



*"Let the love of wisdom flourish"*

# 2023-24: CSS Student Handbook

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## Rationale

Everyone has the right to be safe and to feel safe, welcome and included at school.

## Responsibilities

- Safety is everyone's responsibility.
- Everyone in our school community is responsible for promoting safe, caring relationships that respect human dignity.
- Everyone is responsible for preventing harm.
- Students, staff, volunteers, parents and guardians have additional responsibilities unique to their roles.

## Standards of Behaviour

- We value one another and treat each other with respect and dignity.
- We educate our students to be caring, responsible community members who protect everyone's physical, social, academic and emotional well-being.
- Bullying and harassment in any form are wrong and hurtful. Bullying is aggressive and typically repeated behaviour that is intended to cause harm, fear or a negative environment for another individual. Bullying is an abuse of power, authority or control over another person or group. It is never acceptable.
- Everyone has a role to play as we work together to prevent, identify and respond to bullying and exclusion. We all are accountable for our actions.
- Where bullying does occur, we respond in a manner that is fair and appropriate, to build relationships that are respectful. Restorative practice is one strategy we use to prevent, and repair the harm caused by, bullying and exclusion.
- We also use progressive discipline to prevent and respond to behaviour that violates this Code of Conduct. Consequences for unacceptable behaviour may range from warnings, to suspension or expulsion.

# Code of Conduct

## 1. Rationale

The Ministry of Education requires that all schools develop a code of conduct, which communicates to all the members of the school community the standards of behaviour expected from them. Members of the school community include: students, staff, parent(s)/guardian(s) and others such as visitors and volunteers. The Board recognizes that all students, parents, teachers and staff have the right to be safe, and feel safe in their school community. This school code of conduct has been developed in accordance with the guiding principles of the Safe Schools Policy in order to create a common understanding upon which safe learning and working environments can be maintained for all school community members.

## 2. Responsibilities

The Kawartha Pine Ridge District School Board (KPR) believes everybody has the right to be safe, and to feel safe, welcome and included, in the school community. This School Code of Conduct reflects the guiding principles of the Board's Safe, Caring and Restorative Schools Policy and the Ontario Code of Conduct. It supports a common understanding for safe learning and working environments, where everyone is treated with respect, fairness and dignity. It also helps to prevent bullying in schools. The School Code of Conduct applies to students while they are at school, engaged in a school-related activity, or in other circumstances where the activity affects the school climate.

### 2.1 Common School Community Member Responsibilities

Everyone has the responsibility to:

- Safety is everyone's responsibility.
- Everyone in our school community is responsible for promoting safe, caring relationships that respect human dignity.
- Everyone is responsible for preventing harm.
- Students, staff, parents and guardians have additional responsibilities unique to their roles.

### 2.2 Student Responsibilities

Each student has the additional responsibility to:

- Exercise self-discipline, follow the established rules and accept responsibility for their actions, based on age and individual ability
- Come to school prepared, on time, ready to learn and support a positive learning environment
- Show respect for themselves, for others and for those in authority
- Refrain from bringing anything to school that may compromise safety, inclusion or respect for the dignity of another member of the school community.

### 2.3 Teaching Staff Responsibilities

- Help students achieve their full potential and develop their self-worth
- Assess, evaluate and report student progress

- Communicate regularly and meaningfully with students, parents or guardians discipline fairly and consistently, taking any mitigating factors into account, as required by school board regulations on Discipline/Promoting Positive Student Behaviour/Code of Conduct, and the School Code of Conduct
- Be on time and prepared for all classes and school activities
- Prepare students for the full responsibilities of membership in their community/society
- Safeguard students from persons or conditions that interfere with the learning process
- Understand and minimize any biases that may affect student-teacher relationships.

## 2.4 Parent/Guardian Responsibilities

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

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

## 3. Standards of Behaviour

### 3.1 Respect, Civility and Responsible Citizenship

We value one another and treat each other with respect and dignity. We educate our students to be caring, responsible community members who protect everyone's physical, social, academic and emotional well-being. Everyone in the school community must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, including 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, religion, ancestry, place of origin, colour, ethnic orientation, sexuality, 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;
- use non-violent means to resolve conflict;
- respect persons who are in a position of authority; and
- respect the need of others to work in an environment of learning and teaching.

### 3.2 Physical and Emotional (or Psychological) Safety

The following will not be tolerated:

### **Weapons**

- possession of any weapon or replica weapon, including but not limited to firearms;
- the use of any object to threaten or intimidate another person;
- the use of any object to cause injury to another person.

### **Alcohol and Drugs**

- possession of, or being under the influence of, alcohol, drugs, or illegal substances;
- providing others with alcohol, drugs, or illegal substances.

### **Physical Aggression**

- inflicting or encouraging others to inflict bodily harm on another person, and/or intimidation.

### **Non-physical Aggression**

- emotional, sexual, homophobic, racist, sexist, faith-based, ability-based or social status-based actions that hurt an individual or group, whether intentional or not
- threatening physical harm, bullying or harassing others
- using any form of discrimination, stereotype, prejudice, harassment, hate/bias-motivated act.

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

**Bullying and harassment** in any form are wrong and hurtful. Everyone has a role to play as we work together to prevent, identify and respond to bullying and exclusion. We all are accountable for our actions. Where bullying does occur, we respond fairly and appropriately, to build respectful relationships. Restorative practice is one strategy we use to prevent, and repair the harm caused by, bullying and exclusion.

**Bullying, by definition:** is aggressive and typically repeated behaviour by a pupil where:

- the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of:
  - causing harm, fear, or distress to another individual, including physical, psychological, social or academic harm to the individual person's reputation or harm to the individual's property; or
  - creating a negative environment at a school for another individual
- the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.
- the behaviour includes the use of any physical, verbal, electronic, written or other means.

**Cyber-bullying** is bullying by electronic means, including:

- creating a web page, social media profile or account in which the creator assumes the identity of another person
- impersonating another person as the author of content or messages posted on the Internet
- communicating inappropriate material electronically to more than one individual, or posting material on a website that may be accessed by one or more individuals.

**Bullying**, in any form, has negative effects on:

- a student's ability to learn
- healthy relationships and the school climate
- a school's ability to educate its students.

We **will not** accept bullying on school property, at school-related activities, on school buses, or in any other circumstances (e.g., online) where bullying has a negative effect on school climate.

#### 4. School Code of Conduct Rules

- Students must be allowed to learn;
- Teachers must be allowed to teach;
- The following behaviours are not acceptable for anyone in the school community:
  - physical, verbal, electronic, written or other means of sexual or psychological abuse (e.g., sarcasm, ridicule, humiliation)
  - Assault
  - bullying
  - actions motivated by hate, bias or discrimination (e.g., on grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability).
  - damage to property in the school environment (including school grounds, buses, trips.)

If you, your child or teen have been bullied, or have witnessed bullying, we want to know about it. Please report all incidents of bullying as soon as possible.

Contact your school principal or report the issue using [KPR's online Report IT! tool](#). Please include as much detail as possible, so that we can respond as quickly and as thoroughly as possible. If you or your child or teen is in immediate danger, call 911.

#### 5. School Code of Conduct Procedures

In alignment with our Police/School Board Protocol, school authorities have the right to search student school and personal property (such as, but not limited to lockers, desks, purses, backpacks, pockets etc.) without permission and without prior notice. This would normally occur when the person in authority felt there was reasonable grounds for suspicion that the student had something in their possession that was either stolen or posed a possible risk of harm to others at the school (example; drugs or weapons etc.)

Police may be contacted if the search reveals such an item. At C.S.S and C.O.I, school authorities will inspect lockers and personal belongings when there is a suspicion that the locker or belongings may contain any substance or item which may be injurious to the school

or members of the school community. Given the inherent risks associated with some educational trips and in the exercise of due diligence, school authorities reserve the right to inspect student belongings to ensure that students are properly prepared and to ensure that no substances, or items (including drugs, alcohol, items which are weapons or prohibited items) are included. Students attempting to bring any prohibited item or substance on a school trip may be denied the opportunity to participate in that trip and additionally, may be suspended from school.

Signs are posted that state visitor(s) must begin their visit at the office.

### **Dress Code**

We believe and know:

- How you dress is a reflection of yourself and your individuality; however, it is important that the way you dress does not disrespect yourself, others and the values of the school and society in general.
- The dress code for COS has been created in accordance with KPR's regulation ES-1.1.11 – Safe, Caring and Restorative Schools: Dress Code, the Ontario Education Act, the Ontario Human Rights Code, and the Canadian Charter of Rights and Freedoms.
- The dress code at COS recognizes the uniqueness of individuals, acknowledges respect for self and others and permits each student to actively participate in the learning environment. COS has an expectation that staff and students are dressed in appropriate attire to ensure a positive and safe learning environment. This requires adequate covering of the body, including secure shirts and bottoms, and appropriate footwear.
- Clothing or jewelry that promotes or symbolizes drugs, alcohol, or intoxication is not permitted.
- Clothing or jewelry that promotes, symbolizes, or incites discrimination in any form (e.g., racism, sexism, transphobia, homophobia, Islamophobia, etc.) is not permitted.

### **6. Community Threat Assessment Protocol**

KPRDSB also has a Community Threat Assessment Protocol (CTAP) in place with many local agencies and police services. When student behaviours pose a potential threat to safety or there is a risk of serious harm, the CTAP helps principals take immediate steps to protect student well-being and respond to threatening incidents. Please speak with the principal for further information on this protocol.

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

Staff make every effort to promote positive behaviour and create a safe, supportive school community. Consequences for unacceptable behavior are appropriate to the individual, the circumstances and the actions. CCSS uses progressive discipline, with a range of responses, supports and restorative practices. Consequences are firm, fair, clear and appropriate to the student's age and development, and mitigating factors are considered. Consequences will be most successful in changing student behaviour when combined with home support. Consequences may include one or more of the following:

- warnings,
- time-outs,
- time-owed,
- restricted privileges,

- apology,
- restitution (e.g., paying for damage, doing community service, etc.),
- suspension, and
- expulsion.

## 8. Suspensions and Expulsions

The following are grounds for **suspension**: (Suspension is from the school and lasts 1-20 days)

- a) Swearing at a teacher or at another person in a position of authority
- b) Uttering threats to inflict bodily harm on another person
- c) Possessing alcohol or illegal drugs
- d) Being under the influence of alcohol or illegal drugs
- e) Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school
- f) Assault
- g) Being involved in a physical altercation
- h) Engaging in another activity that, under Board policy, is one for which a suspension must be considered, such as:
  - inappropriate physical contact
  - persistent opposition to authority
  - use of profane or improper language
  - habitual neglect of duty
  - conduct injurious to the moral tone of the school or to the physical or emotional well-being of self or others (e.g., shoplifting during school day, possession of drug paraphernalia, taking a photo of a student / staff and distributing it, etc.)
- i) Bullying, harassment and/or cyber bullying.

**Bullying**, by definition, is aggressive and typically repeated behavior by a pupil where:

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

**Cyber-bullying** includes bullying by electronic means, including:

- creating a webpage in which the creator assumes the identity of another person

- *impersonating another person as the author of content posted on the internet*
- *communicating inappropriate material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals*

The following are grounds for **expulsion**:

- a) Possessing a weapon (including a firearm)
- b) Using a weapon to cause or threaten bodily harm to another person
- c) Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- d) Committing sexual assault
- e) Trafficking in weapons or in illegal drugs
- f) Committing robbery
- g) Bullying (if the student has been previously suspended for bullying and the student's continuing presence creates an unacceptable risk to the safety of another person)
- h) Any activity listed in subsection 306 (1) of the Education Act that is motivated by bias, prejudice or hate
- i) Giving alcohol to a minor
- j) Engaging in any other activity for which a student may be expelled in KPR board policy (including extensive damage to Board property or to goods on Board property).

# Attendance and Late Policy

We believe and know:

- Regular attendance is essential to student success.
- There are individual and confidential issues relating to student attendance that must be respected.
- Students who are eighteen or over are adults and will be given the opportunity to assume responsibilities regarding their attendance.

## **Policies and Procedures:**

Students must attend all classes and assemblies. Students must remain under the care and direct supervision of their classroom teacher.

- Parents/guardians are to use [School Messenger](#) to communicate absences, early departures or late arrivals to the school.
- Students involved in extra and co-curricular activities, including prom, are expected to perform to the best of their ability, which means: complete assignments, attend class, and demonstrate good conduct. Students must notify teachers in advance of any absences due to their participation in extra and co-curricular activities (subject to their teacher's approval).
- Students who skip classes without a valid reason will have communication with home and potential consequences with their teachers and/or administration.

## **LATENESS POLICY:**

We believe and know:

- Late entry to class is disruptive to the teaching/learning process.
- On-time attendance and preparedness is a habit essential for future employability.

## **Policy and Procedures:**

Arriving on time and being ready to work are essential skills for student success. All students are expected to arrive to class on time. If students are late, they will go directly to class, where the teacher will adjust their attendance to reflect the late arrival. Chronic lateness will result in consequences from teachers, parent/guardian contact and/or referral to administration. This could include detentions or removal of privileges within the school.

**10/10 rule** - In an effort to limit the amount of distractions at the start and end of classes, students are expected to remain in their class to support the instructional environment of all students. Students must remain in their classes for the first 10 minutes and last 10 minutes. Teachers will release one person at a time from their classes if students require a washroom break to reduce traffic and distractions in the halls.

# Schedule

Secondary Schedule		
	Week 1	Week 2
8:15	Warning Bell	Warning Bell
8:20-9:35	Period 1	Period 1
9:35-9:40	Travel time	Travel time
9:40 - 10:55	Period 2	Period 2
10:55-11:50	Lunch	Lunch
11:50-1:05	Period 3	Period 4
1:05-1:10	Travel time	Travel time
1:10-2:25	Period 4	Period 3

## Lunch Procedure

The school cafeteria is maintained to provide early morning snacks and lunch. In consideration of students who have a life-threatening orange allergy, it is important that we ensure that we are an orange-**free school**. Students are to deposit litter in the waste and recycle bins. Students are to keep the halls clear of garbage by using the garbage containers. Students are encouraged to bring garbage-less lunches to school and use personal water bottles.

Students are not permitted to congregate in the upper halls during lunch as there are intermediate classes running in that space during that time.

Use of food delivery services (i.e. UberEats, Skip the Dishes) are not permitted.

## Bathrooms for Students

In an effort to limit the amount of distractions at the start and end of classes, students are expected to remain in their class to support the instructional environment of all students. Students must remain in their classes for the first 10 minutes and last 10 minutes. Students should be using the washroom closest to their classroom to avoid distracting other classes by moving throughout the halls.

The new single stall, universal washrooms have been completed. They are located on the second floor. The washrooms are intended for one person at a time. Please respect the spaces and the improvement to the school that took place over the summer. Take care to leave the washroom in good condition. If the washroom doors are closed, they are in use. Wait for the next available washroom. Remember that vaping in the washrooms is illegal and could result in a fine of up to \$1000.

## Locks and Lockers

Lockers will be assigned by homeroom teachers on the first day of school. Lockers are assigned to students, but remain property of the school. Secure the locker assigned to you as you are responsible for what's in it. Do not share your combination with anyone other than your teacher. All lockers **MUST** be registered with the office.

## Intermediate Zone

There are two areas designated for intermediates only:

- Portables 1 - 4
- The north section of the upstairs hall (including the north staircase)

Secondary students are not to use the Intermediate hall or staircase.

## Being a Good Neighbour

Courtice Secondary prides itself on its relationships within and outside of the school. Many of the businesses in the community support our co-operative education department; are owned and staffed by people who have a connection to Courtice Secondary or they could be your future employers. It is important to recognize that when you are out in the community, you are representing yourself, your family and your high school. Your actions and your decisions when you are out in the community impact how others view all three. If you are at the complex, the plazas near the school, or even on the sidewalks in and around our school community, please:

- Treat everyone with respect
- Use good manners
- Be a kind human
- Care for the environment around you
- Make good choices

Avoid leaving litter, trespassing on property or damaging anything in the environment. Take care of the spaces and people that are connected to our Courtice Community.

## Spirit Package

**Student Card:** Students wishing to become involved in any activities must have a current student card. The student card has the student's picture, and birthdate clearly displayed so that it is a valid legal ID for all trips, teams, dances and community use. Photo package prices will be sent out to homerooms during the first few weeks of school and advertised throughout the school. All students will be required to have their photo taken for school records during picture day, but they are not required to purchase a picture package.

**Fees:** There are no longer fees charged for course workbooks or materials. All schools still charge for field trips within courses. Students are loaned textbooks and library books; if lost or damaged, students will pay the cost for replacing these materials.

**Extra-curricular sports teams:** minimum \$50.00 per team (for referees and transportation).

Students taking physical education courses in the 2023-2024 school year, specifically Healthy Active Living (PPL) and Personal Fitness (PAF) courses, may go online to purchase their Phys Ed uniform (custom performance shirt and shorts/leggings). Please see the attached flyer for details and the Webstore link. Families are encouraged to order early (by August 22) to ensure their order arrives by Semester One start up. Uniforms will be delivered to the school free of charge and distributed directly to students by their Physical Education teacher. We are happy to support any families needing financial assistance. Please reach out to Sherry Fernandes in Health and Physical Education at Courtice Secondary School ([sheriza\\_fernandes@kprdsb.ca](mailto:sheriza_fernandes@kprdsb.ca)).

Also on our school webstore, we have so many options for students to connect with their school community through Courtice Spirit Wear (hoodies, leggings, track pants, beanies, shirts, water bottles, and more). Show your Cougar Pride and get yours today! See flyer for details.

Phys ed uniform link: <https://bit.ly/3xL9oMh>

Spirit wear link: <https://bit.ly/2Vb3iH2>

**Courtice Secondary School  
Online Webstore  
PHYS ED UNIFORM**

2023-2024 Phys Ed Uniform for ALL grades consists of:

- ★ Black Performance T-shirt \$13.85
- ★ Black Performance Shorts \$20.75 OR
- Black leggings with Cougar logo \$47.50

Get your New PE Uniform Online before class starts!

LADIES STYLE      MENS STYLE

**TO PLACE YOUR ONLINE ORDER, GO TO:**

<https://bit.ly/3xL9oMh>

Applicable taxes will be added at checkout.

Order by August 2023 for free school delivery in September!

Additional School Spirit Wear Available at <https://bit.ly/2Vb3iH2>

**WILLOWDALE**  
ENTERTRAINING  
Apparel and Signs

## Valuables

The school will not be held responsible for valuables; therefore,

- Do not bring large sums of money or valuable personal items (such as jewelry, phones and electronic devices) to school.
- Do not carry wallets, cell phones, watches or jewelry to gym or fitness classes.
- Do not wear or carry outerwear to classes.
- Lock up bikes at racks in front of the school or by the tennis courts
- Use a reliable lock on your lockers and do not share your combination with anyone except the main office

## Student Parking

Students are reminded that parking on school property is a privilege, not a right. Students are encouraged to use school bus transportation since parking on school property is VERY LIMITED. Students are to park in the North parking lot furthest from the building. Students are expected to drive on school property in a safe and responsible manner. Students not adhering to safe driving practices will lose their parking privilege and may be charged by the police.

You must register your car to park in the student parking lot. Please complete [this form](#) with your vehicle information and the office will call you down to receive your parking pass for the year.

Note: School administration will not supervise students in their vehicles. Consequently, all parked vehicles must be vacated by students.

## Study Periods

Study periods are assigned to senior students only upon legitimate request. Study periods are to be used to support student efforts in assigned classes. Students who have an assigned study period on their timetable may leave the school premises or use the school facilities such as the LIBRARY or the CAFETERIA, or if available, a computer room. STUDENTS SHOULD NOT BE LOITERING IN HALLS. Students who do not use this time appropriately may be re-assigned by the Principal.

### **Re-Assigned Classes**

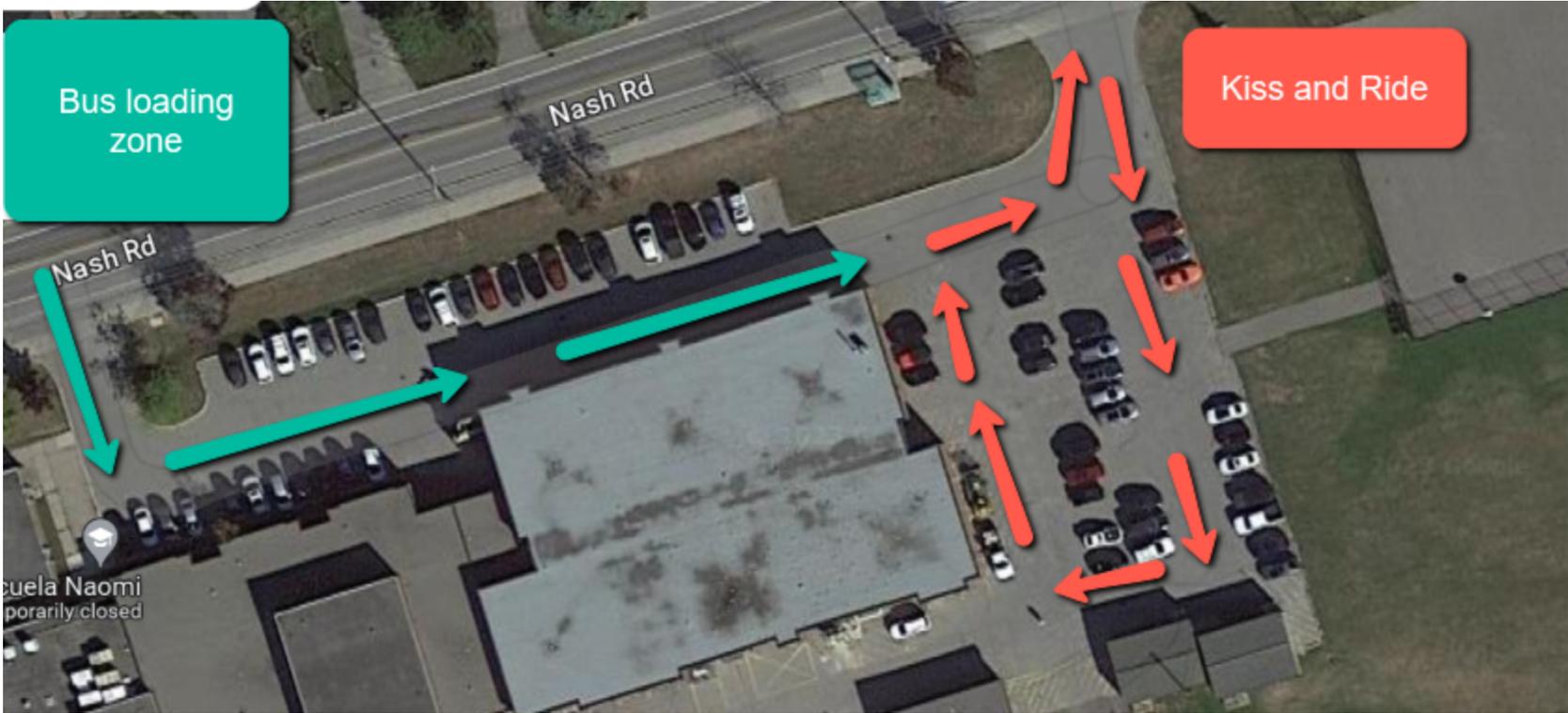
Occasionally senior classes may need to be re-assigned to independent study. Students must be in the LIBRARY during these occasions.

# Visitors

Visitors must sign in at the Main Office and be issued a guest pass. Student guests (family and/or friends) are not permitted to visit during school hours. Visitors must leave the school grounds if directed to do so by staff or administration.

# Kiss and Ride

Students are to be dropped off in the East Parking lot by the tennis courts before and after school. By-law officers will ticket those parked along the curb at the front of the school, as it is a no-stopping zone and a fire route. Please see the images below that illustrate the flow of traffic in the East Parking lot.



# Emergency Drills

## FIRE DRILLS

Each room has a posted fire exit route. When the fire alarm sounds, move quickly and quietly to the indicated exit. DO NOT RUN. Once outside, students are to remain in class groupings with their teacher. Move well away from the building and keep the roadways clear for emergency vehicles. There are six mandatory fire drills per school year.

## LOCKDOWN DRILLS

Two mandatory lockdown practices will take place during each school year. Students are to follow instructions from their teachers and from signs posted in classroom.

# Technology

## COMPUTERS

The computer can be a very valuable learning tool. KPRDSB provides a network of resources specifically developed to support the academic pursuits of its students. Students may only access files and programs that have been assigned by staff. Computer access is a privilege that will be revoked in cases of:

- a) Breach of Security - Security on any computer system is a high priority, especially when the system involves many users. Do not use or access another student's account. If you feel that you can identify a security problem on the network, promptly notify a teacher or administrator.
- b) Vandalism - Vandalism will result in the immediate cancellation of computer privileges. Vandalism is defined as any malicious attempt to harm or destroy computer hardware, software, data or networks. This includes, but is not limited to, the uploading or creation of computer viruses. Students may not download or use programs from external devices on the network. Any user who violates this condition is financially responsible for any repair costs to revert the network to its original state.
- c) Misuse - With the sole intention of education, computers used for alternate purposes will lead to loss of computer privileges. Running programs from USB devices or downloading music to the network is prohibited. Using the internet bandwidth inappropriately is also in violation of the KPRDSB Network Agreement. Using alternate web browsers and proxy servers to access internet resources is also forbidden. Students may not play online games, listen to or watch streamed media from the internet unless directed to do so by the teacher.
- d) Netiquette - Misconduct carried out over the internet –including Edsby- may be subject to school discipline, whether carried out at home, at a school or elsewhere. Students are NOT allowed to post photos, videos or derogatory remarks regarding their peers or staff. In addition, students cannot use cell phones in washrooms or change-rooms. Furthermore, students must use appropriate language when naming files on the school's computer network.
- e) Violations - Any violation of the above may result in the loss of computer privileges and/or school disciplinary actions.

[Link to KPR Acceptable Use Policy for Technology](#)

## CELL PHONE POLICY

The use of personal mobile devices during instructional time is permitted under the following circumstances:

- for educational purposes, as directed by an educator
- for health and medical purposes

- to support special education needs or accommodation needs as outlined in an IEP
- The privacy, dignity and safety of others must be maintained through the appropriate use of cell phones and devices. **Students may NOT take or post photos or videos of staff or students.**

If cell phones are a distraction to the student user or to peers, they will not be permitted in the classroom. This will involve a conversation with an administrator and parents/guardians to determine the best course of action to support academic success.

### **Digital Citizenship**

Digital literacy and citizenship skills are essential to the success of every student. Technology and online engagement play an important role in student learning and we are committed to preparing our students to participate positively, responsibly and safely in our digital communities that extend beyond the classroom.

#### *How to be a Good Digital Citizen?*

- Protect your private information and respect the privacy and security of others.
- Understand and manage your digital footprint responsibly, making good choices that reflect positively on your reputation and online identity.
- Engage in social media and online communities respectfully and inclusively.
- Tell an adult or report cyberbullying and other inappropriate online behaviours.

For additional information and resources, please visit this [link](#).

## Guidance

Students can book guidance appointments by contacting Ms. Hopkins via Edsby. Please send a message to book an appointment with a counselor.. This has been posted in Edsby in School Talk. Mrs. Kirkland and Ms. Stone are our guidance counselors. Students can book an appointment to change courses, inquire about post-secondary options such as apprenticeships, college, university or the workplace or inquire about many of our Specialist High Skills Major (SHSM) programs. We also assist students to seek help if they are experiencing mental health issues. You are never alone - we are always here to help.

### **DROPPING COURSES**

Senior students should be aware that in order to avoid having to remain in a course which they do not intend to complete, drops must be made before the deadlines which will be provided by the Guidance Department. Senior students wishing to drop a course they do not want appearing on the official transcript must complete the drop process within 5 school days after they receive the mid-term report card. Withdrawals made after the 5th day will remain on the transcript with the mark as it was at the time of withdrawal.

### **VOLUNTEER HOURS**

As part of the diploma requirements, students must complete 40 hours of community involvement activities. More information on the 40 hour requirement can be found in the Courtice Course Calendar that is pinned on the left side of Edsby School Talk. Forms for community hours can be either picked up in the guidance office, found on our website or are pinned on the left on the Edsby School Talk page. Completed forms must be handed in to the Guidance office. Students who are unsure about the appropriateness of their planned community involvement activities should speak with a counselor BEFORE you complete them to ensure that they qualify.

# Safe Schools Policies

## SMOKING POLICY

The Smoke-Free Ontario Act, 2017 prohibits the smoking of tobacco, the use of electronic cigarettes (e-cigarettes) to vape any substance, and the smoke of cannabis (medical and recreational) on school grounds or within 20 metres of any point on the perimeter of the grounds of the school.

Students are not to be:

- Holding/smoking lighted tobacco/cannabis, **and/or** using an electronic cigarette
- Selling/supplying tobacco/vapour products to a person who is less than 19 years old

Vaping of any kind will not be tolerated on school grounds. If a student is vaping, the device will be confiscated and that student will be sent home.

Violation of the Smoke-Free Ontario Act can result in the following fines:

- Smoking or holding lighted tobacco/cannabis, and/or using an electronic cigarette on school property (or within 20m of school property) carries a **minimum fine of \$305** up to a **maximum fine of \$1000** for a first offence.
- Selling/supplying tobacco products to a person who is less than 19 years old carries a **minimum fine of \$490** up to a **maximum fine of \$8000** for a first offence.
- Selling/supplying vapour products to a person who is less than 19 years old carries a **minimum fine of \$490** up to a **maximum fine of \$4000** for a first offence.

**\*Note that this provincial legislation applies to the school, the bus stops and the complex. Fines can be levied for smoking or using vapes in any of these areas.**

## DRUGS AND ALCOHOL POLICY

Any student in possession of, under the influence of, or distributing any alcohol or drug substance or paraphernalia will be subject to appropriate police action, suspension, and/or expulsion from Courtice Secondary School.

## SCHOOL DANCES

- A student on suspension the day of a dance will not be permitted to attend.
- No smoking is permitted at dances.
- Coats must be left in the designated area at the student's own risk.
- All lockers are out of bounds, including lockers in the dance area.
- Students are strongly discouraged from bringing valuables to the dance.
- The school will not be responsible for student property that is lost or missing.
- Once a student leaves the dance, he / she may not re-enter.

- Students will not be admitted into the dance after 7:30 p.m. If it is necessary for a student to arrive after 7:30 p.m. (work commitment), his/her ticket must be signed by an administrator by 3:00 p.m. on the day of the dance.
- Anyone suspected of intoxication before entering the dance won't be admitted and a phone call will be made to the parent/guardian to take them home.
- Any student who is found to have been drinking alcohol or partaking of illegal drugs prior to or during the dance will be suspended from school. Parents/guardians will be contacted and charges may be laid at the discretion of the Durham Regional Police.
- Prom Guests must complete a special Guest form (see main office) and have an interview with the vice principal or principal at least two weeks prior to the prom.

### **STUDENT RULES FOR ASSEMBLIES**

- Students must remain seated during the assembly.
- All students must remain in the gym/cafeteria for the duration of the assembly in their assigned area.
- Students must be respectful of presenters by remaining quiet and attentive.
- No food or drink allowed in the gym or cafeteria during assemblies.
- No public display of affection allowed during assemblies.
- No throwing of objects during assemblies.
- Cell phones and any other personal device must be shut down.
- Students who fail to comply with the above will be referred to the administration.

# Assessment and Evaluation Policy

We believe and know:

- All students can learn and achieve.
- Students learn differently and require a variety of learning experiences.
- Students require multiple opportunities to master their learning.
- Students need regular and up-to-date feedback in order to improve.

## **RATIONALE**

The intent of this policy is to promote communication among students, parents/guardians, and teachers by ensuring clear and consistent student assessment and evaluation practices at CCSS. Assessment and evaluation practices will be consistent with Ministry policy as outlined in Growing Success: Assessment, Evaluation & Reporting in Ontario Schools, 2010 and with Kawartha Pine Ridge Policy ES-4.1. Assessment and evaluation will be used to support student learning and to provide information to students, teachers, parents, and others about that learning. Assessment and evaluation practices are clear and consistent, and provide ongoing feedback to students and parents/guardians.

## **ASSESSMENT STRATEGIES**

A variety of strategies will be used to allow students the opportunity to demonstrate the full extent of their achievement of the curriculum expectations, across the four Achievement Chart categories (Knowledge/Understanding, Thinking/Inquiry, Communication, and Application). Marks will be determined by the collection of data gathered from a variety of assessment methods which may include: essays, oral examinations, tests/quizzes, worksheets, performance assessments and presentations, projects, portfolios, journals, demonstrations, role playing, debates, profiles, case studies, conferencing, discussions, research inquiries, labs, etc.

Teachers will make professional judgments on the assessment data collected and individual circumstances affecting students, including the accommodations and modifications outlined in a student's Individual Education Plan (I.E.P.). The Individual Education Plan will be implemented to address individual student learning needs.

## **GRADE DETERMINATION**

Each curriculum department will provide a common course outline for each course, which clearly states the breakdown of the term mark and final evaluations. The final grade in each course will be reported on the report card as a percentage grade and determined as follows:

- 70% of the grade will be based on evaluations conducted throughout the course (tests, performances, assignments, etc.). This portion of the grade will reflect the student's most consistent level of achievement throughout the course, although special consideration should be given to more recent evidence of achievement.

- 30% of the grade will be based on a final evaluation administered at or towards the end of the course. This evaluation will be based on one or a combination of the following: an examination, a performance, an essay, and/or other method of evaluation suitable to the course content.

### **Department Guidelines:**

Assessment and evaluation practices may vary according to the subject area. Subject departments may develop additional guidelines to achieve consistency within courses or within their departments. These additional guidelines may include the following:

- weighting categories
- weighting by type of activity
- weighting and nature of final examination or assessment
- use of common rubrics or scoring guides
- standard format for particular assignments (e.g., lab reports, oral presentations, etc.)
- common assessments.

### **LEARNING SKILLS**

The development and demonstration of strong, effective learning skills are critical to each student's achievement of curriculum expectations. As well, positive learning skills are essential for personal success in the workplace and post-secondary endeavors. Learning skills will be reported separately from percentage grades. Learning skills include the following:

- Responsibility
- Initiative
- Independent work
- Organization
- Collaboration
- Self-Regulation

The Progress Report Card specifically assesses these skills early in the semester to ensure the student is on the path to success.

### **COMMUNICATING AND REPORTING ACHIEVEMENT**

Courtice Secondary School teachers are committed to providing ongoing feedback to students and parents/guardians regarding progress in the subject areas studied. Students are expected to maintain a record of achievement in each class to personally track their success. If a student has any questions about his/her progress or a particular assessment, the protocol is: the student (and parents / guardians) should speak with the teacher first. Communication of student progress to parents will include a variety of the following: email or telephone contact or Edsby; a Progress Report, Mid-term and Final Report Card each quadmester; an opportunity for interviews with teachers on Parents' Night each semester; and the issuing of credit endangerment letters to students at risk in each semester. Parents are also welcome to contact subject teachers regarding student progress at any time.

### **EXTRA HELP**

Teachers may provide students with extra help or homework assistance at a variety of times throughout the school day. Students are encouraged to make use of any extra help sessions provided.

## **ACADEMIC HONESTY POLICY**

Students at Courtice are expected to demonstrate academic honesty and integrity in all work completed. It is in the best interests of each student to build habits which contribute to genuine academic, personal and social growth. Beginning in Grade 9, students will be taught the need for academic honesty, as well as how to document appropriately.

Incidents of plagiarism and cheating will be given serious consequences. Any student caught cheating on a quiz, test or exam may receive a mark of "0" (zero) on that quiz, test or exam. The student may be required to complete a second assessment in front of the teacher to demonstrate their learning. Students will not represent someone else's work as their own, and they will acknowledge their use of another's intellectual property through proper documentation. This policy includes use of Artificial Intelligence/Chat GPT to complete tasks instead of a student's original work/ideas.

### *Definitions*

*Plagiarism* is defined in the Kawartha Pine Ridge DSB's Assessment and Evaluation Policy as "using words, numbers, graphics, photos, music, ideas or any work of another as one's own without proper referencing. Students must always acknowledge others' work (writing, ideas, graphics, data, music, etc.) by citing sources, even those from the internet, correctly."

*Cheating* is defined in the Policy as, "dishonest behaviour or attempted dishonest behaviour during tests, examinations, or in the creation of assignments for evaluation." This includes use of AI programs such as ChatGPT to complete tasks.

### *Procedures*

When plagiarism is suspected, the teacher will keep the original work in question while reviewing the situation. In order to demonstrate clearly that the work is his or her own, the student must provide his or her sources to the teacher, as well as show the stages of research, such as developing and supporting a thesis, research notes, draft copies, and any other supporting materials. Teachers will continue to use "Turn It In" and AI detection software as part of our online platforms and to ensure submission of work that is accurately sourced.

Following review of the situation and depending on the scope and extent of the incident, one or more of the following steps will be taken:

- a. Teacher interviews the student (with parent/guardian as needed)
- b. Teacher must call and inform the parent/guardian of the results of the investigation and consequences of the student's actions. Administration must also be informed.
- c. Lead Teacher and/or school administrator reviews information and makes decisions regarding consequences.

### *Consequences*

Depending on the scope and extent of the incident, one or more of the following consequences will be applied:

- a. Oral or written warning or reprimand plus parent/guardian contact (under age 18)

- b. For anything other than a minor infraction, a written report, with course name, the nature and extent of the infraction and the consequences, will be made and kept on file for the duration of the student’s secondary school career.
- c. Any assignment or part of an assignment that is plagiarized or copied from someone else cannot be evaluated. This may result in a student not achieving course expectations. A make-up or re-write of the assignment may be required.
- d. In cases of a repeated offense and/or where it is a major assignment and/or the plagiarism is substantial and/or time lines prohibit other considerations, a mark of “0”(zero) may be recorded for the assignment.

*Appeals*

An appeal regarding consequences may be made to the Lead Teacher and school administrator who will jointly review the situation.

**EXAMINATION/EVALUATION DAYS**

According to the Ontario Schools: Kindergarten to Grade 12: Policy and Program Requirements (2011), “Thirty percent of the grade will be based on a final evaluation in the form of an examination, performance, essay, and/or other method of evaluation suitable to the course content and administered towards the end of the course.”

**Examination/Evaluation Schedule:**

The Kawartha Pine Ridge D.S.B. has assigned ten (10) exam/evaluation days to each secondary school to schedule into their school year calendar. All exams/evaluations are held in the morning, starting at 8:30 a.m.

Students in Grades 11 and 12 will be writing exams. Grades 9 and 10 will participate in culminating activities during these days. All students will be in the building. Please refer to the [SECONDARY SCHOOL CALENDAR](#) for the Secondary Exam Schedule:

**Unforeseen Events During the Examination Schedule:**

In the event of inclement weather, power failure or unforeseen situations that cancel an exam day, each exam day will simply roll over to the next. For example, if the period two examination scheduled for Friday doesn’t occur due to bus cancellations, the period two exam will be scheduled for the Monday (next available day). The period three exam will happen on the Tuesday, and the period 4 exam will happen on the Wednesday.



**2023-2024 School Year Calendar**  
Kawartha Pine Ridge District School Board

SEPTEMBER 2023							OCTOBER 2023							NOVEMBER 2023							DECEMBER 2023																		
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S												
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JANUARY 2024							FEBRUARY 2024							MARCH 2024							APRIL 2024																		
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MAY 2024							JUNE 2024						
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14	15	16	17	18	19	20	21	22	23	24	25	26	
27	28	29	30	31									

Secondary Exams days

**Alternative Arrangements for Final Evaluations/Examinations:**

When a student cannot complete the final evaluation as scheduled due to extraordinary circumstances (i.e., medical issues, bereavement), a parent/guardian (or the adult student 18 and older) must submit a written request to the principal. This needs to be (when possible) ahead of time so exams can be rearranged.

**Exemption from Final Evaluation:**

According to Ministry policy, students cannot be exempted from their final evaluation. Where a student cannot take advantage of alternative arrangements and does not participate in the required components of his/her evaluation, they may receive a mark of zero ("0") which will be weighted into their final grade.

**Reporting and Evaluation Timelines**

<b>Semester 1</b>	September 5, 2023 - February 1, 2024	<b>Progress Reports:</b> October 20 <b>IEPs:</b> Sent home for consultation within 30 business days of school start-up <b>Mid-term Report:</b> November 17 <b>Final Report:</b> February 13
<b>Semester 2</b>	February 6 - June 28, 2023	<b>Progress Reports:</b> March 22 <b>Mid-term Report:</b> April 25 <b>Final Report:</b> July 3

# COVID Protocols

## Mask Protocol

- Masks will no longer be required for students, staff and visitors in schools, school board offices and on student transportation. The new guidelines around mask wearing applies to all school boards in the province, and is a provincial directive.
- KPR schools are mask-friendly environments. **Our schools and worksites will remain safe and inclusive environments where everyone's personal choice about wearing masks is respected.** The government will continue to provide free masks and eye protection for schools.
- Individuals will still be required to wear a mask when they are a household contact/close contact of someone with COVID-19 or COVID symptoms. The [provincial school screening tool](#) has been updated to reflect this requirement.
- Under [current federal travel requirements](#), upon return from international travel, individuals must wear a mask in public spaces for 14 days (including schools and child care), and monitor for signs and symptoms of COVID-19.
- N95 & Medical masks continue to be available by the employer. Staff can choose to continue to wear masks if they would like to.
- Any staff, student or visitor who does not pass the screening procedures should not attend school and should follow the guidance provided in the screening tool. Most importantly, students and staff must not come to school when they are ill.

## Daily Screening

[Daily screening](#) is still required and extremely important to help keep schools safe. Please do not come to school/work when you are ill, and follow all of the other directions outlined in the school screening tool. Verification of daily screening is not required and KPR's Daily Screening Confirmation Form is no longer in use.

## Hand Hygiene and Respiratory Etiquette

Appropriate hand hygiene and respiratory etiquette will continue to be promoted and integrated throughout the school day.

## Enhanced Cleaning and Disinfecting

Schools will continue with enhanced cleaning protocols in place. Required supplies, such as disinfectant, will continue to be provided to school boards through the province.

## Ventilation Measures

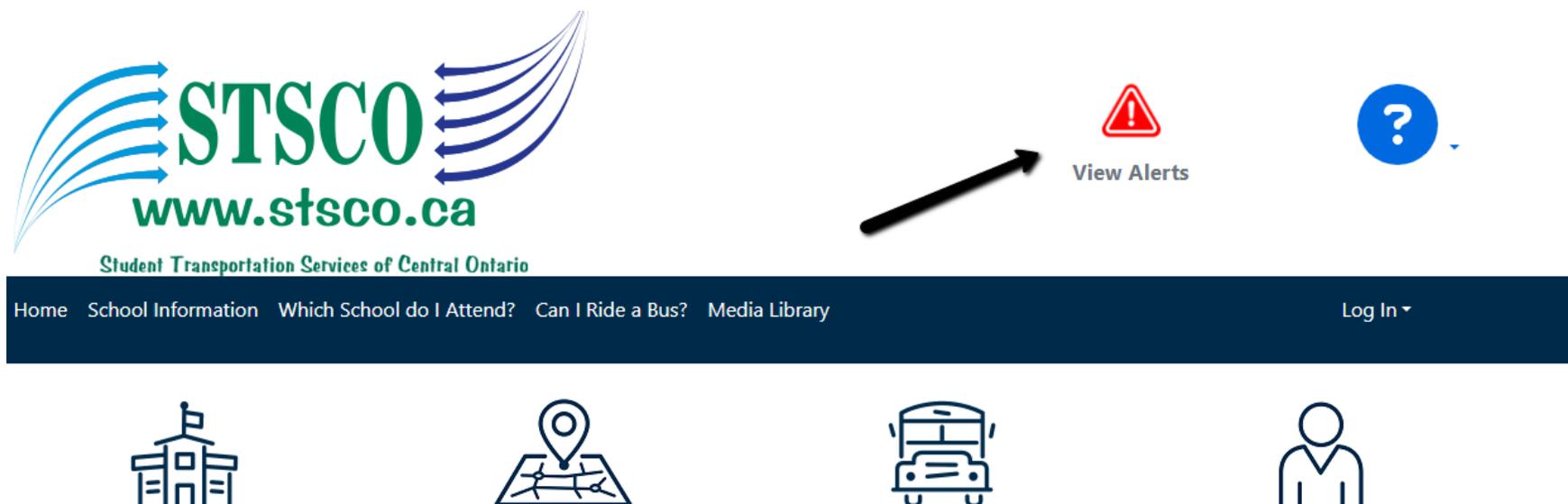
School boards will continue to implement ventilation best practices outlined in [2021:B14 School Ventilation](#). This includes use of standalone HEPA filter units in occupied Kindergarten classrooms and in all occupied learning spaces without mechanical ventilation.

## Updated Isolation Requirements

The [provincial school screening tool](#) has been updated. Please complete the screening each day to ensure whether it is safe for you to come to school.

## Inclement Weather Policy

- If buses are canceled, schools remain open
- Students on canceled buses should check Edsby and their online learning platform for the day's work
- Bus cancellation and delay information can be found on the [myBusPlanner](#) website under "View Alerts" or via Twitter @stsko\_ca



## School Bus Transportation Policy

We believe and know:

- Safety is always our main concern in transporting students.
- Student conduct on the bus is as important as conduct in any aspect of school life.

Buses are considered to be the property of KPRDSB and all rules of behaviour apply to students while being transported. School buses are provided to transport students from their designated bus stop to school and back to their designated stop. Students who walk to school shall not use school buses. Since riding the school bus is a privilege, students with inappropriate behaviour will be reported to the office and may lose bus privileges. In this event, parents will be required to provide their child's transportation to and from school.