
Century Secondary School

“Skills for Life”

Information Guide for Parents
2010 - 2011



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CENTURY SECONDARY SCHOOL

Mission Statement

We are dedicated to providing our students with a safe, caring environment. Our dynamic programs encourage personal growth, foster human dignity and develop literacy and technical skills required for successful employment. Working hand in hand with community resources, we are connecting your child with the world of work.

What We Believe...

1. We believe that the manner in which a student views himself/herself will have a direct and important bearing on success.
2. We believe that one of our most significant roles is to intentionally enhance the student's view of himself/herself as a learner and worthwhile person.
3. We believe that our task is to identify the unique skills and talents of all students and nurture their development.
4. We believe that learning will be more successful when the experiences have meaning for the student.
5. We believe that educational achievement and opportunity require the commitment of the Board, students, community, parents and each staff member.
6. We believe that the rate at which students acquire successful learning outcomes will vary, but the expectations for their success will not.
7. We believe that the best interests of students are the focus of all school personnel.
8. We believe that all students can learn, given sufficient time and appropriate support.
9. We believe that a student's rate of learning may vary from task to task.
10. We believe that any grouping that places students in situations where learning expectations and opportunities are limited is not acceptable.

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Bell Schedule:

8:15 am	Morning Bell Tone
8:20 – 8:25 am	“O Canada” and Announcements
8:25 – 9:41 am	Period 1
9:41 – 9:45 am	Bell Tone (Period Change)
9:45 – 11:01 am	Period 2
11:01 – 11:41 am	Bell Tone (Lunch)
11:41 – 11:45 am	Bell Tone (End of Lunch)
11:45 – 1:01 pm	Period 3
1:01 – 1:05 pm	Bell Tone (Period Change)
1:05 – 2:21 pm	Period 4



Important Dates: 2010-2011 School Year

Labour Day	Sept. 6
First Day of School	Sept. 7
Picture Day	Sept. 21
Picture retakes	Oct. 22
P. A. Day (no classes)	Sept. 2
Blood Drives	Sept. 29, Nov. 24, Mar. 2, Apr. 27
Thanksgiving Lunch	Oct. 9
Thanksgiving Holiday (no classes)	Oct. 11
Progress Report Day	Oct. 12
Parent-Teacher	Oct. 13
Semester Midpoint	Nov. 8
P. A. Day (no classes)	Nov. 12
Undergraduate Awards Banquet (5:30 pm)	TBA
Pancake Breakfast	Dec. 17
Holiday Break	Dec. 20 – Dec. 31
Grad Photos	Jan. 13 -14
Examination Days	Jan. 26 – Feb. 1
Semester 2 Begins	Feb. 2
P. A. Day (no classes)	Feb. 11
Progress Report Day	Mar. 8
Parent Teacher Interviews	Mar. 9
March Break	Mar. 14 – 18
P. A. Day (no classes)	Apr. 8
Good Friday (no classes)	Apr. 22
Easter Monday (no classes)	Apr. 25
Literacy Test (OSSLT)	Mar. 31
Semester Midpoint	Apr. 15
Victoria Day (no classes)	May 23
Examination Days	June 22 – 28
P. A. Days (no classes)	June 29 - 30
Graduation (7:00 pm)	TBA

GENERAL INFORMATION: REGULATIONS AND PROCEDURES

AFTER SCHOOL ACTIVITIES: Attendance in school is mandatory in order to participate in any after school activity (i.e. sports team, clubs etc.). Students cannot participate in these activities without teacher supervision.

AUTOMOBILES AND PARKING: Students may bring their car to school. The student parking lot is located near the gym entrance. The school assumes no responsibility for damage or loss to vehicles or their contents. Students are not to loiter in the parking lot or in their cars during the school day, including lunch. The student parking lot is not a social area for students.

BREAKFAST PROGRAM: At Century, we offer a breakfast program in the Cafeteria to students who want to have a healthy start to their day. The breakfast program operates from 7:50 to 8:10 am every morning at a cost of 25 cents per serving.

BUS TRANSPORTATION: Riding a school bus is a privilege and not a right of the student. Bus routes are set to service all students as safely and efficiently as possible. Bus stops are located in accordance with Board and Ministry guidelines. Alternate drop-off points are not available. Students are to be picked up at one designated stop and dropped off at one designated stop during the year. Other students and “friends” are not allowed on the bus. When inclement weather occurs and schools are to be closed or transportation routes delayed or canceled, an announcement will be made on local radio and TV stations. Students are expected to display respect, responsibility and citizenship while on any school bus. Smoking, eating or drinking while on the bus is strictly prohibited. Students will be held liable for any damages to seats or equipment. Any behavioral infractions will be reported to school administration by the bus driver.

CHANGE OF ADDRESS, TELEPHONE NUMBER or EMERGENCY CONTACT: Any student that has a change of address, telephone number or emergency contact must report this information to the Main Office.

COATS, JACKETS, PURSES, BAGS & BACKPACKS: Coats, jackets, purses, bags and backpacks are not allowed in the classroom as they represent a safety concern. These items are to be stored in student lockers during class time.

COMPUTER USE: Students are required to fill out and sign an Acceptable Computer Use Form. Students who use computers in an unacceptable manner (i.e. chat rooms, computer games, inappropriate websites, cyber bullying etc.) may be disciplined or lose the privilege of using a computer for an extended period of time.

DETENTIONS: A detention may be assigned by school administration. Detentions are to be served during lunch (11:01 - 11:20 am) in Room 105. Students may bring their lunch to detention or eat after serving the detention. While in the detention room, students are to sit and work quietly. Failure to serve a detention may lead to further disciplinary action.

FIGHTING/BULLYING/HARRASMENT/INTIMIDATION: All students have the right to be treated with courtesy and respect in a safe, enjoyable learning environment. All instances of fighting, bullying, harassment, intimidation must be reported to the nearest staff member or the Main Office. Students involved in such behaviors will be disciplined according to Board Policy.

FOOD & DRINK: All food and beverages are to be consumed in the Cafeteria or Huskey Den Hallway. Jackets and backpacks are not allowed in the serving area. Students are expected to clean up after eating their lunch. Students, who leave the school during lunch, are expected to dispose of all garbage and debris in a responsible manner.

GYM USE: The gym is available at lunch (11:05 – 11:35 am) for students wishing to participate in intramural sports and activities. Students cannot participate in these activities without teacher supervision.

HALLWAYS: Students are expected to show courtesy while walking quickly and quietly to class. To maintain the best learning environment possible, students are not to congregate or sit in the hallway during class time. Only students with hall passes can access the hallway during class time. Food or drinks are strictly prohibited in the hallways except for the Huskey Den Hallway.

LOCKERS: Each student will be assigned a locker during pre-registration. Lockers are provided for storage of personal property and school-related materials. Students are **not** to share lockers and must use a school issued lock. To ensure safety, it is important that students do not reveal their combination to anyone. Students are responsible for maintaining both the inside and outside of their locker and will be held responsible for any damages. Changes to locker assignments may be made only with permission from the Main Office. Students are encouraged to keep all money and valuable items at home. The school does not assume responsibility for personal property that is lost or stolen. There is no expectation of privacy when using a school locker.

LOST AND FOUND: Articles which have been found are to be taken to the Main Office where they can be claimed by the owner. The school assumes no responsibility for lost or stolen items. Students are encouraged to keep all valuable items at home.

PAGED TO THE OFFICE: Students that are paged to the Main Office must report as directed. Failure to report is a serious offence and may result in disciplinary action.

PAY TELEPHONE: A pay telephone is located outside the Main Office for student use. Students are not to access the pay telephone during class time or while proceeding to their next scheduled class.

PERSONAL COMMUNICATION and COMPUTING DEVICES (cellular phones, paging devices, laptops, NetBooks, etc.) and **PERSONAL MUSIC DEVICES** (MP3, iPods etc.) may be used in school buildings or on school grounds during instructional time **ONLY** when *permitted and supervised* by a staff member for educational purposes. Students may use these devices, in an acceptable manner, before school, during lunch time and after school. Century Secondary School is not responsible for any loss, damage or theft of personal communication, computing, or music devices or data residing on those devices before, during or after it has been brought to school and/or connected to the GECDSB guest network.

SENT OUT OF CLASS: Students that are sent out of class for any reason must wait by the classroom door for a Child and Youth Worker (CYW). The student will be counseled by the CYW and/or referred to a Vice-Principal. Students may **not** come to the office without a CYW.

SKATEBOARDS, ROLLER BLADES, HEELIES AND TRICK BIKES: Skateboards, roller blades, heelies and trick bicycles are not to be used on school property at any time.

SMOKING: According to Board Policy and the Smoke Free Ontario Act, smoking is not permitted on school property, the bus or at school sponsored events and activities. Students may be suspended from school for smoking.

SNOW & SNOWBALLS: Serious injuries can happen when students throw snowballs or loose snow. Students who throw loose snow or snowballs may be suspended from school.

STAFF ROOM: Students are not to access the Staff Room at any time. Students who wish to contact a teacher should seek assistance from the Main Office.

STUDENT FEES: Student fees are to be paid at the start of each school year. The fee is used to supplement the costs of a yearbook, student card, school lock, and student activities such as: clubs, dances, graduation, assemblies, athletic teams and student council.

STUDY PERIODS: Students with study periods (“spares”) are expected to spend this time on school work in the Library, the Cafeteria or outside the building. Students are not permitted to be in the halls or interrupt classes during ‘spares’.

TEAM UNIFORMS: Team uniforms are issued to students on a loan basis. Team uniforms remain the property of the school and must be returned at the end of the scheduled season. Students will be required to pay for any lost or damaged uniforms. Report cards, transcripts, diplomas or additional textbooks will be withheld until all outstanding items have been accounted for.

TEXTBOOKS: Textbooks are on loan to students. A replacement cost will be applied to lost or defaced books and to books that are returned in such poor condition that they are no longer useful. Report cards, transcripts, diplomas or additional textbooks will be withheld until all outstanding items have been accounted for.

TO AND FROM SCHOOL: Students who walk to school are expected to be respectful and courteous to our neighbors and their property. Please do not litter, loiter, or take shortcuts through our neighbors’ property.

VISITORS TO THE SCHOOL: By law, all visitors to the school must register in the Main Office. Visitors will be issued a Visitors Pass. If any person is seen in the building without a Visitors Pass, please inform a teacher or the Main Office.

DRESS CODE POLICY

Students at Century Secondary School are expected to take pride in their appearance by dressing cleanly, neatly and appropriately. In general, all clothing worn to school must be conducive to an academic environment. **Clothing or accessories containing inappropriate or objectionable pictures and/or words such as references to alcohol, drugs, profanity, obscene language, statements promoting violence, racism or illegal behavior, sex (including words or phrases with double meaning), or gender-offensive language are not acceptable.**

Torn or revealing clothing, sleeveless undershirts, muscle shirts, tube tops, halter tops, backless tops, spaghetti-straps, swim attire, pajamas, mesh or transparent clothing are not acceptable. All tops must reach pant or skirt line.

Wallet chains, “dog collar” bracelets, and/or metal studded wrist bands, chokers and similar adornments are not to be worn in the school.

Shorts and skirts must be between knee length and the tips of the fingers when arms are fully extended. Care must be taken to ensure that undergarments are not showing.

Sunglasses or dark glasses are not to be worn inside the building. Generally, outside jackets are not acceptable in any classroom at any time.

Specific dress requirements for technical classes, physical education classes and co-operative education will be outlined by your teacher. For health and safety reasons, shoes must be worn at all times. Sandals are not permitted in the technical shops and technical classrooms.

Head coverings such as hats, bandanas, hoods, kerchiefs, caps, head bands, toques, etc. are not to be worn in the building. If worn, it may be confiscated by any staff member and taken to the Main Office to be reclaimed at the end of the day or at a time designated by the Principal or Vice Principal.

This dress code policy must be adhered to at all times including field trips, sporting events and excursions to other school events. In all cases, any dispute regarding what is or is not appropriate, will be decided by school administration. **Students may be required to change any improper clothing at school, or if necessary, be sent home to change.**

ATTENDANCE POLICY

Regular attendance and punctuality are habits and qualities that are important in any work environment. It is also a legal requirement for students attending school. It is the student's responsibility to report to class on time, ready to learn with all appropriate materials (i.e. pencils, pens, calculators etc.) and books (i.e. textbooks, notebooks, etc).

CLASSROOM ATTENDANCE: Student attendance will be checked each period. Students may only be absent from class with prior permission from their parents/guardians.

LATE: Students who arrive after 8:30 am must report to the Main Office for a **STUDENT ADMIT SLIP**. Being late for reasons like: "I slept in," "I missed the bus," "I went out for lunch," etc. even with parental/guardian consent, are not acceptable. Students who arrive late to periods 2, 3 and 4 must report to their classroom teacher where it will be recorded with attendance. Parents will be notified with a message sent home through the attendance line. Detentions will be assigned for unexcused lates.

LEAVING SCHOOL: Students can leave school early provided they get permission from their parent/guardian. If the parent/guardian has written a note, it is the student's responsibility to submit that note to the Main Office prior to the start of the school day. The student will be issued a **PERMIT TO LEAVE SLIP** which is to be shown to the teacher at the start of the class during which they must leave. If the parent or guardian chooses to call in an absence, he/she must call the school and follow the prompts for the attendance line (accessed any time of day). Students, who leave school without permission from the Main Office, will be considered truant. A note brought in at a

later time to avoid possible consequences will not be accepted. Students who leave the school for part of the day and return must sign in at the Main Office. Students will be issued an **ADMIT SLIP** and are expected to proceed to their scheduled class.

ABSENT FROM SCHOOL: Students missing class time to work on assignments or to study for a test or an examination is not acceptable. **If a student is absent from school, the parent or guardian must call the school and follow the prompts for the attendance line, available 24 hours a day, and report the absence.** If the parent or guardian has contacted the school, the student does not need to report to the Main Office for an **ADMIT SLIP** on the day he/she returns to school. If the parent or guardian has not phoned the school, the student must bring in a note from them which states the reason for the absence on the day he/she returns to school. It is the student's responsibility to submit the note to the Main Office before the start of the school day. An **ADMIT SLIP** will be issued to students to show their teachers. **Students who fail to bring in a note will be assigned a detention until a note is submitted.**

TRUANCY: Students who are absent from school without permission are considered truant. A truant student may not be granted make-up tests or be given full credit for late assignments or missed homework. Once a pattern of truancy is established, parents will be notified to help resolve the problem. Should the pattern continue beyond this point the student may be suspended.

ILLNESS: If a student becomes ill during the school day, he/she must report to the Main Office. The parent/ guardian or emergency contact will be notified and arrangements will be made for the student's release from school.

AGE OF MAJORITY STUDENTS: Students who reach the age of 18 must complete an Age of Majority form. Such students will no longer require permission from a parent or guardian to be absent from school. However, they will be expected to attend school everyday and to follow attendance procedures in the event of an absence. Attendance and academic progress will be monitored by administration.

Did you know?

Students **must** attend school until they graduate or reach 18 years of age.

One way that parents can help their children to succeed in secondary school is to do everything possible to ensure their son or daughter attends each and every school day. The following fact sheet offers some ideas to help you, as a parent, to set the stage for regular school attendance.

What can parents do to support their teen in regular school attendance?

- Skipping classes or whole days can become a very difficult habit to change. Therefore, prevention is important. For most parents, the first hint they receive that their teen has skipped a class or a whole school day is when they receive a personal or automatic telephone message from the school. Many parents fail to take effective action at this time because their son or daughter explains that the report from the school was in error or that they were only late for class but the attendance had already been sent down.

If you **receive a message** from the school saying that your teen was absent, take it seriously. If the message was sent in error, you need to address the school's error. If your son or daughter was absent, and they deny that, you will not be able to have a meaningful conversation about their decision to skip school until you have the facts. Sometimes a phone call to the Attendance Secretary will provide the needed clarification. (insert attendance line number)

- Some teens find it very difficult to resist the temptation to miss class to hang out with friends or to avoid a difficult classroom situation such as a test. If your son or daughter admits to missing school, you need to engage him/her in a calm discussion related to the issue. It is helpful to ask questions rather than to lecture. There is probably nothing you can say that your teen hasn't heard before. When you ask questions, your teen is required to think through his or her decision.
- You might want to consider limiting your son or daughter's part-time employment. Research has shown that adolescents working more than 10 hours per week are at a higher risk of quitting school.
- Studies have shown that moving from one secondary school to another increases the risk of not graduating. If the move of a family home can be delayed until your teen graduates, great! If your son or daughter is not getting along with their peers, work to resolve that conflict rather than change schools.
- Encourage your teen to be involved in extra-curricular activities or community-based activities that build on his/her personal strengths and interests. Positive self-esteem is usually associated with good attendance and success in school.
- Memory and concentration are known to deteriorate when children (and even adults!) are tired. Make sure that your child has plenty of sleep with a bedtime appropriate for your child's age. Experts suggest that 4-6 year olds require 11 hours of sleep in every 24 hour period. Older children require 9 to 10 hours per night.

STUDENT SERVICES

Our guidance counselors are ready to assist students with course selection, timetable concerns and graduation requirements. Scholarship and financial assistance, post secondary applications and career exploration services are also available to students. Our guidance counselors are also available to help students understand and deal with personal issues. Referrals to our school social worker, psychologist or Learning Support Teacher as well as community support groups and agencies are made through our guidance counselors.

Our Learning Support Teacher (LST) assists students who have been identified by either the Special Education Conference Committee (SECC) or an IPRC (Identification, Placement and Review Committee) who require additional educational supports. Contact may be initiated by the LST or the student but it is the responsibility of the student to access the Learning Support Teacher for assistance as needed. The LST also writes the Individual Education Plan (IEP) for IPRC students to ensure their needs are being met through accommodations to their academic program.

Our Student Success Teacher (SST) works in conjunction with school administration, Learning Support Teacher, guidance counselors, teaching staff and other support staff, in the development of a school culture that is supportive of all adolescent learners and the program pathways they want to pursue. Our Student Success Teacher will develop and implement the necessary school and family of schools based strategies and mechanisms through which all students will have the opportunity to experience a successful outcome in education.

Our Change Your Future Program helps visible minority students achieve personal growth, realize their full academic potential, identify appropriate career options and academic direction, and develop job search and interview skills. Our CYF counselor builds meaningful relationships with students by providing the time, attention and advice that they might need in order to become contributing members of society.

SCHOOL LIBRARY

The Library at Century Secondary School is open between 8:00 a.m. and 3:00 p.m. Students are expected to work quietly while in the Library. While some interaction may be necessary to assist with the learning process, students are encouraged to remain considerate of others.

The Library offers a wide variety of best-selling paperbacks, hardcover fiction, non-fiction as well as reference books. Most materials may be signed out. Students are to return all borrowed books or materials on or before the assigned due date. Students will be held financially accountable for lost and/or damaged books or materials.

The computers in the Library are to be used for school-related assignments only. All students are required to fill out and sign an Acceptable Computer Use Form. Students who use computers in an unacceptable manner (i.e. Chat rooms or computer games) may be disciplined or lose the privilege to

use a computer for an extended period of time. To ensure the use of our Library computers, students are encouraged to book time at the Library desk in advance.

ASSESSMENT and EVALUATION

In an effort to promote system consistency in assessment and evaluation, a new policy has been developed collaboratively with administrators and teachers within the Greater Essex County District School Board. The policy supports the Greater Essex County District School Board's philosophy and mission to enable all students to reach their full potential.

COURSE INFORMATION SHEET: At the start of the each semester, students will receive a Course Information Sheet (CIS) from each of their subject teachers. The CIS will provide an overview of the course and identify what students will learn and how they will be assessed and evaluated.

HOMEWORK: Homework is assigned to give students the opportunity to put into practice the lessons learned during the day. While it is the responsibility of the school to provide appropriate and relevant homework, it is the student's responsibility to make certain that he/she understands what is required and that the assigned work is completed on time and to the best of their ability. Proper use of this planner will assist students in organizing their homework, assignments and tests. In general, students in Grades 9 and 10 should average between 1 to 1.5 hour's homework per night. Students in Grades 11 and 12 averages between 1.5 and 2 hour's homework per night. On some occasions such as a night before a test or the weekend before a major assignment is due, the homework load could be heavier.

EVALUATION INQUIRY: Students have the right to inquire when they believe that their work has not been accurately evaluated. The inquiry would normally go to the teacher concerned, and then proceed to the Department Head, then to the Vice Principal and finally to the Principal, if not resolved at an earlier stage.

OVERDUE (LATE) EVALUATIONS: It is the student's responsibility to submit work in a timely manner. If work is not submitted in a reasonable time frame, the teacher has the option of refusing to grade the work. For example, once the assignment has been evaluated and returned to the rest of the class, the teacher is no longer required to grade the late assignment. Teachers should accept the late assignment in order to provide feedback. Students who habitually submit late work are demonstrating poor Learning Skills. While this behavior will tend to affect a student's performance, tardiness is not necessarily an indication of poor achievement of the curriculum expectations.

MISSED EVALUATIONS: The procedure to make up a missed evaluation has been established for each department. Students who miss an evaluation due to extenuating circumstances are encouraged to meet with their teachers to discuss the situation. Students who fail to do so will receive an incomplete mark.

CHEATING AND PLAGIARISM: Students must be made aware of and held accountable for academic honesty. It is academically dishonest to take credit for any work, fact or idea that is not your own, or allow others to do so with your work. Academic dishonesty is an offence for which serious consequences will be imposed. Students who cheat or plagiarize will receive a grade of zero (0%) and will be subject to further disciplinary actions by school administration, including suspension.

PROGRESS REPORT CARDS (October and March): Students will receive two progress report cards during the school year. These reports will be based on the teacher's general assessment of the student's work on tests, assignments, class work etc. The primary purpose of these reports is to assist students, parents/guardians and teachers plan an appropriate course of action to help the student succeed.

STUDENT'S FINAL GRADE: The calculation of a student's final grade will be based on evidence of actual achievement of the curriculum expectations. A credit is granted and recorded for every course in which the student's grade is 50% or higher. The final grade for each course will be determined as follows:

- Seventy percent (70%) of the grade will be based on evaluations conducted throughout the course. This portion of the grade should reflect the student's most consistent level of achievement throughout the course, although special consideration should be given to more recent evidence of achievement.
- Thirty percent (30%) of the grade will be based on the Final Summative 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. This may be in the last 3-4 weeks in a semester course. Exemptions from the 30% Final Summative Evaluations are not permitted. Students who fail to submit or complete their Final Summative Evaluations will receive a mark of zero (0%) unless their absence is verified by a medical certificate, appropriately dated, which clearly states the medical necessity for their absence from school; or for compassionate grounds approved by the Principal.

PROVINCIAL REPORT CARD: Two Provincial Report Cards will be issued each semester: one approximately mid way through the semester and the other shortly after Final Summative Evaluations. Mid Term Provincial Report Cards will be sent home with the students. Final Provincial Report Cards will be mailed.

FULL DISCLOSURE: Full disclosure means that a formal record will be kept every time a course is taken in Gr. 11 or 12 regardless of the final mark (Ontario Student Transcript). In order to avoid a course and mark showing on a student's transcript, withdrawal from the course must occur in accordance with school procedures and within five instructional days from the issuance of the mid term Provincial Report Card.

SUSPENDED STUDENTS: Students who are suspended from school jeopardize their opportunity to be assessed and evaluated by their classroom teachers. Students that are suspended from school must meet with their teachers to discuss this situation. Students who fail to do so will receive an incomplete mark.

SUMMER SCHOOL: Students can upgrade up to 2 courses at summer school provided the regular school marks are high enough (35% +) and that all requirements for the course including writing the final examination have been met. Students can also earn a full credit course at summer school provided they have the necessary pre-requisite course. Applications for summer school are available in the Guidance Office. Meeting summer school deadlines is the responsibility of the student.

EXTRA - CURRICULAR ACTIVITY POLICY

The Greater Essex County District School Board values the important role that extra-curricular activities play in the development of our students. Activities provided by our schools are meant to complement and enhance the academic program so that all students have an opportunity to enjoy a well-rounded educational experience. Extra-curricular programs are a privilege for students to enrich their school lives.

Students who wish to participate in extra-curricular activities are subject to the expectations and standards outlined in the new Greater Essex County District School Board policy and that of any policies, expectations and standards found within the governing sport bodies: WECSSAA, SWOSSAA and OFSAA. The criteria for eligibility in extra-curricular activities include the following three areas:

Academics: Although there is not a set average to determine eligibility, it is expected that all student participants strive towards academic success. School administration will review the eligibility of any student failing 1 or more course. IPRC and SECC students may be exempted by the principal. Reviews will be held prior to major sports season and will be based on the last full report. Interim progress reports may also be used to determine eligibility. For all fall activities, the previous year's results will be used. In the event that a student was successful at summer school in a course failed during the previous academic year, the failure will be considered a passing course. Elementary marks will not determine a student's first eligibility in high school.

Citizenship: Student participants must be in good standing (i.e. behavior and deportment etc.) at the school as outlined in the pages of the school's current student planner.

Attendance: Student participants are required to attend all classes and arrive to class on time. Unacceptable attendance and punctuality may cause a student to be deemed ineligible. Excessive absences and/or unexcused absences will not be tolerated. Student participants must attend school for the full day on game days in order to play.

Based on the criteria outlined above, school administration will declare a student eligible or ineligible.

- a) Eligible – The student has met all three criteria and is therefore eligible to participate in all organized extra-curricular activities or events. If the student fails to maintain any one of the three eligibility criteria during the term, the student will be immediately declared ineligible.

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- b) Ineligible – The student has not met one or more of the criteria and is unable to participate in any extra-curricular activities during the present term. Should the student improve and meet all three criteria, the student may be declared eligible pending a written appeal to the Principal.

Appeal Process: Students that have been declared ineligible due to extenuating circumstances may appeal their eligibility in writing to the Principal. Once the appeal is received it will be reviewed by school administration and a final decision will be made. Students may be deemed to remain ineligible or eligible for participation in the extra-curricular activity.

Greater Essex County District School Board - General Safety Rules.

An O.S.B.I.E. “Technological Equipment Safety & Operation Form” shall be signed by each student after he/she has been instructed by the teacher in the operation of the equipment and machinery.

1. All injuries must be reported to the teacher. (No matter how small)
2. Students must report all physical disabilities, medical problems, or allergies which affect their class performance to the teacher.
3. Students must report to the teacher in charge when he/she is under the influence of prescription or nonprescription drugs and/or alcohol.
4. Shop equipment or machinery must not be operated without teachers’ prior instruction & permission. (Students will demonstrate the safe operation of shop equipment or machinery to the teacher.)
5. Safety guards on all machines must be in their proper position when operating the machine.
6. Damaged or malfunctioning equipment must be reported to the teacher immediately.
7. Appropriate protective clothing must be worn in the shops (wear proper footwear, aprons, sleeves, hard hats etc., no shorts or sandals).
8. Students must wear suitable headgear- capable of confining long hair close to the head.
9. Students must not be in possession of disposable butane lighter in shop classes.
10. Students must not operate power machinery or equipment while wearing loose clothing.
11. Eye protection must be worn when required in the various shops/classrooms.
12. One person shall operate a machine or power tool at any given time.
13. The right tool must be used for the right job.
14. Students must know the location of all emergency stop buttons.
15. Running in the shop/classroom is prohibited.
16. Throwing of any objects is strictly forbidden.
17. Fooling or horseplay in the shop/classroom is prohibited.
18. Do not distract students from the job they are performing.
19. Unsafe or hazardous conditions within the shop/classroom must be reported to the teacher immediately.
20. Compressed air must not be used to blow off dust from your body or clothes.
21. Use only liquids or chemicals that you have been authorized to use.
22. Know how to read a W.H.M.I.S. label on unfamiliar liquid containers.
23. Good housekeeping procedures must be practiced in all shop classes to ensure the safety of all students.

SAFE SCHOOL LEGISLATION

Century Secondary School adopts as its Code of Conduct, the Code of Conduct for the Greater Essex County District School Board. All participants involved in the Greater Essex County District School Board - students, parents or guardians, volunteers, visitors, teachers and other staff members - are included in this Code of Conduct whether they are on school property, on school buses, at bus transfer points, at school-authorized events or activities, or in other circumstances where engaging in the activity will have an impact on the school climate. All persons are responsible to the school principal or his/her designate, with regard to conduct, on or off school property, which has a harmful effect on the school, its participants or on the school climate.

The staff, student and community of Century Secondary School believe that schools and school board organizations should promote responsibility, respect, civility and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted.

The staff, students and community of Century Secondary School adopt as its Code of Conduct, the Code of Conduct for the Greater Essex County District School Board and the Provincial Code of Conduct. The following guiding principles of the Code as described in Section 301 (2) of the Education Amendment Act (Progressive Discipline and School Safety), 2007 are:

1. To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
4. To encourage the use of non-violent means to resolve conflict.
5. To promote the safety of people in the schools.
6. To prohibit the use of alcohol, illegal drugs and restricted drugs.

Century Secondary School is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put the safety of others or oneself at risk. At Century Secondary School we believe in the following statement: **Responsibility + Respect = Results**

THE GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD CODE OF CONDUCT

The Greater Essex County District School Board adopts as its own code, the Provincial Code of Conduct. Following are the purposes of the Provincial Code of Conduct as described in Section 301 (2) of the Education Amendment Act (Progressive Discipline and School Safety), 2007.

Purposes of the Code

Subsection 301(1) of Part XIII of the Education Act states that “the Minister may establish a code of conduct governing the behavior of all persons in schools”. Subsection 301(2) sets out the purposes of this provincial code of conduct, as follows:

1. To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
4. To encourage the use of non-violent means to resolve conflict.
5. To promote the safety of people in the schools.
6. To discourage the use of alcohol and illegal drugs.

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 their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, 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;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or at another person in a position of authority.

Safety

All members of the school community must not:

- engage in bullying behaviors;
- commit sexual assault;
- traffic weapons or illegal drugs;

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- give alcohol to a minor;
 - commit robbery;
 - be in possession of any weapon, including firearms;
 - use any object to threaten or intimidate another person;
 - cause injury to any person with an object;
 - be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
 - inflict or encourage others to inflict bodily harm on another person;
 - engage in hate propaganda and other forms of behavior 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.

ROLES AND RESPONSIBILITIES

School Boards

School boards provide direction to their schools to ensure opportunity, academic excellence, and accountability in the education system. It is the responsibility of school boards to:

- develop policies that set out how their schools will implement and enforce the provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;
- review these policies regularly with students, staff, parents, volunteers, and the community;
- seek input from school councils, their Parent Involvement Committee, their Special Education Advisory Committee, parents, students, staff members, and the school community;
- establish a process that clearly communicates the provincial Code of Conduct and school board codes of conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;
- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety;
- provide opportunities for all of the staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment.

Wherever possible, boards should collaborate to provide coordinated prevention and intervention programs and services, and should endeavour to share effective practices.

Principals

Under the direction of their school boards, principals take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
- holding everyone under their authority accountable for his or her behavior and actions;
- empowering students to be positive leaders in their school and community;

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- communicating regularly and meaningfully with all members of their school community.

Teachers and Other School Staff Members

Under the leadership of their principals, teachers and other school staff members maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behavior. As role models, teachers and school staff uphold these high standards when they:

- help students work to their full potential and develop their sense of self-worth
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behavior for all students;
- demonstrate respect for all students, staff, parents, volunteers, and the members of the school community;
- prepare students for the full responsibilities of citizenship.

Students

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

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

Parents

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

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed, and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- show that they are familiar with the provincial Code of Conduct, the board's code of conduct, and school rules;
- encourage and assist their child in following the rules of behavior;
- assist school staff in dealing with disciplinary issues involving their child.

Community Partners and the Police

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

The police play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model that was developed by the Ministry of the Solicitor General and the Ministry of Education.

SUSPENSIONS AND EXPULSIONS

Suspension of Students

When a principal's investigation of an incident, which should include consultation with the adult student or the student's parent/guardian and student, determines that a student has committed one or more infractions outlined below on school property, during a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate, a principal will consider whether that student should be suspended, taking into account any mitigating and other factors that might be applicable in the circumstances.

The principal will also contact the police consistent with the Police-School Board Protocol if the infraction the student is suspected of committing requires such contact.

The infractions for which a suspension may be imposed by the principal include:

- Uttering a threat to inflict serious bodily harm on another person;
- Possessing alcohol, illegal and/ or restricted drugs;
- Being under the influence of alcohol;
- Swearing at a teacher or at another person in a position of authority;
- Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school;
- Bullying;
- Any act considered by the principal to be injurious to the moral tone of the school;
- Any act considered by the principal to be injurious to the physical or mental well-being of any member of the school community; or
- Any act considered by the principal to be contrary to the Board or school Code of Conduct.

A student may be suspended only once for any one instance of an infraction and may be suspended for a minimum of one (1) school day and a maximum of twenty (20) school days.

Before deciding whether to impose a suspension, or some other form of discipline, a principal will make every effort to consult with the student, where appropriate, and the student's parent(s)/guardian(s) (if the student is not an adult student) to identify whether any mitigating and/or other factors might apply in the circumstances.

Expulsion of Students

Subject to the “Factors to Consider Before Deciding to Impose a Suspension” below, reasonable grounds to believe that a student has committed one or more infractions outlined below on school property, during a school related activity or event, and/or in circumstances where the infraction has an impact on the school climate, the principal will suspend a student.

The principal will also contact the police consistent with the Police-School Board Protocol if the infraction the student is suspected of committing requires such contact. When in doubt, the principal will consult with the School Superintendent.

The enumerated activities are:

- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Trafficking in weapons, illegal and/or restricted drugs;
- Committing robbery;
- Giving alcohol to a minor;
- An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others;
- A pattern of behavior that is so inappropriate that the student's continued presence is injurious to the effective learning and/or working environment of others;
- Activities engaged in by the student on or off school property that cause the student's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;
- Activities engaged in by the student on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property;
- The student has demonstrated through a pattern of behavior that s/he has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behavior which would enable him or her to prosper; or
- Any act considered by the principal to be a serious violation of the Board or school Code of Conduct.

When deciding whether or not to impose a suspension pending a possible recommendation for expulsion, the principal will make every effort to consult with the student, where appropriate, and the student’s parent/guardian, if the student is not an adult student, to identify whether any mitigating factors might apply in the circumstances.

Principal’s Investigation Pending Expulsion:

The Principal will conduct an investigation promptly following the suspension of the student to determine whether to recommend to the Tribunal that the student be expelled.

STUDENT SEARCH POLICY: To maintain proper order and discipline in the school, the Principal and/or Vice Principal, who has reasonable grounds to do so, may conduct a search of a student's clothing, possessions or any area (desk, locker, backpack etc.) where his/her possessions may be stored.

Where there are reasonable grounds to believe that a student is carrying a gun or some other dangerous weapon or is in possession of or is distributing an illegal narcotic (including marijuana) the Principal and/or Vice Principal may decide to:

- Search lockers and personal property
- Have the student empty and turn out pockets, remove outer clothing and remove shoes and socks
- Call in the proper authorities if a more intrusive search is deemed necessary
- Notify their immediate supervisor and parent/guardian in a timely fashion of the action they have taken.

Where there are reasonable grounds to believe that illegal narcotics (including marijuana) are stored on school property, the Principal, in consultation with his/her Superintendent may enlist the assistance of a canine unit to search Board property under the supervision of the appropriate police services personnel.

Where there are reasonable grounds to believe that a student is in possession of stolen property, pornographic material or hate literature the Principal and/or Vice Principal may decide to:

- Search lockers and personal property
- Have the student empty and turn out pockets, remove outer clothing and remove shoes and socks
- Call in the proper authorities if they deem a more intrusive search is deemed necessary
- Notify their immediate supervisor and parent/guardian in a timely fashion of the action they have taken.

STUDENT'S EMERGENCY RESPONSE

ACCIDENTS AT SCHOOL: If a student is injured at school, or on school board property, the student is expected to report the injury immediately to the teacher in charge or to the Main Office. An ACCIDENT FORM must be completed by the supervising teacher. If the Main Office is closed, students are to call 911 and give the name of the school and the location of the injured or ill person.

FIRE DRILL PROCEDURES: A fire evacuation route is posted in each room. When the fire alarm sounds, students are to leave the building immediately by the designated exit. All doors and windows must be closed by the last person leaving the room. All occupants of the building must evacuate the premises. Once out of the building, students are to report to their designated area where your teacher will take attendance. Stay with your teacher until you are instructed to re-enter the building.

INCLEMENT WEATHER AND EMERGENCY CLOSING: On occasion, severe weather during the winter months may interrupt busing schedules and/or force a school closing. Any decision made

that would affect either the bus schedule or the operation of the school is made at the Board level. Do not contact the school. Please listen to the following radio or TV stations for direction or check the board's web page at <http://www.gecdsb.on.ca>

AM Stations: CBE – 1550, CBEF – 540, CFCO - 630, CKWW - 580, CKLW - 800

FM Stations: CHYR - 96.7, CKLW - 93.9, CIMX - 88.7, CKUE 100.7

TV Stations: CBC TV – Ch. 9, A Channel News – Ch. 16

COMMUNITY AGENCIES AVAILABLE FOR STUDENT SUPPORT

Adolescent Crisis Centre.....	519-252-2720 (24 hours)
Alateen.....	519-252-8474
Alcoholics Anonymous.....	519-256-9975
Alive! Canada.....	519-973-4411 Ext. 3265
Canadian Mental Health Association.....	519-255-7440
Centre for Addiction & Mental Health.....	1-800-463-6273
Children's Aid Society.....	519-252-1171 or 519-326-3172 or 1-800-265-5609
Crisis Pregnancy Centre.....	519-973-0150
Community Crisis Centre (16+ emotional or psychiatric).....	519-973-4435
Distress Centre of Windsor-Essex County.....	519-256-5000
Essex County Crisis Intervention Program.....	519-736-0255(Mon-Fri, 9-5pm)
Essex County Social Services.....	519-776-4281/519-726-5025/ 519-839-5288
Help Link.....	519-257-5437
House of Sophrosyne.....	519-252-2711
Inn of Windsor.....	519-252-7768
John Howard Society.....	519-252-3461
Kids Help Phone – Crisis Line.....	1-800-668-6868
Kids Griefworks.....	519-255-7440
Sexual Assault Crisis Centre.....	519-253-3100
Teen Health Centre.....	519-253-8481
Windsor Essex County Health Unit.....	519-258-2146

NEW Mental Health Website:

The Greater Essex County District School Board, Windsor Regional Children's Centre, Windsor Essex Catholic District School Board, and John McGivney Children's Centre have worked together to develop an internet-based resource on mental health. The purpose of this website is to provide students, staff and parents with up-to-date information on various mental health conditions, board and community resources, and other pertinent community information. Please visit this website at:

www.werkidsmentalhealth.com