
- \* I must pay close attention to all classroom activities and work to the best of my ability for the duration of each period.
- \* I must not disrupt the learning of others.
- \* I must adhere to the school dress code.
- \* I must attend classes regularly and be on time.
- \* I must treat others and school property with respect. If I am responsible for damaging school property, I am required to pay for damages.
- \* If I choose inappropriate behavior, I choose to serve a consequence.

I must abide by this **School Code of Conduct**, the Board policies related to conduct in schools and the *Ontario Schools Code of Conduct*. Depending upon individual circumstances and the severity of misbehaviour, corrective measures will be applied. **These may include any or all of verbal reprimand, counselling, detention, notification of parents, removal from class(es), suspension, or expulsion.** As identified in the *Ontario Schools Code of Conduct*, the police will also be involved in some situations.

## Policies and Procedures

### 1. Lates

- \* If I arrive late during any period of the day, I must obtain an admit slip from the office before going to class.
- \* I am expected to be on time for all of my classes. If I am late, I will serve detentions.
- \* If I am habitually late, I will face more serious consequences up to and including suspension.

### 2. Attendance

- \* I am required to attend all of my classes.
- \* I am expected to remain in my classroom for the entire period. In exceptional cases, I may be given permission to leave the classroom to go to the washroom. I will need to sign in and out on the sheet in the classroom.
- \* I may, occasionally, be excused for medical and dental appointments and for important family concerns. Every effort should be made to schedule these appointments outside school hours.
- \* When I am absent, I must have a parent or guardian notify the school of the date, time and reason (personal is not acceptable) for the absence either by phoning 482-3471 (preferable) before 9:00 am or by providing a note (signed by my parent/guardian) by 9:00 a.m. on the day I return.

### 3. Assemblies

- \* All students are expected to attend assemblies whether they are during regular scheduled class time or during a spare.

### 4. Truancies

- \* If I am truant, I will serve detentions for the first 20 minutes of lunch. I may read or do homework but I must remain seated and quiet. I may not sleep, listen to music, use a cell phone or distract others. If I skip detentions, I will be suspended.
- \* If I am persistently truant, I will be suspended.

### 5. 18 year old students

When I am 18, I am still required to attend all my classes. If I go on a vacation I will be considered truant and accept all consequences.

- \* I am required to call the school before 9:00 a.m. on the day of my absence. If this is not possible, I must notify the office before 9:00 a.m. on the day of my return.
- \* Failure to follow this procedure will result in detentions leading to suspension.
- \* When I am 18 years old, I may sign my own notes.

### 6. Illness at School

- \* If I become ill during school hours, I must report to the main office. A parent will be

contacted to take me home. I may not remain at school while ill.

- \* I must not leave school without permission of the Vice-Principal. If I am anywhere other than my classroom or the office, I will be considered truant and assigned detentions.

## 7. Signing Out for Appointments

- \* If I need to leave school early for a medical or dental appointment, I must report to the main office **before 9:00 a.m.** and obtain an *Excused* slip from the Attendance Secretary. If I am under 18, I must have a note from my parents, indicating the time of the appointment. **I will not be allowed to leave without permission from a parent/guardian.**

**Providing a note the following day is not acceptable.** *Students who leave the school without the permission of the Vice-principal will be considered truant and assigned detentions. If I am 18 years old I must bring a medical business card from the doctor indicating the time my appointment ended and signed by the doctor.*

## 8. Food and Beverages

- \* All food and beverages must be consumed in the cafeteria only.
- \* There is no eating or drinking in the halls.
- \* Food and beverages are not allowed in the classroom except for water if the teacher permits it.
- \* Students who are caught consuming food or drink in the halls, will be assigned to clean-up duty. Refusal will be interpreted as opposition to authority.

## 9. Coats, Book Bags and Music Devices

- \* Due to safety concerns, coats and book bags must remain in lockers and are not allowed in class.
- \* Music devices such as MP3 players and Ipods are not permitted in classrooms. However, under extenuating circumstances a teacher may allow them. Failure to comply will result in confiscation of the item.
- \* Electronic games are not allowed in class.

## 10. Dress Code

- \* A school is a place of learning and comparable to an office workplace. I will wear clean, neat and presentable clothing to reflect the workplace nature of the school.
- \* In warmer weather, there are concerns about the types of clothing worn to school. Beach wear is not appropriate. I am expected to wear clothing which provides for adequate cover.
- \* Tops must have straps with a width of at least 4 cm. Pants and tops must be worn which are appropriate for school and must adequately cover the student in a manner acceptable to the standards of the school. Under garments must not be visible.
- \* Coats are to be removed and stored in the locker and **NOT** worn in classrooms or any instructional area.
- \* If I wear clothing depicting drugs, alcohol, profane language, racial, sexual or vulgar

suggestions, I will be asked to change into clothing which is appropriate; this may include being sent home. If I repeatedly break the dress code, I will face a progression of consequences up to and including suspension.

#### **11. Hats and Headgear**

- \* I am not permitted to wear hats and head gear of any kind while inside the school. These items are to remain in my locker and I will not take them to class.
- \* If I do not comply, I will be asked to hand over my hat or head gear which I will do without question. For a first infraction, I may expect the return of the hat or head gear in a timely manner (end of the period or the day); for subsequent offences the wait will be much longer. Refusal will be interpreted as opposition to authority.

#### **12. Suspension**

- \* Students who are suspended are not allowed on school property including the smoking area or the sidewalks at the front of the school. They are not permitted to attend or to participate in any school events or to ride the bus.

#### **13. Smoking**

- \* The Smoke-Free Ontario Act (May 2006) is a law that bans anyone from smoking or holding lit tobacco on school property at any time and bans the supply to anyone under the age of 19. Anyone who does not comply with the Act may be faced with legal action and a fine ranging from \$250 - \$5000. The AMDSB's policy prohibits the use or supply of tobacco on any School Board property. If a student does not comply with this policy, the school administration may take disciplinary action, up to and including suspension. School staff will report incidents of smoking or supplying of tobacco to the Tobacco Enforcement Officer at the Huron County Health Unit. The Huron County Health Unit knows that it is hard to quit smoking. If you smoke and would like to quit, call the Health Unit at 482-3416 or 1-877-837-6143 for help.

#### **14. Phones**

- \* Office phones are not for my use. I am to use the pay phones in the main hall. Only phone messages of an emergency nature will be passed on to students.

#### **15. Cell Phones**

- \* Cell phones have come to present a significant and unnecessary distraction to learning and positive social interaction at Central Huron Secondary School. Cell phone usage is not permitted during class time.
- \* Usage during your lunch hour period or before 8:55 and after 3:10 is permitted as long as the devices are not used to cause problems for others. Messages which harm the safety, security and privacy of others will not be tolerated.
- \* Most cell phones are multi-function (camera, MP3) electronic devices, which might compromise the privacy of others. Cell phone usage is not permitted in washrooms or change rooms.
- \* If you are not following these rules you will be asked by your teacher to "hand over your

phone” which you will do without question. For a first infraction, you may expect the return of your phone in a timely manner (end of the period or the day); for subsequent offences, the wait will be much longer. Refusal will be interpreted as opposition of authority.

- \* If your phone rings in class, you will lose it. Leave it at home if this is a problem for you. Cell phones are not necessary at school.

## **16. Fighting, Harassment & Bullying**

- \* Fighting on or off school property during the school day is unacceptable.
- \* Bullying through verbal abuse, threats or intimidation is also unacceptable.
- \* I am expected not to push, shove, kick, etc. any other person no matter what the reason. This includes “play fighting”. These activities often lead to injuries or damage.
- \* Consequences for these infractions are covered in the Avon Maitland District School Board Code of Conduct and could include suspension and/or expulsion.

## **17. Drugs and Alcohol**

- \* The possession, consumption, or being under the influence of drugs or alcohol on school property is strictly forbidden. Failure to comply with this policy will result in police involvement and suspension or expulsion from school. The above applies to field trips, dances or any other school-related activities.

## **18. Student Parking**

- \* Access to the parking lot is limited to students and staff who have registered their vehicle with the office. Each vehicle must have a current C.H.S.S. parking tag affixed to the rear-view mirror. Tags are available in the main office for \$5.00. Cars without tags may be towed away.

## **19. Dances**

- \* To bring a guest to the school dance I must request permission from the Vice-Principal at least three days prior to the dance by signing the guest list in the main office. I will be notified if my guest is not approved.
- \* In order to attend a school dance, students must have attended all assigned classes during that day.
- \* Students who come to school dances under the influence of drugs or alcohol will not be allowed to attend the next two school dances. They will be suspended and possibly charged by police.
- \* Elementary students are not allowed at CHSS dances.
- \* I must pay my student fee and be in good standing to attend dances at CHSS or other schools.

## **20. Halls & Gym**

- \* I am not to be in the halls when classes are in session.
- \* During the lunch period students are not to loiter on the third floor or on the balcony walkway above the front foyer.
- \* During the National Anthem, there is to be “No Movement” in the halls. I am not

permitted in the gym unsupervised.

- \* I need to give my student card in exchange for gym equipment.

## 21. Lockers

- \* I must use only the locker assigned to me by the administration. I am not allowed to share a locker. The school administration reserves the right to search lockers without notice.

## 22. Accidents at School

- \* If I am injured at school, I am required to report the injury to the supervising teacher immediately. I must submit a full report to the Office the same day. Claims on insurance may be invalid if an accident is not reported the same day.
- \* Accidents which result in damage to school equipment or property must be reported immediately to the office.

## 23. Assignment Deadlines

- \* Due dates are established when an assignment is given. When an assignment is not handed in on the due date, an "I" for insufficient evidence is recorded and the teacher is not required to assess the assignment if it is submitted.

## 24. Tests and Assignments

- \* I am not permitted to miss classes or stay home to complete assignments or to study. If I do, I will be considered truant and the test or assignment will be recorded as 'incomplete'.
- \* If I miss a test, I must make arrangements to write a make-up test as soon as I return to school.
- \* If I am ill on the day of a presentation or group assignment, my parent must call in before 9:00 a.m. to give the teacher advance notice. Failure to do so may result in a mark of 'incomplete'.
- \* If I miss a test or assignment for a reason which is not considered legitimate, I *will be assigned an incomplete and will not be given an opportunity to write the test.*
- \* Students who sign out of class to miss a test will receive a mark of 'incomplete', or a zero if it is part of the final 30% Evaluation.
- \* If I know in advance that I will be absent on the day of a test or when a presentation or assignment is due, I am expected to have a parent call in or write a note to explain the reason for my absence. **Prior** arrangements must be made to complete the test or presentation or submit the assignment. Students who fail to do so may be assigned a *mark of 'incomplete'*.

## 25. Exams and Summative Assessments

- \* Final Summative assessments, whether held during the examination period, or during the weeks preceding, are mandatory. Students will not be given an opportunity to make up missed assessments and will be given a zero unless the absence is supported by a medical or legal note. Students who arrive late to exams are to report to the office. No

extra time will be given to write the exam. Students who have arranged an exam for an alternate time must report to the specified location at the arranged time or they will receive a mark of zero.

## **26. Plagiarism**

- \* Plagiarism is also known as copying, borrowing, and cheating. Plagiarism is theft. It is the submitting of someone else's words or ideas as your own and it is wrong. This applies to every form of work by others: print, video, and computer work. Plagiarism will not be tolerated.
- \* The Avon Maitland District School Board values the highest standards of academic conduct. Research for essays, projects and assignments is an important part of learning. Our students learn proper procedures for citing the work of others and are honest about the work that they submit under their own name. A variety of research methods which are appropriate to the subject, grade and course type are taught to help students avoid plagiarism (the uncredited use of others' work, from sources such as the Internet, books, magazines and other sources), which is a form of fraud. Students are strongly encouraged to work with their teacher to ensure that the work which is submitted is honest and reflects the student's best efforts and learning.
- \* When it is clear that a student has not been academically honest, teachers, department heads and school administration view the results as a serious matter, with progressively severe consequences.

## **27. Textbooks**

- \* Textbooks are school property. I am financially responsible for loss or damage to textbooks. Textbooks must be handed in before I write my exams.

## **28. Personal Property**

- \* I should not bring large amounts of money or valuables to school. If it is absolutely necessary, I will leave these in the main office, not in my locker or in change rooms.

## **29. If I move.....**

- \* I must inform the staff in the main office immediately of any changes in address, telephone number, emergency contact information, custody, locker, or lock combination.

## **30. School Bus Behaviour**

### Bus Rules:

- \* Follow the driver's directions the first time they are given.
- \* Remain seated and keep aisles clear.
- \* No eating, drinking, or smoking.
- \* No pushing, shoving, fighting or throwing objects.
- \* No vandalism or profane language.
- \* The *Student Code of Conduct* applies to school buses. Students who chronically

misbehave will not be allowed to ride school buses and may be suspended.

- \* Requests to ride an alternate bus must be made by the parent in advance; these notes must be handed in by 9:00 am to the office, and signed by the Vice Principal. You may pick up your pass at 3:10 p.m. I cannot ride any bus if I am not a bus student.

### **31. Student Fees**

- \* A student fee is levied to support Student Council activities. The fee is \$70 and includes 1 yearbook.
- \* Payment of this fee permits you to attend dances at CHSS or other schools, participate in clubs or teams, or go on field trips /activities that take place outside the regular classroom.
- \* There will be no fees or cost charged to students to participate in the regular day school program. Fees may be charged where the student chooses to upgrade the material or where purchase of material is optional. Students enrolled in secondary schools in Avon Maitland District School Board can expect to be provided with the basic classroom learning resources that are required in order to complete the course expectations. It is recognized there may be optional materials that students may purchase to enhance their program; e.g. field trips, workbooks, upgrading materials in courses such as construction technology and visual arts. Students are expected to come to school ready and willing to participate actively in their own learning. To that end, students are expected to bring materials with them for their own personal note-taking (e.g. pencils, pens, paper, binders).
- \* Students are encouraged to purchase their school's student card by paying the student activity fee. The student card includes but is not limited to the benefit of participating in the co-instructional program and in the Student Council dances and activities. The fee may also be used to reduce the total cost of a student's yearbook. Students involved in co-instructional teams, groups and clubs will be made aware of any additional fundraising obligations or participation fees prior to making a commitment to participate.

### **32. Lost and Found/Stolen Articles**

- \* Lost articles are to be taken to the main office; report immediately to the Main Office any item which you believe has been stolen.

### **33. Drills**

- \* Fire and Tornado Drills are held regularly. Signs are posted in each room by the door. Proceed quickly, without running or crowding.

### **34. Inclement Weather**

- \* The weather, particularly in winter, may make travel to school difficult. For information listen to CFPL Radio 980 or CKNX 920 for bus cancellations and school closures. You may also check the Board web site at [www.yourschools.ca](http://www.yourschools.ca) and click on Weather Related Delays and Cancellations.

### 35. Public Displays of Affection

- \* I am to refrain from intimate displays of affection such as kissing, hugging, etc. in public.

### 36. Services for Students

- \* Health Nurse - A public health nurse is assigned to our school. Referrals may be made through the office.
- \* Guidance Service - Counsellors are available to help you make decisions about courses, future plans, or whatever concerns you may have.
- \* Library - The library staff will be glad to assist you in finding information for projects and essays. Students will be charged .20/day per overdue books to a maximum of \$2.00/book.

### 37. Visitors

- \* All visitors must report to the office upon entering the building and must sign the guest book in the office. They must request permission from the Principal and have reason for being allowed to remain in the school. Visitors who do not comply, may be charged with trespassing. Only in very rare circumstances will you be allowed, upon approval by the Principal, to bring a friend to class who does not attend this school.

### 38. Conditions for Participating in School Sports

#### **It is expected that:**

- \* All student athletes will maintain good attendance in classes at school.
- \* All student athletes will work to potential in classes to remain a member of a school team.
- \* All student athletes will follow the *School Code of Conduct*, as outlined by the Ministry of Education and the Avon Maitland District School Board, both at school and during extracurricular events.
- \* To ensure that the above conditions are maintained, coaches will post a sign up list for anyone interested in playing on their respective teams. Students on this list must be approved by administration and all teachers at Central Huron before the first game.
- \* In addition to the above, it is important for athletes and parents to understand the following:
- \* Attendance at practices is an expectation. Poor attendance may result in the athlete receiving decreased playing time or remaining at school while the rest of the team attends a game or event.
- \* Athletes who are absent from school on the day of a game or event will not be permitted to play.
- \* Arrangements must be made with the teacher if a test will be missed. Failure to keep work up to date could result in loss of full or partial credit. NOTE: if a student is not completing his/her school work satisfactorily, he/she may not be permitted to participate in extra curricular activities.
- \* All students will travel with their team using the arrangements made by their coach. No student will be permitted to drive him/herself to game or event, except in extenuating circumstances, and in such event, will not be allowed to transport teammates. Approval

must be received from the Principal at least 48 hours prior to the event.

- \* Spectators may not attend games of our athletic teams during school hours unless authorized by administration. This is a Huron-Perth Conference Regulation.

### **39. Athletic Fees**

- \* Student athletes will be expected to pay a fee for each of the sports they play (amount to be determined by Students' Council). Students may have the opportunity to fundraise to alleviate some or all of their team fee expenses.

### **40. Late Bus for Seaforth Students**

- \* If you wish to take the 5:00 p.m. bus from the school to Seaforth, you must sign the late bus roster by noon in the main office. Otherwise, you will not be permitted to board the bus.

### **41. Computer Use**

- \* Inappropriate use of computer technology will result in one or more of the following consequences: counselling, detentions, removal of computer privileges, removal from computer courses, suspension, and/or expulsion.
- You are responsible for notifying your teacher of any damage to your computer before you use it. Otherwise, you will be held responsible. You must sit at the computer assigned to you on the class seating plan.

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### **42. Video Surveillance Equipment**

- \* The school board uses surveillance equipment within school facilities and school buses to:
  - \* enhance the safety of student and staff;
  - \* protect school property against theft or vandalism; and/or
  - \* aid in the identification of intruders and of persons who endanger the health, well-being or safety of school community members.

Information collected by the school under the authority of the Education Act in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For information, please contact the school principal.

## **COMPUTER CODE OF CONDUCT FOR STUDENTS**

Students are expected to use computer equipment, access to networks and the Internet responsibly for educational purposes. So that all students can benefit from using computers for learning in a safe environment, the following rules apply:

### **Personal Safety**

1. Students must never give out personal information about themselves or others (such as address, phone number, pictures of themselves) to strangers met through the Internet.
2. Web pages should not contain personal information about students (address, phone numbers, pictures unless parents have given consent).
3. Students must report to a teacher or other school staff member any computer or Internet related activity (e.g. threats, abusive language) that gives them concern or appears to threaten the safety of people or places.

### **Use of equipment, software and networks**

1. All equipment, including cables and network drops should be used in ways that do not cause damage.
2. Use of computer resources including the Internet must respect the safety and rights of others. Information must not be accessed, downloaded, stored or distributed that is illegal, abusive, threatening, obscene, harassing or otherwise inappropriate.
3. Students must not share passwords or use the passwords of others nor should they try to hack into computer systems.
4. Computer files or the data in files must not be deleted, modified, moved or copied unless permission has been given to do so by a school staff member.
5. Creating and transmitting computer viruses, hoaxes, email worms, sending junk mail or similar nuisance behaviour or related threats to computer security is not permitted.
6. Software used must be properly licensed. Licenced software must not be copied illegally.
7. Email, conferencing, on-line chat and content of web pages must respect the safety and rights of others.
8. Students must report to a teacher or other school staff member any inappropriate use of computer equipment, software or networks, including the Internet.
9. Students must not attempt in any way to log on using another person's identity.
10. Students should not intentionally access Internet sites with inappropriate content of no educational value.
11. If using the work of others, credit must be given and permission obtained if copyright materials are used. Inappropriate use of the Board's computer resources will result in consequences. If the actions of a student appear to break the law, the police will be informed.

## **Protocol for the Use of USB Portable Storage Devices**

USB portable storage devices, also known as Thumb Drives, Jump Drives and Memory Sticks, are a convenient, reliable means of storing and transporting electronic data and files. As such, they have a role to play in the education of our students. These devices do, however, have the potential to house information or programs that could be harmful to the Board's information systems. As such, staff and students are asked to follow the protocol outlined below to ensure that we protect this valuable education resource from accidental or malicious misuse.

1. Students are permitted to use USB storage devices for school related work under the following conditions.
2. Students will only use USB storage devices for transferring school related documents from school to home and vice versa.
3. Students will make every attempt to ensure that the files contained on the USB portable drive are free of viruses, spy ware, and ad ware by having appropriate safe guarding programs on their home computer.
4. Students will present the USB storage device to a teacher, TRA, or EA to have the files transferred to their working space on the school network. Conversely, if students wish to have files loaded to their USB storage device, they will present the device to a staff member and instruct the staff member on which files need to be moved or copied.
5. Executable files will not be transferred to the student's working space on the network without prior consultation with a member of the Information Technology team.

In exceptional cases, students with SEA equipment may be permitted to use USB storage devices independent of staff assistance. Decisions around which students might qualify for this type of access will be made after consultation involving the school team and Information Technology staff.

Students who do not follow this protocol for the use of USB storage devices may be subject to disciplinary action as outlined in the Board's Administrative Procedure 140 Acceptable Computer Use, and the school's Code of Conduct,

## **AVON MAITLAND DISTRICT SCHOOL BOARD** **CODE OF CONDUCT**

### **Introduction**

All students, parents and guardians, teachers and staff have the right to be safe, and to 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. There is a Code of Conduct for all schools in the Avon Maitland District School Board. Included in this code are the standards of behaviour and mandatory consequences outlined in The Provincial Code of Conduct, legislated by the provincial government.

These standards of behaviour apply not only to students, but to all members of the school community. The school community includes parents/guardians, volunteers, support workers, school staff, and all those who contribute to the school environment. These standards apply on school property, school buses and at school-authorized events and activities. This includes any activity that will have an impact on the climate of the school.

The information in this booklet outlines guiding principles, roles and responsibilities, standards of behaviour, consequences for unacceptable behaviour and for behaviours that contravene the Code of Conduct.

The model for positive behaviour and relationships is based upon defined character traits established by the school community in 2005.

All members of the school community are to be treated with respect and dignity. Members of the school community are expected to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility. Non-violent strategies shall be used to resolve conflict.

The Avon Maitland District School Board believes that school learning environments must be safe, orderly, positive and respectful. They must be free from abuse, bullying, discrimination, intimidation, hateful words and deeds, and physical violence in any form.

The Board is committed to establishing and maintaining high expectations for behaviour in order to help students develop appropriate behaviours and self-discipline as responsible members of a democratic society. It also supports the efforts of principals, staff, and community agencies that provide programs that emphasize early identification, conflict prevention and intervention, counselling and the inclusion of social skills in the curriculum.

### **Responsibility**

Responsibility creates a community of respectful individuals. It is not always easy to make responsible choices, especially if someone else is not being responsible. It is important to remember that individuals control their own actions.

### **Why?**

Before respecting other people or other people's authority or property, one must demonstrate self-respect. Students are capable of making appropriate choices. Drug and alcohol abuse, inappropriate sexual behaviour, physical or verbal assault and bullying are not compatible with the dignity of the school community.

### **Respect for the Rights and Property of Others**

Everyone has the right to be safe and feel safe in the school community. Individuals are expected to be courteous to and considerate of everyone and compassionate to those in need. Respect for school property and the personal property of others must be demonstrated at all times.

### **Why?**

Our school communities are better places to learn and work when the rights and property of others are respected. This includes being polite, accepting differences among people, and encouraging others to do their best. Bullying and harassment are unacceptable behaviours.

### **Bullying**

Bullying is a form of repeated, persistent, aggressive behavior that is directed at an individual or individuals and is intended to cause (or could be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem or reputation.

Bullying adversely affects students' ability to learn and undermines healthy relationships and the school culture. Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances (e.g. online) where engaging in bullying will have a negative impact on the school climate.

### **Academic Expectations**

Students are expected to attend school, be on time and be prepared for all classes. Prepared means bringing all notebooks, textbooks, and necessary material to class and completing assigned homework.

### **Why?**

Daily school attendance is important for student success. Missing class time affects student achievement and the progress of the class. Best effort generates best results.

## **Roles and Responsibilities**

### **Students**

Students are to be treated with respect and dignity. In return, student behaviour must demonstrate respect for self, others and the responsibilities of citizenship.

Students are responsible citizens when they:

- come to school prepared, on time and ready to learn;
- show respect for themselves, others and property;
- demonstrate consideration and ensure the safety of others;
- follow established rules and take responsibility for their own actions; and comply with the school's dress code as established by individual School Councils.

### **Staff**

Teachers and school staff, under the leadership of school administration, are expected to adhere to the highest standard of respectful and responsible behaviour.

As role models, staff uphold these high standards when they:

- demonstrate and model respect;
- help students unlock their full potential and promote self-esteem;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students; and prepare students for the full responsibilities of citizenship.

### **Parents/Guardians**

Parents/Guardians have a responsibility to support the school community.

Parents/Guardians fulfill this responsibility when they:

- communicate regularly with teachers and promptly report to the school children's absence or late arrival;
- promote good hygiene and appropriate clothing choices;
- ensure that children attend school regularly, on time and prepared;
- encourage and assist children to follow the Code of Conduct and school expectations; and
- work in partnership with school staff regarding student concerns and disciplinary issues.

### **Principals**

All principals and vice principals must comply with the requirements of the Education Act and the Regulations.

- demonstrating care and commitment to student success and a safe teaching, learning and working environment;
- holding everyone accountable for behaviour and actions;
- communicating regularly and meaningfully with school communities; and
- assisting staff in addressing individual student needs.

### **Community Partners**

Police and community agencies work in partnership with the Board to actively promote, support and recognize appropriate and positive student behavior. The Police respond and investigate incidents at the school in accordance with the Police-School Board Protocol. Where inappropriate behavior occurs, disciplinary measures will be both corrective and supportive. Community partners play an essential role in safe schools. Community resource agencies deliver prevention and intervention programs.

### **Standards of Behaviour**

The following standards apply to all school communities in the Avon Maitland District School Board. Respect, civility and responsible citizenship

#### **All school community members:**

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- treat each other with dignity;
- respect differences in people 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;
- seek assistance, if necessary, to resolve conflict peacefully;
- show proper care and regard for school property and for the property of others; and
- assist those in need.

### **Consequences for Unacceptable Behaviour**

Students are at various stages of learning acceptable behaviours. Consequences for misbehaviour include a number of progressive options and will be appropriate to the

individual and related to the circumstances.

**Consequences may include:**

- warnings;
- notification of parents/guardians;
- time-outs;
- restricted privileges;
- withdrawal from classes;
- restorative practices including; restitution or community service;
- detentions;
- conflict mediation and resolution;
- peer mentoring;
- referral to counseling and/or consultation;
- suspension; and
- expulsion.

Principals and teachers take into account the student's age, level of maturity, and other factors when considering appropriate consequences. The goal is to help the student learn acceptable behaviour. Principals will access the Board's support services when required.

**Suspensions**

The denial of a student's privilege to attend school and/or school activities for a specified period of time.

**Expulsion**

The full-time withdrawal of a student's right to attend a particular school.

**Special circumstances:**

When deciding to impose a suspension or expulsion, a principal will consider:

- \* Whether the student has the ability to control his or her behaviour;
- \* Whether the student has the ability to understand the foreseeable consequences of his or her behaviour; and
- \* Whether the student's continuing presence in the school does or does not create an unacceptable risk to the safety or well-being of any other individual at school.

**Infractions for which a suspension may be considered**

- Uttering a threat to inflict serious bodily harm on another person

- ☐ Possessing alcohol or restricted drugs
- ☐ Swearing at a teacher or at another person in a position of authority
- ☐ Committing an act of vandalism against any school property or to property located on the school premises
- ☐ Bullying
- ☐ Persistent opposition to authority
- ☐ Willful destruction of school property
- ☐ Habitual neglect of duty
- ☐ The use of profane language or gestures which convey a disrespectful or inappropriate message
- ☐ Any act considered by the Principal to be injurious to the moral tone of the school
- ☐ Any act considered by the Principal to be injurious to the physical or mental well-being of any member of the school community
- ☐ Any act considered by the Principal to be contrary to the Board or School Code of Conduct

### **Long Term Suspensions**

Where a student is suspended for six (6) or more days, the student will be assigned an alternative program (Alternative Suspension Program, ASP). A Student Action Plan (SAP) will be developed for every pupil who agrees to participate in an Alternative Suspension Program. The principal/designate will hold a planning meeting to develop the SAP.

A student suspended for eleven (11) or more school days will be provided with educational and social supports where appropriate and available.

### **Tobacco Control Act**

The purpose of the Ontario Tobacco Control Act is to reduce smoking. Under the Act, smoking and/or using a tobacco product is prohibited on all Avon Maitland District School Board properties, school buses and at school or board sponsored events. Principals and Vice-Principals are required to notify the Tobacco Enforcement Officer at the local health unit of any infractions. Consequences may include warnings, suspensions and/or a Provincial Offence ticket.

**STUDENT COUNCIL EXECUTIVE**  
**2011 - 2012**

President - Lexi Cook  
Vice-President - Matthew Chalmers  
Treasurer - Abbey Alexander  
Secretary - Claire McFadzean  
Student Senator - Matthew Chalmers

**Inner Council:**

Fundraising Coordinator - Brandy Gagnier/Sam Henderson  
Dance Coordinator - Nikki Steep  
Athletics Coordinator - Stephanie Forman/Curtis Taylor  
Assembly / Spirit / Announcement Coordinators - Joey Lawson/Jessica Kaastra

**Representative Council:**

Grade 9 Rep - to be elected in October  
Grade 10 Rep - Alysha Hills  
Grade 11 Rep - Holly Becker  
Grade 12 Rep - Amber Brodie

**LIST OF LOCAL SUPPORT SERVICES**

Huron-Perth Rural Abuse	1-887-338-2556
Huron Addiction Services	519-482-3416 ext. 2505
Huron County Health Unit	519-482-3416
Huron-Perth Centre	519-482-3931
Huron Safe Homes for Youth	1-800-361-1640
Kids Help Line	1-800-668-6868
Children's Aid Society of Huron County	519-524-7356
Clinton Food Bank	519-482-7079
Seaforth and District Food Bank	519-527-2476
Women's Shelter Crisis Line	1-800-265-5506