

STUDENT HANDBOOK 2011-2012

Mrs. M. Nantais: Principal
Mr. R. Reid: Vice-Principal
Mrs. D. Salinitri: Vice-Principal

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Website Address:
www.gecdsb.on.ca/sub/schools/second/massey/

THIS AGENDA BELONGS TO:

NAME: _____

ADDRESS: _____

PHONE: _____

Semester 1 Homeroom: _____

Semester 2 Homeroom: _____

REGULAR DAY SCHEDULE

<u>Period</u>	<u>Start</u>	<u>End</u>
1	8:46	9:29
2	9:33	10:11
3	10:15	10:53
4	10:57	11:35
5 (Sr. Lunch)	11:39	12:17
6 (Jr. Lunch)	12:22	1:00
7	1:04	1:42
8	1:46	2:24
9	2:28	3:06

SCHOOL DEPARTMENT HEADS

<u>Arts</u> : Mr. W. Szeverenyi	<u>Modern Languages</u> : Ms. J. Kaufman
<u>Business</u> : Mr. R. Ferrara	<u>Physical Education</u> : Mr. C. Thomson
<u>Community Living</u> : Miss C. Kennedy	<u>Science</u> : Mrs. P. Mohan
<u>English</u> : Mr. Jason Lynn	<u>Social Sciences/Humanities</u> : Mr. M. Biggley
<u>Guidance</u> : Mrs. N. Smyth	<u>Technological Studies</u> : Mr. P. Hoenig
<u>Math</u> : Mr. M. Baglole	

MASSEY STUDENT COUNCIL 2011-2012

Prime Minister: Nadine Habib	Grade 12 Representatives:
Deputy Prime Minister: Kim Wachockier	Henry Cheng
Governor General: Maya Trajkovski	Zach Ezwawi
Minister of Athletics: Abe Chaudry	Noah Lewis
Minister of Promotions: Wanchen Yao	Roxana Rangel
Minister of Events: Frank Varga	Grade 11 Representatives:
Minister of Finance: Ramit Saraswat	Madison Moore
Secretary General: Karren Wang	Hannah Girdler
Teacher Sponsors:	Casey Boroski
Ms. Leonardi	Dragos Chiriac
Mr. Gatt	Grade 10 Representative:
	Cindy Liu
	Yu Qi Sun

ATTENDANCE POLICY

Vincent Massey Secondary School has always stressed the importance of attendance, participation, citizenship, and being on time. All contribute to current and future student success. Attendance is checked each period and is tracked carefully throughout the day. The following procedures are used at Vincent Massey:

Absences from Class

1. If a student is absent from school, a parent/legal guardian must contact the school that day or send a note explaining the reason for their son/daughter's absence the following day.
2. If a phone call is made, the parent/legal guardian can call the **school (969-2530 Ext. 1)** and leave a message regarding the absence. Please be sure to spell the first and last name of your son/daughter and indicate the reason for their absence. In addition, please leave a phone number where we can contact you.
3. If a note is submitted, please indicate your son/daughter's first and last name and the reason for their absence. Please date the note and indicate the date of the absence(s). The student must report to the Attendance Office with the note. An admit slip will be issued to the student and will be used as admission to classes for the remainder of that day. If the student does not have a note, she/he will be marked truant and assigned detention(s).
4. Forged documents and/or parent/guardian impersonations via phone contact are a serious violation of trust and will result in disciplinary action.
5. A truant student will not be granted make-up tests or be given full credit for late assignments or missed homework.
6. 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.

7. If the student must leave the school early or for part of the day, parents must send a note excusing the student from classes. Students must get an excusal slip before 8:30 a.m. and present this to the teacher before leaving the building. If a student leaves the building without permission from the attendance office, the student will be considered truant.
8. If a student should become ill, she/he must report to the Attendance Office. The parent, guardian or emergency contact will be notified and arrangements will be made for his/her release from school.
9. Students who reach the age of 18 may sign their own notes but they will be held accountable for their attendance and academic progress. Once a student has signed out 10 times during the entire school year; medical, dental or legal documentation will be required for future absences. If attendance becomes a concern, the student will have to report to the Vice-Principal and progressive discipline will be used.
10. Explained absences due to field trips, hospitalization, illness or school activities are recorded as explained absences.

School Sanctioned Event

A student must be at school for a minimum of a half day with parental approval in order to participate in a school sanctioned event after school unless the Vice-Principal or Principal has approved the absence.

LATES

Students who arrive late to class Period 1 must report directly to the Attendance Office for a LATE SLIP. Being late for reasons like: "I slept in", "I missed the bus", "I went for lunch", etc...even with parental/guardian consent, are not acceptable. The late slip must be handed to the Period 1 teacher.

Students who arrive late for all other periods of the day will be counselled by their classroom teacher for the first 4 lates. On the 5th late, the student will not be permitted into class and will be sent to the Attendance Office to be counselled by the Vice Principal using a Late/Social Agreement (detentions, in school withdrawal, suspensions). Parents will be contacted to assist in resolving the issue. Should the problem persist progressive discipline will be used.

Classroom Attendance

Your attendance is checked each period of each school day. You may not be absent from a class without prior permission.

STUDENT SERVICES

ATTENDANCE AND MAIN OFFICE – The Attendance and Main Offices are business work areas. The office staff is ready to assist students with issues and concerns as they arise. Students are expected to be polite, quiet, respectful and co-operative.

GUIDANCE – The Guidance Department assists in all aspects of a student's growth and development. Guidance Teachers are available to help 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. Guidance Teachers are also available to help students understand and deal with personal problems. Referrals to our school social worker, psychologist or learning support teacher as well as community support groups and agencies are made through the Guidance Department.

"We R Kids" Mental Health Website -- is a portal developed to assist in searching key services, supports and resources in the area of mental health for children and youth living in Windsor and Essex County. This website has been made possible through the 'Support Student Leadership Initiative' (SSLI), a collaborative project between the Ministry of Education and the Ministry of Children and Youth Services. This website is designed to raise awareness of services, supports and resources for children and youth experiencing issues with mental health in our community.
<http://www.werkidsmentalhealth.ca/>

LIBRARY – All materials in the MUSTANG LIBRARY are carefully chosen to support the curriculum taught in class. Our librarian is ready to assist any student in selecting and using books or audio visual materials. Computer assistance is also available for students who require it. Students are encouraged to use our library and to make reading a part of every day.

We encourage students to work respectfully and collaboratively. Appropriate use of technology (laptops, ipods, headphones, podcasting etc...) is expected. Students on spare are required to display a spare pass. Students excused from class to work in the library will require a teacher provided and signed Library slip. Card playing, food and excessive noise/socializing is not acceptable. Students not adhering to the expectations will be asked to leave the library.

GENERAL INFORMATION REGULATIONS AND PROCEDURES

ACCIDENTS – An accident that occurs under the supervision of a teacher is to be reported immediately to the teacher. All accidents must be reported to the office as soon as possible. This includes any accidents occurring on school property or during school sponsored events at other sites. An accident report must be fully completed and duly submitted to the administration. Any injuries sustained due to physical confrontation must be reported to the Main Office.

ADDRESS CHANGE – Students must inform the Main Office immediately of any change of address, phone number or legal guardian.

ALCOHOL, DRUGS AND WEAPONS – Any student under the influence or in possession of alcohol, drugs or weapons while on school property and/or attending any school function (dances, prom, fashion show, sports events, etc.) is automatically suspended pending completion of an investigation which may lead to expulsion. There may be police involvement depending on the nature of the offence.

ASSEMBLIES – Assemblies will be held for special events throughout the school year. Students are required to enter and leave assemblies in an orderly fashion. During the assembly, students must behave, expressing approval in an appropriate manner, and respect the presenter(s) at all times. Attendance will be taken before and after assemblies. Students will enter the gym/cafeteria with their classroom teacher and then be seated with him/her.

CAFETERIA AND LUNCH – Students are to eat their lunch in the cafeteria, designated areas or if possible at home. Lunch can be purchased daily in the cafeteria. To provide quick and effective service, our cafeteria staff need your co-operation. Students are to line up in single file when waiting to purchase food. Jackets or school gym bags are not permitted in the serving area. **Students are expected to clean up after eating their lunch. No food or drink is allowed outside the cafeteria without permission from staff except in the athletic hallway.** Students are to be respectful to teachers, part-time school aides and cafeteria employees.

CELLULAR PHONES – Cellular phones are not to be used in the school except for educational purposes under teacher direction. Staff and Administration may confiscate the cell phone. **Repeat offences by the student will require parents/guardians to retrieve confiscated phone/electronic device from Administration and progressive discipline imposed.**

COURSE REQUIREMENTS – Grade 9, 10 and 11 students must have a full timetable of courses. Senior students must take the equivalent of at least three (3) full time credits each semester. Courses cannot be dropped without permission of the Principal and a parent/guardian.

DANCES – Students must be prepared to show their student card or picture identification at the door. No one is admitted to a dance after 9 p.m. unless prior arrangements are made with the Principal or Vice-Principal. **Anyone leaving the building during a dance will not be readmitted.** School dances end at 11:00 p.m. or earlier. Locker access is prohibited unless granted permission by the Principal or Vice-Principal. You may invite one guest with a valid student card. You will be held responsible for the behaviour of your guest. All school and board policies regarding behaviour, safety and smoking apply to both you and your guest. The administration has the right to refuse entry to any person.

DETENTIONS – School detentions are issued for unexcused absences, lates, not following attendance procedures and violations of school policies. Students are required to serve detentions given to them by teachers, support staff or administration. Detentions will be issued and served Thursday and Friday after school beginning at 3:15 PM. Students must return signed/initialled yellow detention slip prior to serving detention. Extra-curricular activities do not constitute a reason for missing an assigned detention.

Failing to serve detentions will lead to in school supervised withdrawal. Students will be required to complete a behaviour/social agreement. Students assigned to in-school supervised withdrawal will be expected to assist with clean up duties during lunch hour.

In addition to school detentions, teachers have the right to assign detentions before school, at lunch or after school for classroom misconduct or incomplete work. Students not complying with teacher-issued detentions will be referred to the Vice-Principal.

DRESS CODE – Massey students 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, weapons and statements promoting violence, racism or illegal behaviour, sex (including words or phrases with double meaning), or gender-offensive language are not acceptable.

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 and shorts are **not** permitted in the technical shops and technical classrooms. Failure to comply with these safety expectations will result in students being required to change or sent home.

- **Students are not to wear head coverings except religious head coverings in the school.** Hats, bandanas, hoods, kerchiefs, caps, head bands, toques, etc...are not to be worn in the building. **If they are worn they will be confiscated by any staff member and taken to the attendance office to be reclaimed at the end of the day or at a time designated by Administration.**
- Torn or revealing clothing, sleeveless undershirts, muscle shirts, tube tops, backless tops, halter tops, spaghetti straps, strapless attire, pyjamas, boxer shorts, mesh or transparent clothing are not acceptable.
- All tops must reach pant or skirt line.
- Shorts and skirts must be between knee length and tips of the fingers when arms are fully extended. Care must be taken to ensure that undergarments are not showing.
- **Repeat offences by the student may require parents/guardians to retrieve confiscated item(s) from Administration and progressive discipline imposed.**

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

EXTRA-CURRICULAR PROGRAMS –Regardless of the time or location of the extra-curricular activity (sports events, field trips, dances, Co-op Education etc.), students are representatives of the school, and will be expected to behave accordingly. Any functions related to Massey by name, representation, or any other WECSSAA or GECDSB activity attended by students fall within the scope of the Code of Student Conduct. Therefore, all school and Board expectations and policies shall be in effect throughout these events. Your student fee must be paid in full and you must not be under suspension in order to participate in any such activity.

HALLWAYS AND STAIRWELLS – **To maintain the best learning environment possible it is necessary to restrict the use of halls when classes are in progress.** Halls must be cleared within the first five minutes of a class by students who have lunch or spare. If students are in the hallways during class time they are required to carry a hall pass, spare pass, Library slip, Learning Centre slip or LST slip. No loitering in the stairwells.

LOCKERS – Each student will be assigned a locker for his/her own use through their home room teacher. Students are responsible for the locker to which they are assigned. **No other person is to share the locker. Keep your locker combination to yourself.** Please do not leave electronic devices, purses or wallets in your locker. The school is not responsible for articles lost or stolen. Lockers are not to be damaged or defaced in any way. Since lockers are school property, the school reserves the right to search any locker at any time. **All contents of lockers must be removed by the last exam day in June.**

LOST AND FOUND – Students are encouraged to keep all valuable items at home. Articles which have been found should be taken to Room 105 where they can be claimed by the owner.

PARKING – There is a limited amount of parking space for students. Parking passes must be purchased and prominently displayed at all times. Students without a parking pass cannot access the school parking lot. **Vehicles will be towed at the owner's expense.** The school assumes no responsibility for damage or loss to vehicles or their contents. Do not loiter in the parking lot. It is not a social area for students. If parents are visiting the school, please use the designated visitor parking spots in the West Lot.

SCHOOL PROPERTY – Our school is one of the most beautiful school campuses in our local community. **Help keep the school and grounds free from all types of garbage (i.e. food, paper, etc.) by placing all waste materials in the appropriate receptacles.** If littering does occur, set an example by picking it up yourself.

SENT OUT OF CLASS – Students who are sent out of class will be issued a Student/Teacher Incident Report Form by their teacher. Student will proceed directly to the attendance office and show the Teacher Incident Report Form to the attendance secretary. Student will then complete the Student Incident Report outside of the Vice Principal's office. The Vice Principal will review the forms and reason(s) for dismissal from class. Failure to report to the Vice-Principal's Office will result in disciplinary action.

SMOKING – By Board policy and Government law, smoking is not permitted at any time on school property or at school sponsored events.

SNOWBALLS – Because of the serious injuries or damages which may result, you are not to engage in the throwing of snowballs or loose snow. Violations of this rule could result in disciplinary action.

SPARES/STUDY PERIOD – Students with spares/study periods in their schedules are to spend this time on school work in the library, in the cafeteria or at home. Students must not wander the halls and/or interrupt classes. Students must carry a spare pass with timetable attached. If students do not have their spare passes with them in the library they will be asked to leave. Massey students may not visit other schools during their spares.

STOLEN PROPERTY – If property is stolen at school, students are to report to the main office to complete a stolen property report. The report will be reviewed with the student and an administrator. Students are responsible for calling the police. The school will assist if necessary. The school is not responsible for property that is stolen.

SUMMER SCHOOL – Students can upgrade marks 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. **Meeting summer school deadlines is the responsibility of the student. Students are to apply to summer school in the month of May.**

TELEPHONE – There are public telephones available for students' use outside the Main Office. Please do not arrange incoming private calls through the Main Office. Only emergency calls will be relayed.

TEXTBOOKS – Textbooks are issued on loan for all courses. Books are expensive and must not be defaced in any way. A replacement cost will be applied to lost or defaced books and to books that are returned in such poor condition that they may no longer be used.

TO AND FROM SCHOOL – Our school is the centre of our community. **Students are expected to accept the responsibility of presenting a positive image of our school by displaying courtesy to our neighbours and by respecting their privacy and property.** Please do not litter, loiter and/or take shortcuts through our neighbour's yards.

VANDALISM – A school and its students are judged by the care they take of their property. Massey students take pride in the appearance of their school. Any vandalism, including writing on lockers and desks will not be tolerated. You will be required to pay for any damages that result from vandalism that is your responsibility.

VISITORS – Friends or relatives from communities outside of Windsor and Essex County are welcome to visit. Prior arrangements must be made at least **THREE DAYS** in advance with the Principal or Vice-Principal. The visitor must present picture identification. Unauthorized visitors may be charged with trespassing.

CODE OF CONDUCT for VINCENT MASSEY SECONDARY SCHOOL

The staff, student and community of Massey 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 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.

Further, Massey adopts as its Code of Conduct that students must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour.

Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn;
- shows respect for himself or herself, 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.

PROGRESSIVE DISCIPLINE POLICY

Massey adopts as its Progressive Discipline Policy the Progressive Discipline Policy of the Greater Essex County District School Board. The Progressive Discipline Policy is to support a safe learning and teaching environment.

Progressive discipline is an approach that makes use of a continuum of interventions, supports, and consequences, building upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures should be applied within a framework that is both corrective and supportive. The range of interventions, supports, and consequences used by all staff at Massey must be clear and developmentally appropriate, and must include learning opportunities for students in order to reinforce positive behaviours and help students make good choices. For students with special education and/or disability related needs, interventions, supports and consequences must be consistent with the expectations in the student's Individual Education Plan and/or his/her demonstrated abilities. Students, teachers, school staff, principals and parents are encouraged to disclose necessary

information regarding inappropriate behaviour and/or acts of aggression to facilitate timely responses that meet the needs of both the victim and perpetrator. Failure to disclose inappropriate behaviour to facilitate a timely and appropriate student-centered response can create a perception that inappropriate behaviour is condoned, or accepted practice in schools.

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:

1. Uttering a threat to inflict serious bodily harm on another person;
2. Possessing alcohol, illegal and/or restricted drugs;
3. Being under the influence of alcohol;
4. Swearing at a teacher or at another person in a position of authority;
5. 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;
6. Bullying;
7. Any act considered by the principal to be injurious to the moral tone of the school;
8. Any act considered by the principal to be injurious to the physical or mental well being of any member of the school community; or
9. 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.

Factors to be considered Before Deciding to Impose a Suspension

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", if there are 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.

The enumerated activities are:

1. Possessing a weapon, including possessing a firearm;
2. Using a weapon to cause or to threaten bodily harm to another person;
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
4. Committing sexual assault;
5. Trafficking in weapons, illegal and/or restricted drugs;
6. Committing robbery;
7. Giving alcohol to a minor;
8. 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;
9. A pattern of behaviour that is so inappropriate that the student's continued presence is injurious to the effective learning and/or working environment of others;
10. 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;
11. 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;
12. The student has demonstrated through a pattern of behaviour 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 behaviour which would enable him or her to prosper; or
13. Any act considered by the principal to be a serious violation of the Board or school Code of Conduct.

Factors to Consider:

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.

BEING A GOOD CITIZEN AT VINCENT MASSEY SECONDARY SCHOOL

Character Education

"We must remember that intelligence alone is not enough. Intelligence plus character – that is the goal of a true education." Martin Luther King Jr

Parents and guardians have the primary responsibility for character development, with the support of others in the community. Business and faith communities work collaboratively with schools to share this key responsibility. At Massey, we believe that developing good character is a fundamental component of quality education. Schools play an active role in organizing, developing and implementing programs that serve to foster and develop character. We believe that all members of our school community should strive to be: **Caring, Responsible, Fair, Self-Disciplined, Respectful, Diligent and Trustworthy**. Our interest in developing character is derived from the fact that these attributes affirm our human dignity, promote the development and welfare of the individual person, serve the common good and define our rights and responsibilities in society.

We have the responsibility to work together to make Vincent Massey Secondary School an inviting place for all of us, a place that represents our global society, a place that we enjoy coming to and where we feel we belong. We must ensure that we work towards eliminating threats, physical and verbal abuse, sexual, racial, religious and ethnic harassment, sarcasm, teasing, gossip, harassment and bullying.

Harassment: It is an unwelcome comment or behaviour that causes a person to feel degraded, embarrassed, offended, threatened or hurt in any way. These actions are intentional and repetitive, exerting some form of power and control. Bullying can become assault if there is physical contact.

Types of Harassment/Bullying:

- **Sexual/Gender:** Negative reference to gender-specific traits, unwanted comments, jokes and nicknames of a sexual nature.
- **Racial/Ethnic/Cultural/Religious:** Negative reference with respect to any of these areas including derogatory comments, stereotyping and generalizations that promote negative characteristics.
- **Individual Differences:** Negative reference to traits specific to the victim (e.g. size, weight, clothes, etc.)

Forms of Harassment/Bullying:

- **Physical:** Intimidation and threat, property destruction, physical contact.
- **Verbal:** Oral or written comments, rumours, graffiti, internet.
- **Non-Verbal:** Exclusion, intimidation, gestures, negative manipulation.

Consequences of Harassment/Bullying

- Harassment is prohibited under the Ontario Human Rights Code.
- If bullying becomes assault, it is a chargeable offense.
- suspension and/or expulsion
- referral to the police
- removal of school privileges and other consequences

Examples of harassment:

- remarks, jokes or stories of a sexual, racial or ethnic nature
- display of sexually suggestive or racially offensive pictures and literature
- refusal to work or converse with a person because of his/her ethnic or racial background, religion, or sexual orientation
- mockery of a student's appearance
- persistent, unwelcome social invitations
- sexual orientation
- suggestive gestures or staring
- unwelcome physical contact such as touching, patting, hugging and other unwelcome advances

If you encounter such a problem, help is available through: the Principal, Vice-Principal, a guidance counselor, teacher, or the CYW.

Restorative Justice: An approach that focuses on repairing the harm caused by offending behaviours while holding the offender accountable for his or her actions. It provides a voice to the victim – to identify and address their needs that result from the offending behaviour, and seek a resolution that affords reparation, healing and reintegration, and prevents future harm. (Adapted from Cormier 2002 – Canadian Draft RJ)

The Aim of Restorative Practices in School Communities:

- To encourage the use of restorative approaches to manage conflict and tensions, by focusing upon repairing harm and strengthening relationships. **Restorative Practices do not replace Safe School Policies.**

Restorative Questions:

1. What happened?
2. What were you thinking of at the time?
3. What have you thought about since?
4. Who has been affected by what you have done? In what way?
5. What do you think you need to do to make things right?

ACCEPTABLE COMPUTER USE POLICY

A computer account is provided for the exclusive use of the assigned student during the school year to provide a resource to enhance the learning environment and to make available various electronic resources for the student.

Access to the computer network school gives him/her the use of the resources to which the teacher has selected for his/her class. This account may include Internet access. The granting of a computer account and the access given to curricular resources is a privilege, not a right. **It is the intention that every student will use these resources wisely and only for the explicit use in his/her studies during the school year.** Students must sign a Board Agreement in order for computer access to be granted.

Regulations for Acceptable Use of Computer Network Access on the School's Local Area Network:

- Each student's account will be secured by a password known ONLY by that student. Passwords should never be given to anyone else and should be changed periodically.
- Students have computer network access for the express purpose of creating documents and working with curricular software in their own individual workspace. Modifying other students' or teachers' files is clearly an improper use of network resources.
- Students have access to their account and their account only. Accessing the network using the account of another student or teacher is strictly prohibited.
- Only software that has been authorized by the Greater Essex County District School Board, or created by students in class with teacher supervision may be installed on a computer network.

Computer Harassment

Our school takes bullying and harassment by computer very seriously. Students shall not use any internet or other communication device to intimidate, bully, harass or embarrass other students or staff members. Students who engage in such activities on school grounds or at school related activities, or outside of school creating disruption to school operations shall be subject to consequences.

Copyright

All students are expected to honour all copyright restrictions with respect to the distribution of computer software.

In part, the Greater Essex County District School Board Policy with respect to Copyright of Computer Software states:

1. The Greater Essex County District School Board supports the policy that only legally obtained software may be used within the schools.
2. The duplication of copyrighted computer software or documentation is prohibited.

Regulations For Acceptable Use Of Internet Access

- Internet access is for teacher directed, educational purposes only. Students wishing to use the Internet for recreational use should arrange for Internet access at home.
- Transmission of or accessing information in violation of Canadian laws is prohibited. This includes, but is not limited to:
 - copyrighted material
 - threatening or obscene material
 - information that is protected by trade secret
 - commercial advertising
 - trying to access protected services on the Internet

Violations

Violators of this Acceptable Computer Use Policy will be dealt with by the Principal or Vice-principal of the school. Students found in violation of this policy may face disciplinary action in an escalating manner and may be subject to:

- suspension from the school computer network
- revoking access to the school computer network
- suspension from school
- paying the cost of any damages/losses resulting from the student's inappropriate use of the resources
- referral to police.

In addition, it must be understood that the loss of computer privileges may indirectly result in loss of some of their credits if computer privileges are suspended or revoked.

Students must demonstrate respect for all network resources. In general, the fact that a student can perform a particular action does not imply that he/she should take that action.

Students are not to use computers to watch music videos and/or play games. The computers are for educational purposes.

Personal Communication and Computing Devices

The Greater Essex County District School Board recognizes that personal communication and computing devices such as cellular phones, SmartPhones, laptops, Netbooks or other electronic communication and computing devices have value and can be used effectively to support learning. However, within the confines of the school environment, their use has the potential to be disruptive when it undermines the integrity of an individual's right to privacy; adversely affects the quality of teaching or learning ; and /or interferes with the safe and efficient operation of the school. The following conditions exist:

1. Personal communication and computing devices must not interfere with the learning environment.
2. Staff and/or student use of personal communication and computing devices must support teaching and/or learning.
3. Students are not permitted to take photos, record audio and/or video in school buildings or during off site school sponsored events before, during and after school hours unless they have permission from school staff and the people being photographed/recorded in advance.
4. Student use of personal communication and computing devices during instructional time, without staff permission is grounds for discipline and/or confiscation of the device by school officials. Confiscated devices will be returned either to the student or parent after a reasonable period of time. Unauthorized use of such devices will lead to disciplinary action, outlined in school's code of conduct.
5. The Greater Essex County District School Board is not responsible for any loss, damage or theft to personal communication or computing devices or data residing on those devices before, during or after it has been brought to school and/or connected to the GECDSDB guest network.
6. When not in use, personal communication and computing devices should be off.
7. Students, staff and parent/guardians will be advised of this regulation, in writing, on an annual basis.

Student Use

1. Use of personal communication and/or computing devices is not permitted in school buildings during instructional time except:
 - a. when an emergency situation requires a 911 call;
 - b. when permitted and supervised by a staff member for educational purposes.
2. students who choose to bring personal communication and/or computing devices to school do so with the understanding that:
 - a. Personal communication and computing devices that are brought to school are the responsibility of the owner. The GECDSDB and/or the school are not liable for damage, loss or theft of the device or data that is stored on the device.
 - b. Personal Communication and computing devices that are brought to school, are to be off during instructional time unless use is approved by a staff member.
 - c. Personal communication and computing devices may not be used at any time where individual privacy must be protected such as washrooms, locker or change rooms.
 - d. Unless expressly permitted by a staff member, personal communication and computing devices are not to be used during a curriculum assessment or evaluation (test or exam).
3. Students will be subject to school discipline, suspension, expulsion and/or police involvement, as per the school and board policy relative to the Code of Conduct, when:
 - a. a communication and/or computing device is used in such a way that disrespects another's privacy;
 - b. a communication and/or computing device is used to bully or harass;
 - c. a communication and/or computing device is used, without staff permission, during a curriculum assessment or evaluation (tests or examination).

4. Consequences for the inappropriate use of personal communication and computing devices by students shall be developed by each school consistent with the GECDSB and their school CODE of Conduct and could include:
 - a. a verbal warning;
 - b. parent/guardian contact;
 - c. detention(s);
 - d. suspension(s);
 - e. expulsion;
 - f. referral to Police.

Students, staff and parents are reminded that during an emergency situation, cellular sites may be overwhelmed due to a high volume of calls. Should this occur, emergency communication could be negatively impacted. It is important that cellular phones and other electronic signalling devices be used sparingly so that emergency services have priority to assist the students and staff on site.

Students, staff and parents are also reminded that during a bomb threat, the use of cellular phones is prohibited and they should remain off.

ASSESSMENT, EVALUATION, AND PROMOTION

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.

METHODS OF EVALUATION: 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 will be assigned as appropriate for the grade and developmental level of the students concerned.

Homework is assigned for students to:

- a) practice reinforcement of skills which have been taught;
- b) preparation for upcoming classroom activities; and/or
- c) application of skills learned to new areas.

While it is the responsibility of the school to provide appropriate and relevant homework, it is the students' responsibility to ensure they understand what is required and that the assigned work is completed on time and to the best of their ability. Proper use of the planner will assist students in organizing their homework, assignments and tests.

Students in Grades 9 and 10 should spend about 60-90 minutes per day on homework. In Grades 11 and 12, students should spend about 90-120 minutes per day on homework. Additional time will also be required for test preparation/independent study units.

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, then proceed to the Department Head, then to the Vice Principal and finally to the Principal.

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 may refuse to grade the work and the student will receive a grade of zero (0%). Each department has established its own guidelines for overdue assignments.

MISSED EVALUATIONS: The procedure to make up a missed evaluation has been established for each department. If students miss an evaluation as a result of an unauthorized absence, a grade of zero (0%) will be recorded. Students who miss an evaluation due to extenuating circumstances are encouraged to meet with their teachers to discuss the situation.

CHEATING AND PLAGIARISM: Students must be made aware of and held accountable for academic dishonesty. 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.

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 semestered 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. **NOTE: All students must write their final examinations on the designated dates as outlined in the school calendar for our school. If not, they will receive a mark of "0" for the percentage portion allotted for this exam (up to a maximum of 30%).**

PROVINCIAL ACHIEVEMENT LEVELS

Massey has a proud and distinguished academic tradition. Students are expected to perform to the best of their ability. Level 3 (70 – 79%) is the provincial standard. Students who are achieving at level 3 are well prepared for work in the next grade or the next course.

80% -100%	Level 4	A very high to outstanding level of achievement. Achievement is above the provincial standard.
70% - 79%	Level 3	A high level of achievement. Achievement is at the provincial standard.
60% - 69%	Level 2	A moderate level of achievement. Achievement is below, but approaching the provincial standard.
50% - 59%	Level 1	A passable level of achievement. Achievement is below the provincial standard.
Below 50%		Insufficient achievement of curriculum expectations. A credit will not be granted.

PROVINCIAL REPORT CARD: Two Provincial Report Cards will be issued each semester for semestered courses: one approximately mid way through the semester and the other shortly after Final Summative Evaluations. Three Provincial Report Cards will be issued for non-semestered courses. Most Provincial Report Cards will be sent home with the students. The June Provincial Report Card must be picked up in the Main Office mid July.

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.

EXAMINATION POLICY

1. The exam schedule will be posted before exams. Students who have two exams scheduled at the same time, or three exams in one day must make an appointment with the Vice-Principal immediately. Alternative arrangements will be made.
2. Exams are to be written as scheduled. It is the students' responsibility to be present and ready (i.e. school supplies) on the day and assigned time of their exam.
3. Students who are late for an exam are entitled to the remaining scheduled time. No additional time will be added.
4. Students who miss an exam receive a zero on the exam. Exceptions will be made for students affected by certified illness, bereavement, or court subpoena.
5. All students are required to remain in the exam room a minimum of one hour.
6. Students must not make vacation or work commitments on exam days.

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: WOOA, WECSSAA, SWOSSAA and OFSAA.

Attendance, behaviour and academics are considered when determining student eligibility in extra curricular activities. Although there is not a set academic 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. 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.

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.

EMERGENCY RESPONSE: Student Responsibilities

MEDICAL – If a student is injured at school, the student is expected to report the injury immediately to the teacher in charge or to the Main Office. If the Main Office is closed call 911 and give the name of the school and the location of the injured or ill person.

FIRE ALARM – In the event of a fire alarm, follow the fire route posted in your classroom, or by the nearest door. Leave the building in an orderly fashion. Report to your designated area for attendance. Stay there until your teacher either sends you back to class or dismisses you.

FIRE – In the event of a fire, activate the nearest fire alarm and notify the Main Office. If the Main Office is closed, call 911 and give the school name and the location of the fire.

INTRUDERS – Report any strangers to the nearest teacher or Main Office. School safety is everyone's business.

INCLEMENT WEATHER – Students are encouraged to listen to our local radio or media on for any news on school closures.

TRANSPORTATION – Students are encouraged to access the GECDSD web site "buskids.ca" for information pertaining to transportation.

OTHER EMERGENCIES – Follow teacher instructions without question.

IMPORTANT DATES: Student Calendar 2011-2012

Date	Event
September 1, 2011	P.D. Day
September 5, 2011	Labour Day
September 6, 2011	School Starts
September 15, 2011	Student Picture Day
September, 20, 2011	IMPAC Elections & Meeting 7:00 PM
September 22, 2011	Grade 9 Night 6:30-8:00 PM
October 4, 2011	IMPAC Meeting 7:00 PM
October 5, 2011	Progress Reports Grade 9 & 10 only
October 10, 2011	Thanksgiving Holiday
October 14, 2011	Retake Picture Day-New Students
October 20, 2011	Awards Banquet
November 1, 2011	IMPAC Meeting 7:00 PM
November 8, 2011	Half way mark, Semester 1
November 14, 2011	Report cards go home
November 16, 2011	Parent -Teacher Interviews 5-8 PM
November 17, 2011	Grad Photos - Library
November 18, 2011	PD Day
November 21, 2011	Full Disclosure for Sem 1 & FY
December 2, 2011	Grad Photos last day of appointments
December 6, 2011	IMPAC Meeting 7:00 pm
December 23, 2011	Christmas Holidays begin (Dec. 23 – Jan 6)
January 10, 2012	IMPAC Meeting 7:00 pm
January 19, 2012	Gr. 8 Open House 6:30-8:00 pm
January 30, 2012	Exams begin – Jan. 30,31, Feb 01
February 1, 2012	Exam Day - last day
February 2, 2012	Semester 2 Begins
February 7, 2012	IMPAC Meeting 7:00 PM
February 10, 2012	PD Day
February 14, 2012	Sem 1 Report Cards – FY Progress Reports
February 20, 2012	Family Day Holiday
March 6, 2012	IMPAC Meeting 7:00 PM
March 12, 2012	Winter Break - 1 week
March 29, 2012	OSSLT
April 3, 2012	IMPAC Meeting 7:00 PM
April 6, 2012	Good Friday Holiday
April 9, 2012	Easter Monday Holiday
April 17, 2012	Report cards
April 17, 2012	Half-way point in Semester 2
April 18, 2012	Parent -Teacher Interviews 5-8 PM
April 20, 2012	PD Day
April 24, 2012	Full Disclosure for Semester 2
May 1, 2012	IMPAC Meeting 7:00 PM
May 21, 2012	Victoria Day Holiday
June 5, 2012	IMPAC Meeting 7:00 PM
June 19, 2012	Exams begin for 7 days (Jun. 19 – Jun. 27)
June 27, 2012	Graduation
June 28, 2012	June 28 and June 29 P.D. Days
June 29, 2012	Students view Marks & FSE 9-11 AM
July 16, 2012	Final Report Card Pick-up Starts
July 23, 2012	July 23-Aug 3 School is CLOSED

