

STAYNER COLLEGIATE INSTITUTE

HOME OF THE SPARTANS!



STUDENT HANDBOOK

Stayner Collegiate Institute

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Stayner, Ontario L0M 1S0

705-428-2639

Anne Tervit, Principal

Kate Leynes, Vice-Principal

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

PRINCIPAL'S MESSAGE

Welcome, or welcome back, to the 2023-2024 school year. I am so very excited to be here and I look forward to getting to know the community and the families at Stayner Collegiate.

In the short time that I have been in the school, I have already met quite a few students. The warm and kind welcome from them has been energizing.

Our staff are excited about the school year, and each morning, our announcements are full of opportunities for clubs and teams. You can see our announcements, and so much more about the school on our school website. [Click here](#) to find our website. I encourage you to visit the website so you are aware of updates as they happen.

I am looking forward to being a part of the Stayner community and getting to know you. Please don't hesitate to reach out – our staff are all here to help you.

Go Spartans!

Anne Tervit
Principal



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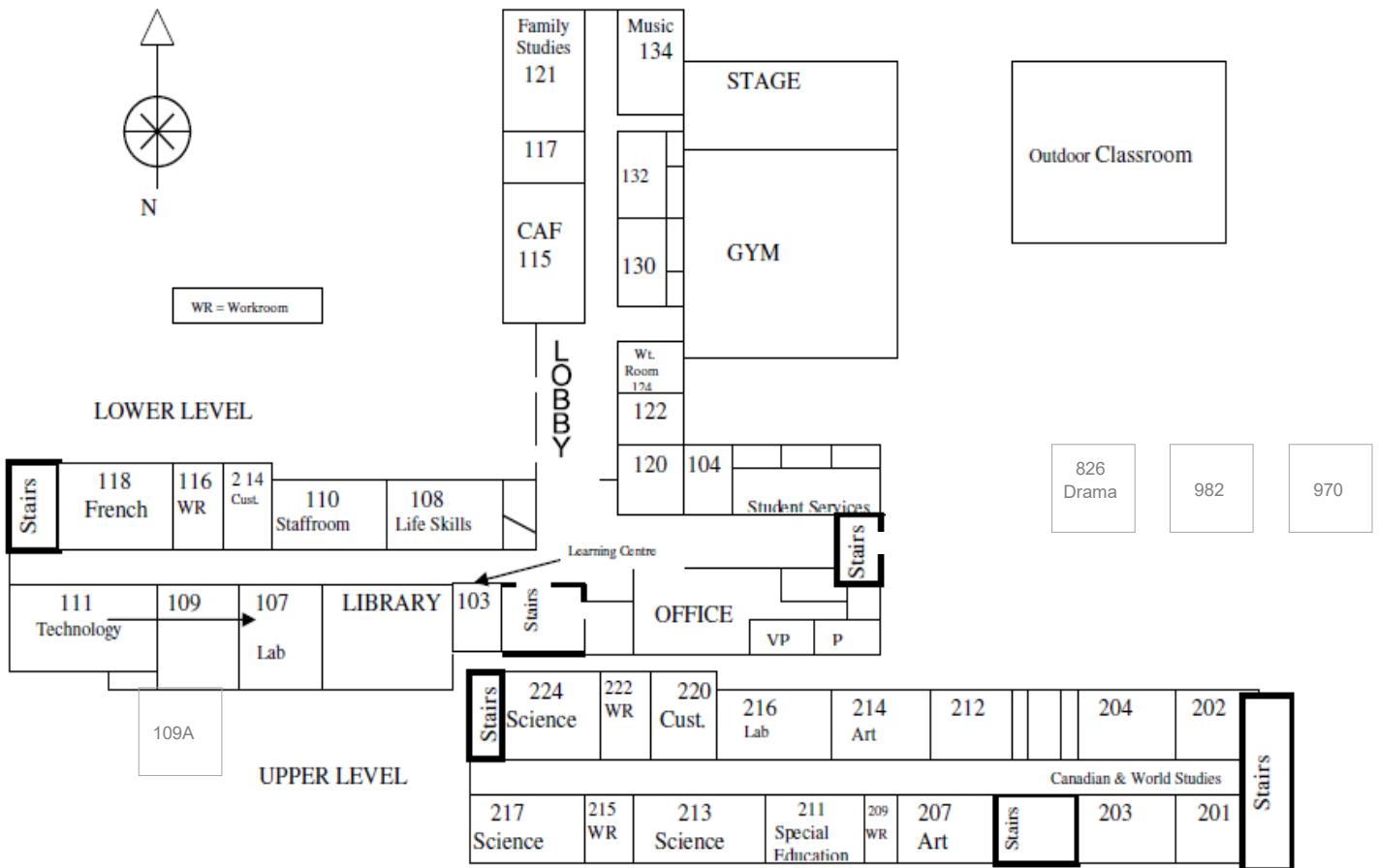
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STUDENT TIMETABLE

Time	Schedule
Warning Bell 8:20	Period 1
8:25-9:40	
9:40-9:45	Travel Time/Washroom Break
9:45-11:00	Period 2
Lunch Break 11:00 – 12:00	Lunch Break 11:00 – 12:00
12:00-1:15	Period 3
1:15-1:20	Travel Time/Washroom Break
1:20-2:35	Period 4



BE A SPARTAN, GET INVOLVED!



ATHLETICS AND CLUBS

Our staff encourages all students to participate in life outside of the classroom to enhance their physical and social growth and development. In representing SCI, we subscribe to the highest standards of sportsmanship, school spirit and sense of community. These clubs and teams are planned for this school year:

AGSA (All Gender Sexual Alliance)

Art Club

Band

Book Club

Broadcast Club

Drama/Improv Club

Foodies

Library Live

Sound Crew

Student Council

INTERSCHOLASTIC TEAMS

Fall

Boys' Soccer - all grades

Boys' Volleyball - all grades

Cross County - all grades

Flag Football - gr 7-8

Girls' Basketball - all grades

Girls Flag Football - gr 9-12

Sr. Boys Golf - gr 11-12

Winter

Alpine Skiing - gr 9-12

Boys' Basketball - all grades

Co-ed Hockey - gr 7-8

Girls' Hockey - gr 9-12

Boys' Hockey - gr 9-12

Girls' Volleyball - all grades

Spring

Badminton - gr 9-12

Boys' Baseball - gr 9-12

Girls' Soccer - gr 9-12

Girls' Softball - gr 9-12

Jr. Boys Golf - gr 9-10

Baseball - Gr 7-8

AT SCI

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).

S.C.I. offers many activities for all students throughout the year. Our grade 9-12 students at Stayner Collegiate, like most students in Ontario, pay a fee for their student cards*. The monies collected through the sale of student cards helps subsidize the hidden costs associated with operating the high quality of programs available at Stayner Collegiate that would otherwise be cost prohibitive. Funds are directed to a wide range of initiatives, such as:

- assisting clubs
- supporting school athletics
- partial funding of school dances
- providing guest speakers and motivational speakers for character education assemblies.

ADDRESS CHANGES (INCLUDING EMAIL ADDRESSES)

Verification forms were sent home the first week of school for your correction. This information will be used for communication with parents and guardians including during an emergency situation therefore up to date information is important. Changes over the school year in address, telephone numbers, email and other pertinent information must be reported to the office in writing.

We send newsletters and other pertinent information home via email. Please ensure that the office has your correct email address.

ASSEMBLIES & BUY INS

Assemblies are an integral part of high school and during the course of the year there will be a number of assemblies. Attendance will be taken at the beginning of the class and students will be called to the assembly by an announcement. Students are to leave their books and backpacks in the classroom. The teacher will lock the door. Students should proceed to the assembly with their teacher and may not go to their lockers or any other area of the school. While in the assembly, students will be courteous and respectful to all participants and staff members in the assembly. Hats are not to be worn; cell phones and other electronic devices must be off and away. Immediately after the end of the assembly students are to meet their teacher at their classroom to resume the class or to collect their belongings.

Buy-In events are one way that we provide additional opportunities for students. For a nominal fee, students are able to attend an event that either focuses on a school goal or builds school spirit. These are an important part of the high school program and during the course of the year there will be a number of buy-ins. The fee collected is used to offset the cost of the event and/or to raise funds for teams, clubs and/or Students' Council. Unlike assemblies the buy-in events are optional and not all students will choose to attend. Classes will continue on the regular schedule and students will be required to complete the work they will miss. Attendance will be taken at the beginning of the class and students will be called to the buy-in event by an announcement. Students should proceed to the buy-in and will need to show their ticket for the event. Students may not go to their lockers or any other area of the school. All students should be in either their regular class or in the buy-in. They may not be in the library, cafeteria, foyer, halls or school grounds. While in the buy-in, students will be courteous and respectful to all participants and staff members. Hats are not to be worn; cell phones and other electronic devices must be off and away. Immediately after the end of the buy-in are to return to their regular classroom.

ATTENDANCE AND PUNCTUALITY

The Ministry of Education regulations identify two reasons for school absences, illness and other unavoidable causes. It is the parent's or guardian's duty to make sure the child attends school regularly. It is a student's duty to attend each class and to be on time to class.

A student under the age of 18 who is absent from school must have their absence excused by a parent/guardian. Parents can call 1-888-885-8065, email stattendance@scdsb.on.ca, or bring in a note from home, on the day of the absence. If the student brings a note, it is to be given to the office. The automated attendance system will call home for unexplained absences of students. If notes are not received within 48 hours, the student will be considered truant.

We urge students to be responsible and encourage parents to hold their children accountable for school attendance and to implement consequences for unexplained absences. In an effort to reduce absenteeism and late arrivals to class, Stayner Collegiate has the following attendance/late policy.

If a student has an unexplained absence, the Subject Teacher will:

- counsel the student
- develop a plan to attend and keep academic work up to date
- contact parent/guardian by phone

- administer consequences
- provide a learning packet to student for completion
- send a letter of concern to parent / guardian
- refer multiple unexplained absences to Vice-Principal

If a student has been referred to the Vice-Principal due to attendance there may/will be:

- restricted attendance tracking
- behaviour agreements
- parent/guardian meeting
- in-school consequence for a period of time
- referral to the attendance counsellor
- suspension

LEAVING SCHOOL DURING THE SCHOOL DAY

If a student is to be excused from school during the day (e.g. to go to an appointment), a phone call to the office at 1-888-885-8065, email to staattendance@scdsb.on.ca, or signed note from the parent or guardian should be sent to the office and the student will be signed out accordingly. If returning to school, the student should report back to the office to sign in.

ON-TIME POLICY

Punctuality is an important part of learning and school success! Being on-time for class ensures that important instructions and valuable information is not missed and that the learning environment is not disrupted for other students.

Students at SCI are expected to be in class on time and ready to learn. If a student chooses to be persistently late for class (without a valid reason), the Vice Principal will follow up with the student.

SAFE ARRIVAL FOR GRADES 7-8

The Safe Arrival Program is in place for grade 7/8 students to ensure that students arrive safely at school each day. Parent/guardian cooperation in reporting their child's absence is a requirement of the program. Parents can contact the school 24 hours/day by calling 1-888-885-8065 or emailing staattendance@scdsb.on.ca. If the school is not contacted, staff will attempt to contact the family and/or any emergency contacts on file to ensure the student is safe. This is an optional program and you may choose to opt out in the forms that are posted in [SchoolCash online](#).

Families of those students who walk to school and who have not opted out of the safe arrival program are asked to report their child's absence to the school by 8:00am if they will not be in attendance. This includes inclement weather days. An effort will be made to call families of walking students who are not present but on some days, given the number of absent students, this may not be possible.

VACATIONS

The only authorized vacation times are Christmas, March Break and statutory holidays. All efforts should be made to plan other holidays to minimize class time missed and avoid conflict with evaluation periods. The office should be notified in advance of all holiday plans and students are responsible for all work missed while away. A note from a parent or guardian should be submitted for all planned absences. It should indicate the dates for the absence and it is to be handed in at the main office. Vacations are not authorized absences under the Education Act.

CAFETERIA

The use of the cafeteria is a privilege and therefore complete cooperation is expected. Whether you use the cafeteria as a place to eat, do homework or simply sit and relax, you are expected to be reasonably quiet and to keep it clean. Please do not take dishes or cutlery out of the lobby or cafeteria area. Students are encouraged to be respectful of others and dispose of recycling and garbage appropriately.

CELL PHONES

Today's Smart/Cell phones are amazing tools that can enhance students' education. Students should only check email, text messages, or other forms of social media during breaks, lunch and before/after school – NOT during class time or assemblies. Teachers may ask students to use these as tools for learning in their classes as we move toward a more technology enabled learning environment at SCI. Parents should contact the office if there is an emergency that requires them to reach their child.

DANCES INCLUDING SEMI-FORMAL

- A valid Student Activity Card must be purchased for admittance to grade 9-12 dances.
- Dances are school activities; therefore, all Board and school Codes of Conduct apply.
- The Principal or Vice-Principal reserve the right to refuse admission to any individual to a dance.
- All guests must be signed in with their name, address, telephone number prior to the dance (minimum 2 school days prior) and approved by the Vice-Principal or Principal. SCI students are responsible for the behaviour of their guests and must accompany them to the dance.
- **Entrance doors to the dance are locked at 8:00 pm.** Any admittance after this time, because of work commitments etc., must be made by special arrangement with the Vice Principal or Principal prior to the dance. There is no re-admittance to the dance. Once a student leaves, he/she may not return to the dance.
- Coats, purses and bags must be removed and placed in the coat check upon admittance.
- Respectful conduct and appropriate dress are expected and will be addressed by supervising teachers.
- Possession and/or use of any alcohol, narcotic, controlled drug or intoxicant, at or before any dance, is strictly prohibited. Offenses will result in suspensions and will be denied access to future dances (including Semi-Formal) for the remainder of the year.

DRESS CODE

Attending school is an important activity. Look upon it as your job. There are dress standards at our workplaces and in many other situations. Your manner of dress affects the tone of the school and reflects how you think about yourself.

Students are expected to dress in a manner that contributes to the learning atmosphere; a part of learning is the making of appropriate decisions on suitable types of dress for various activities. Hats may be worn **except** in instructional areas; classrooms, office, library or during assemblies. Clothing that promotes or demonstrates a lack of respect for any person or groups must not be worn. Any article of clothing that advertises alcohol, cigarettes, cannabis, drugs, or other illegal substances and/or is sexually suggestive, racially or ethnically abusive, or contains profanity is not appropriate apparel. All students shall wear clothing with appropriate necklines, as well as clothing that completely covers underwear garments (no see through clothing). Shoes must be worn.

DRIVING TO A SCHOOL ACTIVITY

Stayner Collegiate provides transportation for field trips and team events outside of Stayner. Students are expected to take the bus provided. Students over the age of 18 wishing to drive themselves must obtain the "Private Vehicle Use Form" and fill out the information. The form must be completed at least 24 hours prior to the date of the activity. **Under no circumstances may one student drive another student.**

Students wishing to arrive late or leave an off-site activity with a parent, which varies from the supervising teacher's plan, must complete an Early Departure/Late Entry For Field Trip form (which can be found on our website at <http://sta.scdsb.on.ca/parents>) outlining the request. The Principal or Vice-Principal will sign the request and a copy will be kept in the main office. The supervising teacher will receive the request. The request must be made prior to the day of the trip. Forms are also available at the main office.

ELEVATOR USE

The elevator is out of bounds at all times, except to those specifically authorized to use it. The elevator must not be used during a fire alarm. If you require the use of the elevator, please report to the office to obtain a permission card.

EMERGENCY ASSISTANCE

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

FIELD TRIPS

SCDSB and SCI Student Standards of Behaviour apply to all field trips and co- curricular trips. When a student's conduct on a field trip is so refractory as to be injurious to the welfare or moral tone of the group, arrangements may be made for his/her immediate and safe return to the school or student's home. In such cases, legal custodians shall be notified of the travel arrangements and the cost to them of the supervised return. SCI and the SCDSB are not responsible to reimburse any money already paid when circumstances beyond the school's control present themselves. However, every effort will be made to minimize the impact of these decisions made in the best interest of the student involved. Field trips which are required for curriculum reasons may be financially supplemented by administration.

No Exclusion Due to Inability to Pay: No student will be excluded from a field trip or school activity due to extenuating financial circumstances. Parents should call the school Vice Principal if support is needed at 705-428-2639.

HALLS

Halls are designed to allow for travel throughout the school – students are not to loiter/sit in any hallway during class time. During the regular school day students may be at their locker during the 5 minute break between classes and during lunch. If you are a student with an unassigned period, you may work in the library or the cafeteria. Hallways may be declared off limits from time to time if they are not respected.

LEARNING SKILLS AND WORK HABITS

Learning Skills and Work Habits	Sample Behaviours
Responsibility	The student: Fulfills responsibilities and commitments within the learning environment; Completes and submits class work, homework, and assignments according to agreed-upon timelines; Takes responsibility for and manages own behaviour.
Organization	The student: Devises and follow a plan and process for completing work and tasks; Establishes priorities and manages time to complete tasks and achieve goals; Identifies, gathers, evaluates, and uses information, technology, and resources to complete tasks.
Independent Work	The student: Independently monitors, assesses, and revises plans to complete tasks and meet goals; Uses class time appropriately to complete tasks; Follows instructions with minimal supervision.
Collaboration	The student: Accepts various roles and an equitable share of work in a group; Responds positively to the ideas, opinions, values, and traditions of others; Builds healthy peer-to-peer relationships through personal and media-assisted interactions; Works with others to resolve conflicts and build consensus to achieve group goals; Shares information, resources, and expertise and promotes critical thinking to solve problems and make decisions
Initiative	The student: looks for and acts on new ideas and opportunities for learning; Demonstrates the capacity for innovation and a willingness to take risks; Demonstrates curiosity and interest in learning; Approaches new tasks with a positive attitude; Recognizes and advocates appropriately for the rights of self and others.
Self-Regulation	The student: Sets own individual goals and monitors progress towards achieving them; Seeks clarification or assistance when needed; Assesses and reflects critical on own strengths, needs and interests; Identifies learning opportunities, choices, and strategies to meet personal needs and achieve goals; Perseveres and makes an effort when responding to challenges.

LIBRARY

The Library is open throughout the school day to support learning for all students and staff. In order to work in the library during class time students must have permission from their subject teacher who will make arrangements with the teacher-librarian. A Teacher-Librarian is always available to assist students. Library books are on loan for a two week period and students are able to renew books.

LOCKERS & LOCKS

Each student will be assigned one locker provided that all outstanding text/library books have been returned to the school. Combination locks are the only locks to be used. They can be purchased in [SchoolCash online](#) or at the office before & after classes. It is advisable not to tell your locker combination to other students. Since the lockers are the property of the S.C.D.S.B., the school reserves the right to enter any locker and reveal the contents to the police or any other agencies deemed necessary. The school is not responsible for any loss or damage to the contents of the lockers; the student who is assigned the locker is responsible for what is in the locker. You are expected to maintain and to leave your locker in good condition. Lockers must not be written on, either inside or out. Mounted pictures must be in good taste. Any repairs or cleaning required may be charged to you. Any items left in lockers after June will be donated to charity. Please ensure your locker is cleaned out before the last day of school.

LOST AND FOUND

The school is not responsible for money or personal belongings brought to the school. For this reason, students are strongly discouraged from bringing sums of money or valuables to school. When using the change rooms, leave any valuables with the teacher or coach. If articles are found on school property, they should be turned in to the main office. Check at the main office to see if your lost items have been left for safekeeping. Any items not claimed will be donated to charity.

NEWSLETTERS & OTHER COMMUNICATION FROM SCI

The automated student communication system is used to send home messages by email, to remind or advise you of important information and events.

The SCI website, at <http://sta.scdsb.on.ca>, has many items of interest to parents. Daily announcements are posted on [Twitter](#) and [Facebook](#) to keep parents aware of school activities, upcoming opportunities etc.

Newsletter notices are sent home monthly by email. Newsletters will be posted to the SCI website at <http://sta.scdsb.on.ca/parents/newsletters>.

PARKING

Students driving to school are to park their vehicles in the parking lot located on the west side of the school. Parking on Locke Avenue is owned by the township and for visitors only. Students must exercise extreme care when entering and exiting the parking lot and are expected to follow signage. Cars may be ticketed and/or towed away if illegally parked. All rules of the road apply: Drive Safely and Slowly on School Property. Please note that the school is not responsible for the vehicles or their contents.

PLAGIARISM, STUDENT RESEARCH AND CITATION OF SOURCES

On the Library website there is a very useful link to a site called easybib.com. At this site you enter the resource information and it creates the citation. Documenting sources while researching is extremely important and must be done to avoid plagiarizing someone else's work. Plagiarism is the act of intentionally, or unintentionally, using or passing off someone else's words, ideas, or images as your own. Unless you give proper credit, you are stealing and it is wrong. Plagiarism is a form of intellectual dishonesty and is a serious and punishable offence.

At the beginning of each course teachers will outline the course and/or subject specific expectations of documentation and assignment submission procedures as well as review the definition of plagiarism and the consequences. Students are encouraged to keep all rough work and submit all work in the event that academic integrity becomes an issue.

Students are expected to submit their own work and document all sources. Plagiarism is handing in work that is not your own. Grade specific consequences to academic dishonesty are outlined in the following chart.

Grade Expectations	Unintentional Plagiarism	Consequence	Intentional Plagiarism	Consequence
Grade 9 All students must reference with a resource page for all research reports.	Incomplete resource page	Zero on referencing section	Deliberately using another person's work without referencing the source. No bibliography Using a translator program without approval Unaccredited graphic/visual material	Academic penalty Referencing workshop Assignment revision

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Grade Expectations	Unintentional Plagiarism	Consequence	Intentional Plagiarism	Consequence
Grade 9 All students must reference with a resource page for all research reports.	Incomplete resource page	Zero on referencing section	Deliberately using another person's work without referencing the source. No bibliography Using a translator program without approval Unaccredited graphic/visual material	Academic penalty Referencing workshop Assignment revision
Grade 10 All students must provide a complete resource page and document or cite copied material. (in-text citations)	Incomplete resource page Insufficient or incorrect documentation or citations	Zero on referencing section	Deliberately and knowingly using another's work without giving credit. No resource page Copying, cutting and pasting, duplicating and handing in another person's work No citations	Academic penalty Referencing workshop Revise assignment – must be done correctly to earn marks
Grade 11 and 12 Complete resource page, and complete, accurate citations in the proper format (MLA, APA, Chicago etc.)	Incomplete, inconsistent or insufficient resource page, documentation or citations	Academic consequences Referencing workshop Revise assignment for feedback	Deliberately and knowingly using another's work without giving credit. No resource page Copying, cutting and pasting, handing in another person's work. No citations Self plagiarism	Academic penalty Referencing workshop Revise assignment for feedback Detentions and/or suspension

SPORTS - ATHLETES CODE OF ETHICS

At SCI Players must:

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

Participation in the co-instructional program of student athletes who are falling behind in academic work, not regularly attending classes or not meeting the school Code of Conduct will be reviewed and participation may be suspended or terminated.

STUDENT ACTIVITY CARD/PHOTO ID

The cost of a student activity card is \$40 for grades 9-12. This card identifies you as a student at Stayner Collegiate Institute and is required to participate in extra-curricular programs such as clubs, teams, and dances. Your SCI Student Activity card can also be used as an official piece of signed identification and may also give you a student discount at a number of businesses .

TELEPHONE

Students may use the phone in the office for emergencies only. If a parent calls with an emergency, the school will locate the student as quickly as possible. **Cell phones may not be used in the classrooms, the office or during assemblies for phone calls or for text messages.**

TEXTBOOKS

Textbooks are provided for students in all grades. Books and supplies issued to you are on loan. Please look after them, enter your name in the place provided, and return them in good condition. You will be expected to pay for lost or damaged books. Students who fail to make financial compensation for lost or damaged texts could lose their privileges of taking textbooks outside the classroom during the next year. Lockers will only be given to students if they have returned all books to the school. Every student shall sign a textbook inventory form.

STUDENT INFORMATION COMPUTING TECHNOLOGY APPROPRIATE USE AGREEMENT

The Simcoe County District School Board (SCDSB) provides students with a digital media learning environment comprised of information and computing technologies (ICT) which may include: software, Internet access, hardware (computers, tablets, Chromebooks, printers, scanners, digital cameras, etc.). This procedure sets out standards for appropriate student use of ICT, including board and personally-owned equipment for educational purposes while at school or on school-sponsored activities. Parents'/guardians'/students' acknowledgement and agreement of the Student ICT Appropriate Use Agreement is required annually.

Digital media learning environments use ICT to help students communicate and work collaboratively, and contribute to the learning of others while gaining skills required to be productive and safe digital citizens. Students use a variety of applications which may include blogs, wikis, learning management systems (such as Google Classroom, Google Drive, Moodle, Desire 2 Learn (D2L), Edmodo) and social networking sites (such as Facebook, Twitter, YouTube, etc.). When these applications are used as instructional tools, they allow students to:

- interact and publish with peers, experts and others;
- communicate information and ideas effectively to multiple audiences;
- develop cultural understanding and global awareness by engaging with learners of other cultures; and,
- contribute to project teams to produce original works or solve problems.

The following safeguards are used to reduce the risk of accessing or viewing inappropriate content online and for student safety.

1. **Digital Citizenship** - Students receive appropriate instruction on digital citizenship and safe computing practices based on nine elements of using technology appropriately developed by the International Society for Technology in Education (ISTE). Teachers will review the Student ICT Appropriate Use Agreement with students at the start of each school year/semester and a copy shall be posted in the classroom for reference.
2. **Internet Filtering and Blocking** - The SCDSB uses appropriate Internet filtering to reduce the risk of students accessing inappropriate content online. However, no software is capable of blocking all inappropriate material. Filtering is used on board-owned computers and personally-owned devices connected to the board network.
3. **Classroom Supervision** – School staff monitor by observation and through online programs to support focussed, purposeful use of ICT when a student is online during the school day.
4. **Code of Conduct/Discipline Procedures** - The school Code of Conduct (see student agenda) sets out rules for student behaviour including online activity. Inappropriate use is subject to discipline in accordance with the school discipline policy and procedure. Students who are experiencing and/or witness any form of harassing, defaming and/or bullying shall report to a school official.

Appropriate Use

- ICT is available for student use to support appropriate instructional practices aligned with curriculum expectations.
- Use of ICT shall be in accordance with the laws of Canada and Ontario (e.g. *Copyright Act*, *Criminal Code of Canada*, and the *Education Act*), Board Policies and Procedures (e.g. Student Discipline Procedures) and the School and Board Code of Conduct.
- ICT use shall be in accordance with safe computing practices.
- Students will treat board ICT with respect and care, including reporting known technical, safety or security problems.
- Students are responsible for the use of their individual account and shall take all reasonable precautions to prevent others from being able to access and use their account. The onus is on the student to use ICT appropriately.
- When using social networking sites outside of the classroom (i.e. in their homes), students are reminded that appropriate behaviour and anti-bullying guidelines apply in the online world. Protect your privacy, safety and reputation and the privacy, safety and reputation of others.
- Students will exercise care when setting and managing passwords to protect themselves and their personal information. This includes creating complex passwords that cannot be easily guessed. Password complexity should include a unique combination of words, numbers, symbols and/or both upper and lower case characters. All passwords will be a minimum of eight characters and should be changed on a regular basis.

Inappropriate Use/Activities

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Students **shall not**:

- attempt to gain unauthorized access (e.g. hacking) into any computer system;
- share passwords, except as may be required by staff for maintenance and support purposes;
- login to anyone else's account, or access the personal data of others;
- deliberately attempt to disrupt the computer system performance or to destroy data by spreading computer viruses or by using other means;
- share information that, if acted upon, could cause damage or danger of disruption to the system or bring about harm to others;
- engage in cyberbullying;
- share private information about another person;
- access, store or distribute material that is profane or obscene (including pornography), that advocate illegal or dangerous acts, or that advocate violence or discrimination towards other people (hate literature); and,
- use ICT to record or photograph other students or staff unless authorized by school teaching or administrative staff prior to any recordings being made. Such equipment includes board and personally-owned devices, such as cell phones, smart phones, iPods, iPads, computers, personal digital assistants (PDAs), cameras, MP3 players, tape recorders, video-recorders, digital audio recorders and any other technological equipment that allows for recordings to be made of visual images and/or sounds. This is to respect the privacy and ensure the safety of all students and staff.

Students should not expect that online work is private. Staff may access student digital media workspaces for assessment and support purposes, to maintain system integrity and to ensure that students are using the system responsibly and safely. A search may be conducted if there is reasonable cause to suspect that a student has violated the law, the Code of Conduct or this agreement.

The decision to allow a student to bring a personally-owned device to school rests with the parent(s)/guardian(s) and the student. The board and the student's school will not be responsible for devices that are lost, stolen or damaged in any manner. Students are responsible for connecting their own devices to the guest wireless network. Help documents are available, but board staff will not be responsible for connecting student devices. Personal devices are only to be connected to the guest wireless network and not be plugged into any SCDSB networks using an ethernet cable. Devices should be easily identifiable, clearly labeled and where possible, registered with the manufacturer. Any violation of this agreement may result in confiscation of personally-owned equipment and appropriate discipline. Confiscated equipment may be returned to the parent(s)/guardian(s) or, in the event of suspected illegal or inappropriate activity, may be forwarded to the appropriate law enforcement agency.

Parents/guardians must recognize that a wide range of materials are available from the Internet, some of which may not be fitting with the particular values of their families.

GUIDANCE/STUDENT SERVICES

Please check the [Guidance Page on our School Website](#) on a regular basis for information on course selection, community service hours, awards & bursaries, grade 12 grad updates, career planning, college & university information sessions and more. Please note that students must sign up in the Guidance Office to attend college & university sessions.

COURSE LOAD & COURSE CHANGES

It is extremely important that grade 9-12 students carefully consider their options and make informed decisions when selecting their timetable. Some timetable changes may be possible, but not guaranteed. Students are reminded that they are to continue attending class until an appointment can be arranged. Attendance, effort and attitude are all linked to success. If you have any questions regarding course selections or your educational future, please contact the Guidance Office.

TRANSFERRING TO ANOTHER SCHOOL

Students leaving Stayner Collegiate Institute to enroll in another school are asked to inform the secretary in the Guidance office. Please clean out your locker and return all your textbooks and school materials before you leave.

WITHDRAWING FROM SCHOOL

Students who are 18 years of age or older who are withdrawing from school are asked to meet with the Vice Principal and to make an appointment with a Guidance teacher. This will provide an opportunity to discuss future plans as well the collection of information which the Ministry of Education requires of all students leaving school.

SCI AWARD CRITERIA

Grade 12 Commencement Scholarships/Bursaries
<u>Scholarships</u> <ul style="list-style-type: none">- Eligibility: students in graduating year (with the exception of students who deferred in the previous school year)- Nominations: students complete self-nomination sheets and explain why they should be considered for various awards. Only students who submit the nomination sheet will be considered for awards.- Selection Process: the SCI Awards Committee determines the winners.
<u>Bursary process</u> <ul style="list-style-type: none">- Students complete an SCI Bursary Application package- The Awards Committee reviews all submissions and selects appropriate students- Funds are distributed based on the level of financial need demonstrated by the student

Scholarship and Bursary applications are found on the [SCI Website](#) along with other [Scholarships and awards](#) that can be applied for.

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SCI SUBJECT PROFICIENCY AWARDS

Grades 7-8

- These awards are given to the students who consistently demonstrate a desire to push themselves, regardless of their scores. These students exhibit a positive attitude, frequent classroom participation, completion of all activities to the best of their ability, good work habits, and excellent classroom behavior. They lead and reflect the importance of education by the way they conduct themselves on a daily basis.

Grades 9-12

- top mark achieved in a course by first-time eligible students during Sept-June (grades 9-12)
- additional certificates may be awarded at the subject teacher's discretion
- only for courses taught during the regular school year at SCI (excluding online).

HONOUR ROLL

- Grades 7-8: 80% average achieved from Sept-June
- Grades 9-10: 80% average achieved in best 8 courses from Sept-June (regardless of grade, level, or delivery method)
- Grade 11: 80% average achieved in best 8 courses from July- June (regardless of grade, level, or delivery method)
- Grade 12: 80% average achieved in best 6 courses from July-June (regardless of grade, level, or delivery method)

ONTARIO SCHOLAR

An Ontario scholar is a student who:

- Has a minimum 80 per cent average in top six grade 12 university preparation, university/college preparation, college preparation, **workplace preparation and/or open courses authorized under OSS**
- graduates--either in January or June--of the current school year
- was not designated an Ontario scholar in any previous years

Mission and vision

Our mission and vision outline what we do and what we want to achieve, and provide direction for the board's strategic plan. For more information, visit scdsb.on.ca and select 'About'.

Mission statement

We inspire and empower learning for life.

Vision statement

A community of learners achieving full potential.

Strategic priorities

The SCDSB Strategic Priorities 2022-2027 provides a framework to direct our programs, initiatives and daily operations to achieve our overall goal of student success.

The SCDSB is committed to creating a culture of belonging, engagement and success for all through deliberate actions in four key areas that form the Strategic Priorities: Well-being, Diversity, Equity and Inclusion, Community, and Excellence in Teaching and Learning.

Rooted in the Strategic Plan are ten universal themes that reflect the voices and values of the SCDSB. These ten themes will be woven throughout our operational plans and will provide guidance and intentionality to the learning and work we do as a system: Accountability, Identity, Safety, Collaboration, Innovation, Respect, Support, Trust, Transparency and Celebration. We are committed to ensuring that every student has the opportunity to reach their full potential and we are dedicated to lifelong learning. For more information, visit scdsb.on.ca and select 'About' followed by 'Goals & Reporting' and 'Strategic Priorities'.

Land acknowledgement

In October 2017, the SCDSB approved the practice of a land acknowledgement for board meetings and significant board and school events, as well as a less formal land acknowledgement for daily use in all schools. The following acknowledgement is recited each day as part of the morning announcements.

'Simcoe County District School Board acknowledges that we are situated on the traditional land of the Anishnaabeg people. We acknowledge the enduring presence of First Nation, Métis and Inuit people on this land and are committed to moving forward in the spirit of reconciliation and respect.'

The approval of a land acknowledgement follows recommendations of the Truth and Reconciliation Commission's Calls to Action. A land acknowledgement is an act of reconciliation and respect with, and for, the First Nations people of Simcoe County, on whose land we stand. We are proud to share that the SCDSB land acknowledgements were developed in consultation and partnership with local Indigenous partners.

Connect with the SCDSB

Website: scdsb.on.ca

Facebook: facebook.com/SCDSB

Twitter: twitter.com/SCDSB_Schools

Instagram: instagram.com/SCDSB

YouTube: youtube.com/SimcoeCountyDSB

Receive board and school news

To subscribe to SCDSB news releases, visit scdsb.on.ca and click 'Subscribe' at the top of the homepage.

All schools have websites where they share updates about school events and activities. Ask for details at your school to learn more.

Addressing your concerns

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

1. Gather as much information as possible, then call the school to arrange a meeting with the teacher. Most concerns can be resolved at this point through dialogue and co-operation among those involved.
2. If you are not satisfied with the outcome of your meeting, contact the school to arrange a meeting with the principal. With open communication and collaboration among those involved, your concern should be resolved at this point.
3. If your concern has not been resolved at this point, contact the superintendent of education for your school. The superintendent of education will assist you by acting as a facilitator in attempting to resolve your concern. You may wish to put your concerns in writing at this time.
4. If you feel strongly that the situation requires further consideration, you may contact the Associate Director. At that time, your concern will be reviewed and may be directed to another staff member for action.
5. If you feel strongly that the situation requires further consideration, you may contact the Director of Education. At that time, your concern will be reviewed to ensure that the appropriate process for resolution has been followed.

Additionally, please don't hesitate to communicate appreciation or your positive feedback to teachers, school staff, school administration, your superintendent and your trustee!

SCDSB Human Rights and Equity Office

The SCDSB Human Rights and Equity Office (HREO) is a safe and confidential space to identify matters related to discrimination, harassment and human rights violations. The HREO has established a process to help address and resolve community (student, parent/guardian, staff or community member) concerns as quickly and effectively as possible. If you have a concern, please visit scdsb.on.ca and select 'About' then 'Human Rights and Equity Office' to learn more and/or contact the HREO.

Character education

Character development is the intentional modelling, teaching, and practicing of positive character traits.

Board and school initiatives are designed to teach and encourage students to be positive, productive, and kind within our schools and surrounding communities.

The SCDSB Character Education program is a deliberate effort to nurture universal attributes that transcend racial, religious, socio-economic, and cultural lines.

The SCDSB Character Education program focuses on the following character attributes:

Bravery	Helpfulness	Listening	Responsibility
Caring	Honesty	Love	Trustworthiness
Compassion	Humility	Loyalty	Truth
Cooperation	Inclusiveness	Optimism	Sharing
Courage	Integrity	Perseverance	Wisdom
Empathy	Kindness	Respect	

To learn more about character education in the SCDSB visit scdsb.on.ca and select 'About' then 'Character Education'.

Code of Conduct

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

Standards of behaviour

Respect, civility and responsible citizenship

- All members of the school community must:
- respect and comply with all applicable federal, provincial and municipal laws
- demonstrate honesty and integrity
- respect differences in people, their ideas and opinions
- treat one another with dignity and respect at all times, and especially when there is disagreement
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, gender identity, sexual orientation, age or disability
- respect the rights of others
- show proper care and regard for school property and the property of others
- take appropriate measures to help those in need
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- dress in a manner that is consistent with the SCDSB Dress Code
- respect all members of the school community, especially persons in positions of authority
- respect the need of others to work in an environment that is conducive to learning and teaching, including ensuring that cell phones and other personal mobile devices are only used during instructional time for educational purposes (as directed by an educator), for health and medical purposes and/or to support special education needs
- not swear at a teacher or at another person in a position of authority

- conduct themselves as respectful, positive digital citizens
- discourage students' use of alcohol, illegal and/or restricted drugs, including cannabis (unless the individual has been authorized to use for medical purposes)

Safety

All members of the school community must not:

- be in possession of any weapon, including firearms
- utter a threat or use any object to threaten or intimidate another person
- cause injury to any person with an object
- be in possession of or under the influence of alcohol, illegal and/or restricted drugs, including cannabis (unless the individual has been authorized to use for medical purposes)
- provide others with alcohol, illegal and/or restricted drugs, including cannabis
- be under the influence of a noxious substance, such as glue or gasoline
- be in contravention of the Smoke-free Ontario Act and SCDSB Policy 4471 - Smoke Free Learning and Working Environments
- inflict or encourage others to inflict bodily harm on another person
- engage in bullying (including physical, verbal, electronic, written or other means) or cyberbullying behaviours
- commit sexual assault
- traffic weapons, illegal and/or restricted drugs, including cannabis
- give alcohol, illegal and/or restricted drugs, including cannabis to a minor
- commit robbery or extortion
- 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
- participate in the non-consensual sharing of intimate images
- breach the SCDSB Information and Computing Technology Appropriate Use Guidelines

Regular and ongoing screening and early intervention

Regular and ongoing screening and early intervention strategies help students achieve their potential and support a positive school learning and working environment. School programs and activities focus on building healthy relationships, character development and civic responsibility, and encourage positive participation of the school community in the life of the school.

Progressive discipline

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

For more information, visit scdsb.on.ca, then select 'Elementary' then 'Safe Schools'.

Dress code

Our board's dress code is one way that we embed the principles set out in the SCDSB and Ministry of Education documents, Caring and Safe Schools in Ontario, and Equity and Inclusive Education to ensure safe, inclusive and equitable learning environments for all of our students. In SCDSB schools, we believe that students should be able to learn in a safe and caring space that is free of bias and discrimination. When making choices about what to wear to school, we respect your individuality. To ensure that our learning environments are safe and respectful spaces, our board has consulted with students and staff to develop a set of shared standards for student dress.

Learn more about the SCDSB Dress Code by visiting scdsb.on.ca and selecting 'Elementary' then 'Dress Code'.

School year calendar

The SCDSB school year calendar will be provided and posted on our website when available. Visit scdsb.on.ca and select 'Elementary' then 'Planning for School' then 'School Year Calendar'.

Religious accommodation

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

Student learning

Assessment, evaluation and reporting

The main purpose of assessment, evaluation and reporting is to improve student learning. Staff use their professional judgment to support students in meeting curriculum expectations and developing learning skills. Assessment information can be gathered over time in a variety of ways, including, but not limited to:

- observing students complete tasks and interact with others
- conversations with students about their learning
- projects and/or assignments
- presentations, performance tasks, portfolios, tests

Reporting to parents/guardians through report cards provides information about:

- student achievement of curriculum expectations
- student demonstration of specific learning skills and work habits
- student attendance including times late and days absent, if applicable

Reporting periods

Elementary school progress reports are sent home in November. The focus is on learning skills and work habits. Report cards are sent home in February and June.

Student/teacher/parent/guardian conferences are held in the fall.

Secondary school mid-term reports are sent home in November and April/May. Secondary final reports are sent home in February and July.

Homework

All SCDSB schools follow the board's homework policy, which can be viewed online at scdsb.on.ca by searching for 'Policy 4106 Homework'. Homework is a range of activities completed outside of school that support learning.

For more information, read the homework policy on our website at scdsb.on.ca under 'About' then 'Policies and Procedures'.

Provincial assessments

Provincial assessments are developed and scored by the Education Quality and Accountability Office (EQAO). Each student who completes a provincial assessment receives an Individual Student Report (ISR), which outlines the student's overall achievement. School and board achievement data is used to support student learning at each school and throughout the system. School-by-school results are available at www.eqao.com.

Supporting learning at home

There are many ways families can support and encourage their children's learning. For example, families can:

- lead by example - be a lifelong learner yourself
- remind your child that they are capable of learning
- look for ways to 'bring the lesson home' by connecting school lessons to everyday experiences
- encourage your child to keep trying and to seek help when they don't understand something – effort and determination are important!
- share suggestions and input with your school council, school principal and child's teachers
- talk to your school principal or vice-principal to find out about more ways to be involved

Voluntary self-identification of First Nation, Métis and Inuit Students

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

Student success

Student success teams work together to ensure smooth transitions for students between grades, from elementary to secondary school, and after graduation. As students progress, they are encouraged to become the architects of their own learning.

In elementary school, students in Kindergarten to Grade 6 will explore the four inquiry questions related to Creating Pathways to Success (CPS): Who am I? What are my opportunities? Who do I want to become? What is my plan for achieving my goals? Using the experiential learning model of Participate, Reflect and Apply, students will develop a better understanding of their strengths, interests and aspirations as they set goals for the future.

The development of an Individual Pathway Plan in Grades 7 to 12 encourages students to set goals, discover and identify skills and abilities related to future interests, and plan for both secondary and post-secondary education and life. Using the myBlueprint planning tool, students can chart their future by creating and revising their Individual Pathway Plan.

Secondary school programs such as Specialist High Skills Majors (SHSM) are designed to prepare students for sector-specific career destinations. Job-related activities and experiential learning opportunities are explored in Grades 7 to 12, and opportunities for more in-depth exploration through the Cooperative Education Program (co-op) are available in Grades 11 and

12. The Ontario Youth Apprenticeship Program (OYAP) allows students in trade-related co-op placements to begin working towards apprenticeship requirements. Many students also benefit from taking Dual Credit courses which enable them to gain a secondary school credit while completing a college course and earning a college credit.

Elementary and secondary student success teachers ensure that all students have the opportunity to succeed, despite any potential obstacles that can otherwise affect learning. These teachers work with students in one-on-one, small group and classroom settings to provide the supports necessary for successful transitions in school and life. Student success teachers work in collaboration with classroom teachers, guidance, special education teachers, administration and community partners to create a wide circle of support for students who need extra attention or who struggle to remain engaged and motivated.

More information about student success initiatives is available at scdsb.on.ca.

Special education

Students learn in many different ways. Students may need different supports and programs beyond the accommodations regularly provided in the classroom to reach their full potential.

These may include any or all of the following:

- additional support provided by specialized and qualified staff and may include a special education resource teacher (SERT) and/or an educational assistant, as required
- an Individual Education Plan (IEP)
- assistive technology
- a special education class placement

Information about the SCDSB's special education programs and services, as well as the Special Education Advisory Committee (SEAC), is available at scdsb.on.ca or by calling 705-734-6363,

ext. 11729. The website also has information about the Identification, Placement and Review Committee (IPRC) process, IEPs, programs and services for exceptional students as well as contact numbers for SEAC members.

Mental health and well-being

The SCDSB recognizes the importance of positive mental health and its connection to well-being, achievement, and positive outcomes for youth. The SCDSB focuses on everyday mental health and well-being practices and mental health literacy for every student and early intervention services for those students who could benefit from additional help in supporting their mental health. School teams, child and youth workers and social workers work with students, parents/guardians, and community services to help students achieve their potential inside and outside of school.

Students are encouraged to reach out to their school social worker, principal, vice-principal or a trusted adult if they are feeling overwhelmed or discouraged. Students and parents/guardians can also reach out to the mental health and well-being department through the student wellness email (studentwellness@scdsb.on.ca) to find help for themselves or their child(ren). Students requiring additional support due to emerging mental health concerns are able to access group and individual interventions provided by child and youth workers in some elementary schools and by social workers in elementary and secondary schools.

Community supports

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

Canadian Mental Health Association 1-800-461-4319

Kids Help Phone 1-800-668-6868

Kinark Child and Family Services 1-888-454-6275

Mobile Crisis Line 1-888-893-8333 or 1-855-310-COPE (2673)

New Path Youth and Family Services 705-725-7656

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

Safety

School safety practices

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

First aid equipment and training

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

Sign in at the office upon arrival

All visitors are required to sign in at school offices and wear visitor identification. Even regular visitors, such as school volunteers, must sign in. Elementary school doors are locked during the school day; therefore visitors must use the intercom system to gain entry to the building.

Safe Arrival program

All parents/guardians are asked to notify the school when their child will be absent. To notify the school of an absence, call 1-888-885-8065.

All SCDSB elementary schools participate in the Safe Arrival program to monitor and manage student absences. When a student who is enrolled in the Safe Arrival program is absent, and schools do not hear from a parent/guardian, the school will call home to find out the reason for the absence.

On days when buses are cancelled due to inclement weather, the safe arrival program continues. On these days, if your child rides a bus and you receive a safe arrival call from the school and you believe that your child should be in attendance, you are asked to please call the school. Otherwise, the school will assume that you are aware of your child's absence. Families of walking students should call the school if their children are not attending on an inclement weather day.

Criminal record checks

All staff and volunteers are required to complete a Criminal Record Check with Vulnerable Sector Screening before working with students.

Police partnerships

The SCDSB has positive relationships with our various local police forces. We work in partnership with the four police services in Simcoe County (Barrie Police, Ontario Provincial Police, Rama Police and South Simcoe Police) to help keep our school communities safe using our Police/School Board Protocol.

Safe Schools Reporting Tool

The SCDSB has an online safe schools reporting tool. It is available on school websites and at the bottom of the SCDSB website under 'Helpful Links'.

Students and parents/guardians can use this tool to submit a report online if they witness a student engaged in inappropriate behaviour such as bullying, drug use or vandalism.

Students are still encouraged to speak to a trusted adult at school or home if they have any concerns. This form isn't a substitute for having a discussion with your teacher or principal but provides another avenue to start that conversation.

Emergency procedures help keep students safe

Fire drills and evacuation plans

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

Shelter in place

Shelter in place is used when there is an environmental or weather-related situation, such as a chemical spill outside the building or a major storm. During a shelter in place, activities will continue inside the school, but students and staff will not be allowed to leave the building.

Hold and secure

A hold and secure is used when there is a situation taking place in the community that is not related to the school, such as a bank robbery nearby. A hold and secure is usually initiated

by police. During a hold and secure, activities continue inside the building, but all exterior doors are locked and no one is allowed to enter or exit the school.

Lockdown

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

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

If you have any questions about safety procedures, as always, please contact the school office.

Bullying prevention and intervention

Bullying is typically a form of repeated, persistent, aggressive behaviour that is directed at one or more people. Bullying is intended to cause - or should be known to cause - fear, distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

In contrast to bullying, conflict is generally a disagreement or difference in opinion between peers who typically have equal power in their relationships. It is usually an inevitable part of a group dynamic and both parties have power to influence the situation.

Bullying is not accepted on school property, at school-related activities, on school buses or in any other circumstances that could impact the moral tone of the school, including online and via other forms of technology. Staff, students and parents/guardians work together to implement bullying prevention and intervention plans in their schools. Schools use a progressive discipline approach and may use a range of interventions, supports and consequences when bullying behaviour happens, with a focus on improving behaviour.

Bullying is on the list of infractions for which suspension must be considered. More information can be found at scdsb.on.ca by searching for 'bullying'.

Reporting child abuse and neglect

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

Parent/guardian involvement

Parents/guardians play a key role in their children's education. Your attitude about learning can influence and shape how your child views education, as well as their own ability to learn. There are many ways you can participate in your child's education.

Volunteering

The SCDSB encourages parents/guardians to volunteer in schools. Volunteers are asked to complete an information form, provide an original copy of a Criminal Record Check which includes Vulnerable Sector Screening, and go through an orientation program to become familiar with the school and its daily routines. Volunteers work under the direction of the principal and staff. Please contact the school office to ask about volunteering.

School councils

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

Parent Involvement Committee

The SCDSB's Parent Involvement Committee (PIC) works collaboratively with stakeholders in our school system to develop strategies to engage parents/guardians in support of their children's learning at home and at school. The PIC communicates with and supports school councils in their efforts to enhance parent/guardian engagement and outreach, particularly through workshops, conferences and inter-school communication.

The mandate of the PIC is to:

- support, encourage and enhance meaningful parent/guardian engagement at the board level in order to improve student achievement and well-being
- provide information and advice on parent/guardian engagement to the board
- communicate with and support school councils
- undertake activities to help parents/guardians support their children's learning at home and at school

Information about the PIC is available at scdsb.on.ca under 'Elementary' then 'Parent' then 'Parent Involvement Committee'.

Technology

Technology in the classroom

Today's students have grown up with technology - it's a regular part of their daily lives. The SCDSB believes that technology and technological devices play an important role in learning and teaching, and are an important component of modern learning environments.

The proper use of technology is expected of all students and staff. As part of a technology-enabled learning environment, the SCDSB has created guidelines regarding technology use in schools and SCDSB facilities. These guidelines allow our staff to support technology-enabled learning environments while protecting student privacy and personal information. The Appropriate Use Guidelines can be found online at scdsb.on.ca.

Digital citizenship

Teachers integrate opportunities to explore digital citizenship into the curriculum to assist students in developing the skills required to navigate the online world. Parents/guardians are vital partners in supporting students to become responsible digital leaders.

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

The classroom teacher will provide information on how social media is being used in the classroom. If there are concerns, express these to the teacher and principal. If a parent/guardian does not want their child to participate in social media-based lessons, a suitable educational alternative will be found.

Appropriate use of technology

Student use of technology is subject to the SCDSB Appropriate Use Guidelines. Misuse and/or abuse of board and school facilities and resources is subject to consequences as defined and explained in the SCDSB Code of Conduct.

While teachers do supervise the use of devices, students are expected to access sites in a responsible way. Students in the SCDSB have access to the internet to support their learning goals, to access curriculum-related materials and to research reference materials. The SCDSB uses filtering software to guide, and in some cases restrict, access by students to the internet; however, no software can be completely effective in blocking unacceptable websites.

Student BYOD wireless network access

All students and staff may connect their personal devices to our Bring Your Own Device (BYOD) network. Devices, including cellphones, may only be used during instructional time under the following circumstances:

- for educational purposes, as directed by the classroom teacher, designated early childhood educator or educational assistant
- for health and medical purposes
- to support students with special education needs

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

Student access to the BYOD network is not limited to instructional time. Parents/guardians should discuss appropriate guidelines for personal use of the internet with their children and determine if their child can responsibly manage their device at school. If a parent/guardian does not wish for their child to access the internet, please contact the child's school.

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

Google's G Suite and Office365

The SCDSB provides all students and teachers with Office365 for Education, Google's G Suite (including Docs, Sheets and Slides) and the Ministry of Education's Brightspace program for educational purposes (e.g., blended learning, elearning, etc.). Students and staff are able to download Office365 to home computers and mobile devices. These tools and applications meet the privacy and security requirements of the Municipal Freedom of Information and Protection of Privacy Act. It is important for you to know that these accounts differ from publicly available accounts in that the security and privacy settings were negotiated by the Ministry of Education.

All students are provided with @scdsb.on.ca email addresses, which are also the accounts used to access Office365, G Suite and Google Drive. To use Google services, students and staff must have a password with a minimum of 8 characters and they must be complex (include capitals, numbers and symbols). As per the Appropriate Use Guidelines, passwords are not to be shared with others.

Use of recording equipment

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

Transportation

The Simcoe County Student Transportation Consortium (SCSTC) coordinates the safe and efficient home-to-school transportation for more than 36,000 students - over 24,000 from the SCDSB. The role of the SCSTC includes contracting bus and vehicle operators on behalf of the SCDSB and the Simcoe Muskoka Catholic District School Board.

SCDSB transportation policies can be accessed online at scdsb.on.ca under 'Elementary' then 'Planning for School' then 'Transportation'. For SCSTC policies and

procedures related to student transportation eligibility, stop locations, bus cancellations and more, please visit www.simcoecountyschoolbus.ca.

The SCSTC coordinates home-to-school transportation for students who are eligible for transportation. Students who reside within a designated walking zone for their home school are not eligible for transportation (unless otherwise qualified by policy). Parents/guardians are responsible for their child's safe arrival at the school when they reside within the established walk zone. Transportation eligibility can be confirmed through the SCSTC website <https://scstc.ca> under 'Can I Ride a Bus'.

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

Rider safety

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

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

Weather-related school vehicle cancellation procedures

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

- posted on the SCTSC website, www.simcoecountyschoolbus.ca
- communicated to families who subscribe to receive notifications from the SCSTC (you can subscribe on the SCSTC website: <https://scstc.ca/Subscriptions/ChildTransportInfo>)
- announced via the SCSTC Twitter account [@SCSTC_SchoolBus](https://twitter.com/SCSTC_SchoolBus)

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

When school vehicle service is cancelled in the morning, the decision remains in effect for the entire school day. Schools remain open for student learning. When school transportation is cancelled, school staff is expected to plan for such emergencies in order to transition students who are unable to attend due to inclement weather to their online platforms (Google Classroom and/or SCDSBhub [Brightspace by D2L]) and continue with academic programming.

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

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

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

School closures are rare. This decision is made by the Director of Education in consultation with school and board staff. Any closures are posted online at scdsb.on.ca and school websites, and sent to the local media.

Health and wellness

Food allergies

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

Prevention of illness at school

Sicknesses can spread quickly at school. If your child is sick, please keep them home. To help stop the spread of illnesses, staff and students are advised to cough or sneeze into their arm or a tissue and wash their hands before eating and after using the washroom and coughing or sneezing. Notify the school when your child is absent due to a communicable disease. Some of these illnesses must be reported to the Simcoe Muskoka District Health Unit. Fact sheets and brochures are available at www.simcoemuskoakahealth.org. For ongoing information and updates related to COVID-19, please visit the SCDSB website at scdsb.on.ca.

Hand hygiene

The single most important thing anyone can do to control infections is to keep their hands clean. Students and staff should:

- wash hands with soap and water for at least 15 seconds
- rub all parts of the hands and wrists with soap and water including in between fingers and under the fingernails
- use alcohol-based hand rubs when access to running water is limited

Students with medical conditions

Parents/guardians are required to notify the school of any medical conditions their child may have, and/or the need for support in administering medications. If your child has a medical condition(s) or requires the administration of medication at school, contact the school to complete the required documents. Schools will work with parents/guardians to develop a medical plan for the student based on their individual needs. All medication must be in its original labeled container and be kept locked in the office (with exception of EpiPen and asthma inhalers).

Smoke-free school grounds

Tobacco products are not permitted on school grounds by anyone, anywhere, anytime. Schools and school boards are required by law to ensure that school property is 100% smoke free 24 hours a day, 7 days a week, 365 days a year. The SCDSB has extended this ban to include smokeless tobacco, e-cigarettes, vaping devices, smoking alternatives and all other tobacco industry products. More information is available at scdsb.on.ca by searching 'smoke free'.

Immunization

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

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

Update your child's record using the secure online form at www.simcoemuskokahahealth.org/immsonline, or call the Simcoe Muskoka District Health Unit at 705-721-7520 or 1-877-721-7520.

Rowan's Law (Concussion Safety)

In March 2018, Bill 193, Rowan's Law (Concussion Safety), 2018 received Royal Assent in Ontario. The Act imposes various requirements on sport organizations, including school boards, related to concussion awareness, prevention and removal from/return to sport guidelines.

Rowan's Law was enacted in memory of Rowan Stringer, an Ontario student and high school rugby player who died as a result of concussion-related injuries. Ontario is the first province in Canada to enact concussion-related education.

The Act also designates an annual Rowan's Law Day on the last Wednesday of September. As part of the day, concussion education modules will be presented to junior, intermediate and senior level students in the SCDSB. Concussion safety will be highlighted and recognized at all schools through an educational campaign based on awareness, management and the prevention of head injuries.

Dental care

The Simcoe Muskoka District Health Unit offers the Healthy Smiles Ontario (HSO) program. HSO offers a full range of dental services, including checkups, cleaning, fillings and more. To find out more about the programs, eligibility requirements and how to make an appointment, call the health unit at 705-721-7520 or 1-877-721-7520 or visit www.simcoemuskokahahealth.org.

Head lice management

The SCDSB has a common procedure for all elementary schools to follow in the management of head lice - see APM A7210, Head Lice (Pediculosis) Management on scdsb.on.ca.

Parents/guardians of a student with head lice are required to complete a form to confirm their child has been treated and is free of lice before the child is allowed to return to the classroom. The school will provide this form.

Checking your child's head on a regular basis (weekly is best) or more often during an outbreak will prevent the spread of head lice.

Please notify the school when you identify that your child has head lice. Schools will provide parents/guardians with an information sheet to help with the management of head lice. For more information about identification, treatment and prevention, contact your family doctor, local

pharmacist or Your Health Connection (Simcoe Muskoka District Health Unit) at 705-721-7520 or 1-877-721-7520 or www.simcoemuskokahealth.org.

Student accident insurance

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

- student accident insurance - this can be purchased through Reliable Life Insurance Company. The minimum plan, Silver, offers 365 days of 24-hour coverage.
- extended health and dental plan (i.e., employer group benefits).

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

The SCDSB recommends StudyInsured and Insure my Kids. These programs offer a variety of plans at reasonable annual prices and can be purchased at:

StudyInsured

www.studyinsuredstudentaccident.com

1-833-560-0527

Insure my Kids

www.insuremykids.com

1-800-463-5437

Community involvement hours

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

Student fees

Students are not charged fees to participate in the regular school program. Students enrolled in the SCDSB are provided with basic classroom learning resources required to complete course expectations.

There may be fee-based resources and opportunities offered to students designed to enhance their program (e.g., field trips, visiting artists).

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

No exclusion due to inability to pay

No student will be excluded from a field trip or school activity because they are unable to pay. Parents/guardians should contact the school office if support is needed.

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Personal information

Notice of routine collection and use of student and parent/ guardian personal information

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

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

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

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

In accordance with MFIPPA and the Education Act, releasing personal information for any other purpose requires the informed consent of:

- the parent/guardian for children under 16 years of age;
- the parent/guardian and the student where the student is 16 and 17; and,
- the student where the student is over 18 or is 16 or 17 years of age and has withdrawn from parental control.

It is our practice to include a notice statement on forms used to collect personal information to advise you how we will use and disclose the information. To help you understand how we use the information you provide to us, we draw your attention to routine uses and/or disclosures of student personal information so that you may express any concerns you may have.

For further details, go to the SCDSB website at scdsb.on.ca, then select 'About' then 'Policies and Procedures' then 'Access and Privacy'.