



St. Catharines Collegiate Institute & Vocational School  
34 Catherine Street  
St. Catharines, ON  
L2R 5E7

## STUDENT HANDBOOK 2017 - 2018

Telephone: 905-687-7301  
Attendance: ext 65710  
Fax: 905-687-1172  
[www.collegiate.ca](http://www.collegiate.ca)

Mrs. T. Zonneveld, Principal  
Ms. A. McClary, Vice-Principal  
Ms. J. Folino, Vice-Principal, Sem 1  
Mrs. L. Oliverio, Vice-Principal, Sem 2

### DAILY SCHEDULE 2017 - 2018

REGULAR DAILY SCHEDULE	
PERIOD	TIMES
1	8:10 – 9:30 a.m.
2	9:35 – 10:50 a.m.
LUNCH	10:50 – 11:35 a.m.
3	11:35 a.m. – 12:50 p.m.
4	12:55 – 2:10 p.m.

# St. Catharines Collegiate Institute & Vocational School

TEL 905-687-7301 FAX 905-687-1172

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## Semester 1

September 5 .....	Semester 1 Begins
September 15 .....	Early Release Day
September 18 .....	Picture Day
October 6 .....	P.A. Day (no classes)
October 9 .....	Thanksgiving Day
October 10 .....	Progress Reports to Students
October 12 .....	Parent/Teacher Interviews
October 16 .....	Picture Retakes
November 1 .....	Grade 9 Take Your Kids To Work Day
November 17 .....	P.A. Day (no classes)
November 21 .....	Mid Semester Report Cards
November 28 .....	Open House
December 25-January 5 .....	Winter Break
January 8 .....	First Day Back After Break
January 17 .....	EQAO Mathematics
January 26-Feb 1 .....	Semester 1 Exams
January 29 .....	School to Community Last Day
February 2 .....	P.A. Day (no classes)

## Semester 2

February 5 .....	Semester 2 Begins
February 12 .....	Semester 1 Final Report Cards
February 16 .....	P.A. Day (no classes)
February 19 .....	Family Day Holiday
March 9 .....	Progress Reports to Students
March 12-16 .....	March Break
March 22 .....	Parent/Teacher Interviews
March 30 .....	Good Friday
April 2 .....	Easter Monday
April 10 .....	Literacy Test
April 27 .....	Mid Semester Report Cards
May 18 .....	P.A. Day (no classes)
May 21 .....	Victoria Day
May 25 .....	Community Involvement Hours Due
June 12 .....	EQAO Mathematics
June 21-27 .....	Semester 2 Exams
June 26 .....	School to Community Last Day
June 28 .....	Graduation
June 28-29 .....	P.A. Days (no classes)
July 6 .....	Final Report Cards Mailed Home

## OUR PARENTS ARE OUR PARTNERS!

We hope that parents accept the responsibility to contact the school with any questions about their child's progress. A call to the teacher concerned, to a counselor or to an administrator should answer most, if not all, of these questions. Parents have the responsibility of approving course selections for their son or daughter. Feel free to call the school with your questions or concerns about career planning for your child.

To attempt to keep parents informed, report cards of student progress and attendance are distributed four times a year to all students. The mid-term reports are in November and April, and the final report cards are in February and July. Parent/Teacher Interview Nights are held twice a year in October and March.

Progress Reports will be sent home for all students after the first 5 weeks of each semester. These progress reports are intended to identify any potential concerns which are evident during the first month of the semester.

### The Collegiate Commitment – Our Code of Conduct The 3 R's – Respect, Responsibility and Rights

#### RESPECT

- Be a model citizen for respect. Show courtesy and consideration for ..... All  
Staff  
All Students  
Our Community
- Follow the rules set out by our school and the rules in our community.
- Demonstrate courtesy, consideration and respect ALWAYS!
- Know that school administration will help if people are disrespecting you or violating your rights.
- Respect and care for your school and all of its property. Make Collegiate a school of which we are proud!

#### How Can You Help?

- PICK-UP and RECYCLE GARBAGE
- Stay in your ASSIGNED LOCKER and keep it organized and free from graffiti
- Take care of your assigned TEXT BOOKS
- Respect and stay out of our NEIGHBOURS' PROPERTY
- Smoking is NOT permitted on school property, in accordance with the Smoke-Free Ontario Act, smoking or the holding of lit tobacco is prohibited on all school lands and premises. In addition, any smoking device and smokeless tobacco product (e.g., chewing tobacco), or vaping device which includes e-cigarettes are prohibited from all school board lands and premises.

#### RIGHTS

- ✓ You have the RIGHT to come to school and be free from bullying, harassment and threats.
- ✓ You have the RIGHT to attend a school that is clean and free from graffiti.
- ✓ Report any violations of your personal rights to the office. You can do so anonymously in the box in the guidance office, by leaving a note for an administrator or by requesting to see an administrator.

#### RESPONSIBILITIES

- ✓ You are RESPONSIBLE for your learning; do everything possible to make your learning a success
- ✓ You are RESPONSIBLE to treat students, staff and visitors with the utmost care and respect.
- ✓ You need to report suspicious activity or bullying behavior as a RESPONSIBLE citizen in our school
- ✓ You are RESPONSIBLE for our school property and resources. Treat them with care.

## ATTENDANCE PROGRAM

Our objective is to do what we can to help students achieve success throughout their high school experience. We recognize that in order to achieve this goal we must establish a partnership with our students and their parents/guardians.

At St. Catharines Collegiate, we believe the essence of our educational programs occur in the classroom with skilled teachers. Explanations, clarifications, discussions, opportunities for feedback, and group tasks are invaluable components of an effective learning environment. Students who miss school are generally at greater risk for school failure.

The goal of our attendance program is to:

1. Increase student success by promoting daily attendance, and
2. Help students develop responsibility in their future careers by establishing great habits in high school and attendance is a cornerstone for success.

### Reporting Absences

Absence by a student means a missed learning opportunity. All absences, in accordance with the District School Board Policy and Procedures, require a written and/or verbal explanation from a parent/guardian.

Parents/Guardians are requested to call the school if their child is going to be away. Voicemail is available 24 hours of the day to make absence reporting simple. Parents/Guardians can call 905-687-7301 ext. 65710 anytime. When leaving a message, please include the student's name, date of absence, reason for absence and caller's relationship to the student. Students are expected to bring a note to the office upon their return if a call is not made.

### School Absences – What Do I Do?

VERIFIED ABSENCE / EXCUSED	ABSENCE	UNEXCUSED
<ol style="list-style-type: none"> <li>1. Student Illness</li> <li>2. Health Appointment</li> <li>3. Death in the immediate family</li> <li>4. Observance of a religious holiday</li> <li>5. Family emergency</li> <li>6. Personal safety issues</li> <li>7. Principal's discretion</li> <li>8. Approved school activity</li> </ol>	<ol style="list-style-type: none"> <li>1. Work related absence</li> <li>2. Sleeping in</li> <li>3. Transportation issues</li> <li>4. Babysitting for parent</li> <li>5. Trip or holiday</li> <li>6. Non-school sanctioned event</li> </ol>	<ol style="list-style-type: none"> <li>1. Absent from school without parental permission</li> <li>2. Failure to attend assembly</li> <li>3. In or around school but not in class</li> <li>4. Any absence not meeting the criteria outlines for "Excused"</li> </ol>
<p>The teacher must provide the student with the opportunity to make-up missed work; write missed quizzes or tests missed due to excused absences. Students should make every effort to minimize all absences including excused times.</p>	<p>There normally should be no referral to the office for these absences. The teacher should make note of these absences but must not withhold the student's educational program by preventing him/her from submitting work or making up missed tests. The teacher can, however, deter unexcused student absences by scheduling make up work after the regular school day or at lunch time.</p>	<p><b>Possible Consequences:</b>            Missing classroom work/discussions            Detentions to make up time            Removal from clubs/teams            Attendance Contract            Discussion with parents/admin            Referral to Attendance Counselor            Assigned to homework club, in-school suspension            Out of school suspensions            Referral to alternative programs            Removal from classes</p>

# Attendance Procedures

LATES	ABSENCES
<p><b>In the classroom:</b></p> <p><b>Web attendance should be taken within 10 minutes from the start of the period.</b></p> <ul style="list-style-type: none"> <li>• Student arrives to class <b>before web attendance</b> is taken:           <ul style="list-style-type: none"> <li>➤ student remains in class</li> <li>➤ teacher and student conference to determine resolution to lateness</li> <li>➤ suggestion: In order to minimize disruption in class, consider setting up a <b>binder</b> for students to sign in when they have arrived before the web attendance has been taken</li> </ul> </li> <li>• Student arrives to class <b>after web attendance</b> is taken (<b>after first 10 min</b>):           <ul style="list-style-type: none"> <li>➤ student is directed to the main office for late slip <b>or</b> teacher and student conference after class</li> <li>➤ if student is not sent for late slip, attendance needs to be <b>corrected from absent to late</b> by the teacher alerting the main office <b>at the end of the period</b> (email, phone, intercom or in person).</li> </ul> </li> </ul> <p><b>In the main office:</b></p> <ul style="list-style-type: none"> <li>• Student meets with administration/student success teachers to discuss late(s)</li> <li>• Student is assigned a consequence (ex. lunch/after school detention, in school suspension, suspension)</li> <li>• If student misses detention, parent is informed and student is re-assigned detention</li> <li>• If student persists in not attending detention, parent conference is held in order to develop a student action plan</li> </ul>	<p>If a student needs to <b>verify an absence</b>, student to report to the main office as soon as class begins.</p> <p><b>Main Office Attendance Procedure:</b></p> <ol style="list-style-type: none"> <li>1. Student reports to the main office.</li> <li>2. Upon verification of absence by the secretary, the student is to return to class with the verification slip.</li> <li>3. If absence is not verified, student meets with administration/student success teacher to discuss consequence (ex. lunch/after school detention, in school suspension, suspension)</li> <li>4. If student absences continue to be unverified/truant, parent meeting will be held to discuss next steps:           <ul style="list-style-type: none"> <li>○ Student expectations contract</li> <li>○ Alternative Education Placement</li> <li>○ SAL program</li> <li>○ Lifetime Learning Centre</li> <li>○ Demit</li> </ul> </li> </ol>

## DRESS CODE

The dress code as outlined below is intended to reflect our commitment to learning in a safe and professional environment. Students need to present a professional image. Dress, grooming, personal cleanliness and professional behavior contribute to the image and positive learning environment we strive toward for our students, staff, parents, and visitors.

Appropriate clothing includes:

- Shirts with sleeves
- Casual pants, jeans
- Sweaters
- Shoes that provide support and protection
- School spirit wear
- Dress/shorts/skirts ~ arms and fingers extended down the side must not touch bare skin

Does NOT include:

- Hats (baseball, toques, berets, bandanas, etc.)
- Pants worn so that underwear is showing
- Tank tops, strapless/see-through/plunging necklines/halter tops
- Clothing that is excessively baggy or tight, physically revealing or provocative
- Inappropriate content: sexual, substance abuse, race/gender discrimination, profanity, violence

Students involved in specialty areas such as physical education, technology or science, must follow the rules of dress for health and safety as outlined by the department's expectations.

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**Students wearing inappropriate dress will be refused entry to classes and will be referred to the Office to see the Vice-Principal or Principal. Refusal to comply with the dress code guidelines will result in progressive consequences ranging from detentions to suspension from classes.**

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## **RESPECT FOR LEARNING ENVIRONMENT & COMMUNITY**

### **CLASS CONDUCT**

When a student is asked to leave the classroom for being uncooperative he/she must report to the Main Office. The student will be asked to complete a "Progressive Discipline Report".

The student is to remain in the office until seen by Administration. A plan will be developed.

### **HALLWAYS AND SCHOOL PROPERTY**

Students are to be courteous and considerate in dealings with other students and in the use of school property. A student must immediately identify him/herself by name to any staff member when asked. Refusal to do so will result in consequences. Students are not allowed to bring babies, guests or pets to school.

### **SPEAKERS AND RADIOS**

Speakers and radios are not to be used inside the school at any time. Students may listen to music when appropriate, through the use of their own personal headphones.

### **CELLPHONES**

The DSBN has created a policy on cell phone usage in the schools. **Cell phones are NOT to be used in the classroom.** Students may not send or receive calls or text messages in class. Any misuse will result in the phone being turned over to the Vice-Principal. Parents are asked not to contact their children by cellphone during the school day. Please contact your son or daughter during the lunch break. Messages for a student of an urgent nature may be left in the main office and the student will be called down from class at the end of the period.

### **LOITERING**

In an effort to project a positive image in the community, students are asked not to loiter around the school during class time. To ensure the best learning environment, students are asked not to be in the halls or rotunda area when classes are in session. The library is normally available for student use. Senior students with spares are to be in the cafeteria or library only.

### **SKATEBOARDS**

Skateboards, roller blades and scooters are not to be used on school property or brought onto school buses. Skateboarding is prohibited on the streets surrounding Collegiate (Catherine, Hetherington, Maple).

### **BIKES**

All bikes will remain outside in the designated bike rack area. Please ensure bikes are locked at all times.

## **SAFE SCHOOLS**

### **FIGHTING**

All students who engage in fights on school property will face suspension from school. Any such actions which disrupt the tone and operation of the school or endanger others will be treated with more severe consequences. Non-violent resolution is always possible. Let teachers, guidance personnel or administration help!

### **DRUGS AND ALCOHOL AT SCHOOL**

Students are expected to come to school free from the influence of alcohol and drugs. The use, possession, or sale of alcohol or drugs on school property at any time or at any school function will result in suspension and, where applicable, the police will be involved and charges will be laid.

### **WEAPONS**

Students are expected to come to school and not be in possession of weapons or imitations and are not to use any objects to threaten, intimidate or injure another student. Failure to comply will result in suspension and possible police involvement.

## **FIRE ALARM**

When the fire alarm rings, all persons are to leave the school as quickly and safely as possible, stand clear of the building and remain outside until further directions are given. Classes are to remain together for safety and monitoring. There are six fire drills a year.

## **LOCKDOWN**

To protect our staff and students from threats of all types, all DSBN schools have a lockdown policy. When the announcement is made to move into a lockdown, students have one minute to get to the nearest classroom. All students should remain quiet and out of sight during a lockdown and await instructions from their teacher, administration and the Niagara Regional Police Services. There are two lockdown drills each year.

## **CANINE SEARCHES**

In common with the other schools in Niagara and as part of our Safe School Policy, searches may be carried out by school authorities or by the Niagara Regional Police, including the Canine Unit, at the direction of school authorities when there are reasonable grounds to suspect a breach of a school rule.

The Principal has the authority under the *Ontario Education Act* to conduct searches which are reasonably related to the maintenance of order of discipline in the school. The Principal may invite the Niagara Regional Police, including the Canine Unit, to accompany and assist in conducting a search that may reveal evidence of the breach of a school rule. The search may be conducted by the Principal, Vice-Principal, or designated teaching staff. Charges may be laid by the Niagara Regional Police as a result of these searches and students may be disciplined in accordance with *Education Act*. Any drugs or drug paraphernalia that are found as a result of these searches are turned over to the Niagara Regional Police for further investigation and/or disposal. We appreciate the support of parents/guardians and School Council in our efforts to maintain a safe school environment.

Please contact an administrator at the school by calling 905-687-7301 if you have any questions regarding the DSBN Safe Schools policies.

## **VALUABLES AND PERSONAL BELONGINGS**

Students are encouraged to leave their valuables at home and not bring them to school. Teachers are not responsible for holding onto or watching valuables for students. **Money and valuables should not be left in change rooms during Physical Education classes.**

## **SCHOOL BUS**

Daily transportation on the school bus is an extension of the school day and is a privilege. Students are expected to behave safely and responsibly at pick-up and drop-off points and while travelling to and from school on the bus. Failure to do so will result in consequences that may include suspension or an eventual removal from the bus.

## **ACADEMIC DISHONESTY – CHEATING AND PLAGIARISM**

DSBN schools strive to help students develop integrity, a strong work ethic, responsibility and learning skills and work habits needed for success beyond school. Academic dishonesty hinders students from developing these attributes and will not be condoned within our schools.

Cheating is defined as “any effort to defraud, deceive, or elude someone else.” Examples may include: taking a test or an exam in a dishonest way through improper access to answers, or giving or obtaining assistance without acknowledgement.

Plagiarism is defined as “the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one’s own original work”. Plagiarism often takes one of the following forms:

- Using a quotation or sentence word for word without citing the source;
- Using, without acknowledgement of the original source, diagrams, charts, graphics, etc.;
- Submitting any work by another person and claiming it as your own.



## **CONSEQUENCES**

Consequences for academic dishonesty may escalate based on the following mitigating factors:

- The grade level of the student and/or course type
- The maturity of the student
- The number of frequency of incidents
- The individual circumstances of the student

Teachers consider the factors above as part of their professional judgment in cases of suspected academic dishonesty. Consequences for cheating and plagiarism are based on the factors outlined above and may include one or more of the following:

- Redoing part or all of an assignment
- Completing an alternative assignment
- A loss of marks
- A mark of zero, and
- Suspension

## **DEMONSTRATION OF LEARNING**

St. Catharines Collegiate will be participating in a project to support learning in Grade 9 and 10 Applied, Essential and Open level classes. The goal will be focused on students achieving a minimum of 70% in all classes. Students who meet the criteria may be eligible to complete the course without writing the final exam and will not be required to come to school the day of the exam. Any student who meets the criteria may choose to write the exam if they wish. The school staff will determine the eligibility in the final weeks of the term.

Criteria:

- Final course mark for the semester must be a minimum of 70%
- Attendance – a maximum of nine days absent, excluding school related activities (please be aware that legitimate absences due to illness/appointments are included as part of the nine days)
- Assignments – all major assignments are completed
- Suspensions – no suspensions during the semester

# COMPUTER USE

## NETIQUETTE

- ✓ You're expected to use appropriate language online and to be polite and respectful at all times. Obscene, vulgar, socially offensive, sexist, profane or other objectionable language is not to be used or transmitted on any of the networks.
- ✓ Bullying or harassment, via the Internet or any other communication device, is totally unacceptable. Never post, publish or display defamatory, abusive, embarrassing, sexually oriented, racially offensive, harassing or threatening material.
- ✓ This Acceptable Use Agreement extends to cover use of the Internet from non-DSBN computers and networks where any inappropriate reference is made to DSBN staff, students, programs or properties.
- ✓ Do not access or transmit pornographic, sexually explicit, or other inappropriate materials including violence and gore. If such material is accessed by accident, the incident must be reported immediately to a teacher.
- ✓ Posting messages and attributing them to another user, or otherwise misrepresenting yourself online, is unacceptable.
- ✓ Do not broadcast a private message sent to you without permission of the sender.
- ✓ Non-academic use of DSBN computers (e.g., instant messaging social networking, playing online games), except where directed by a teacher, will not be tolerated.

## PLAGIARISM and COPYRIGHT

- ✓ Do not plagiarize works found on the Internet/Intra-network in printed text. It is unlawful to take the ideas, writings or images of others and present them as if they were yours.
- ✓ Do not transmit or download information, media or software in violation of copyright laws.
- ✓ Use information accessed on the Internet Judiciously. The information may not be accurate, factual or without bias.

## SAFETY

- ✓ Never reveal personal information online. This includes your name (first, last or nickname), address, phone number, age, e-mail address, school name and location, etc., as well as anyone else's personal information.
- ✓ Do not share your password or account information with anyone.
- ✓ Never send a picture of yourself, another person or a group over the network without the proper permission.

## VANDALISM

- ✓ The introduction of malicious programs, e.g., viruses, worms, Trojan horses, into a single computer, server or network is strictly prohibited.
- ✓ Any malicious attempt to modify, erase, harm or destroy the files of other users on the network will not be tolerated.
- ✓ Do not cause damage to any computer hardware or peripherals including keyboards, monitors, mice, printers, etc.

## SYSTEM and SECURITY

- ✓ Logging into the system as another user is strictly prohibited.
- ✓ Do not attempt to access information for which you are not authorized. This includes the unauthorized access to DSBN files or servers.
- ✓ Adding, deleting or modifying installed software is not permitted.
- ✓ Keep the use of network services within reasonable limits in terms of time and volume of information transferred through the system. Sending mass mailings of large documents or transferring large files at times of peak system usage may disrupt the use of the network by other users.
- ✓ Do not transmit or place unlawful information on the system or carry out unlawful activities using the network (e.g., the illegal installation of software).
- ✓ Do not use the DSBN network to buy or sell anything.

## THE DISCIPLINARY PROCESS

In the event that a student violates the DSBN Acceptable Use Agreement for school computers, the school administrator may deny, restrict or suspend the student's access to the DSBN system. Disciplinary action will be tailored to meet the concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on our electronic network. The Niagara Regional Police could be contacted based on the type of violation of the Netiquette agreement.

# **BULLYING PREVENTION AND INTERVENTION**

## **RATIONALE**

The District School board of Niagara recognizes that providing students with an opportunity to learn and develop in a safe and respectful society is a shared responsibility in which school boards and schools play an important role. Schools that have bullying prevention and intervention strategies, foster a positive learning and teaching environment which supports academic achievement of all students and helps students reach their full potential. A positive school climate is a crucial component of prevention.

## **POLICY**

The DSBN recognizes that:

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

## **DEFINITIONS**

1. Bullying is typically a form of repeated, persistent, aggressive behaviour that is directed at an individual(s) that is intended to cause (or should be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is real or perceived power imbalance.
2. Bullying is a dynamic of unhealthy interaction that can take many forms. It can be physical, verbal, or social and can occur through the use of technology such as e-mail, cell phones, text messaging or internet websites.
3. Positive school climate is the sum total of all the personal relationships within a school. When these relationships are founded in mutual acceptance and inclusion, and modeled by all, a culture of respect becomes the norm. A positive school climate exists when all members of the school community feel safe, comfortable and accepted.

## **BYSTANDER RESPONSIBILITY**

Student onlookers need to understand that they are responsible for their actions when they witness a bullying incident. In particular, bystanders should know they will face negative consequences if they decide to join a bully in taunting or teasing a victim, cheer the bully on, laugh at the bullying incident, or otherwise take part in the bullying.

## **INTERVENTION STRATEGIES**

Intervention requires appropriate and timely responses and should be done in ways that are consistent with a progressive discipline approach and may include early and/or ongoing intervention strategies, such as:

- ✓ contact with parent(s)/guardian(s);
- ✓ review of expectations;
- ✓ written work assignment with a learning component;
- ✓ referral to Counseling
- ✓ consultation;
- ✓ contact with Niagara Regional Police

**Progressive discipline** may also include a range of interventions, supports and consequences when bullying behavior has occurred, with a focus on improving behavior including:

- ✓ meeting with parent(s)/guardian(s), pupil and principal;
- ✓ detentions;
- ✓ withdrawal of privileges;
- ✓ restorative practice;
- ✓ school, board and community support programs;
- ✓ mediation services – Project Rewind – John Howard of Niagara
- ✓ ultimately suspension if deemed necessary

# Signs & Symptoms of a Concussion

## What is a Concussion?

A concussion is a brain injury that is caused by a blow to the head, face or neck, or a blow to the body that causes the head to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious.



## Concussion Signs & Symptoms Include:

- » Appearing dazed or stunned
- » Showing behaviour or personality changes
- » Answering questions slowly
- » Repeating questions
- » Difficulty recalling events prior to or after hit, bump, or fall
- » Confusion about events
- » Loss of consciousness (even briefly)
- » Forgetting class schedule or assignments
- » Showing mood, behaviour, or personality changes

## Symptoms Reported by the Student Could Include:

### THINKING & REMEMBERING

- ✓ Difficulty thinking clearly
- ✓ Difficulty concentrating or remembering
- ✓ Feeling sluggish, hazy, foggy, or groggy



### EMOTIONAL

- ✓ Irritable
- ✓ Sad
- ✓ More emotional than usual
- ✓ Nervous



### PHYSICAL

- ✓ Headache or "pressure" in head
- ✓ Balance problems or dizziness
- ✓ Sensitivity to light or noise
- ✓ Fatigue or drowsiness
- ✓ Blurry or double vision
- ✓ Nausea or vomiting
- ✓ Numbness or tingling
- ✓ Not "feeling right"



### SLEEPING

- ✓ Less than usual
- ✓ More than usual
- ✓ Trouble falling asleep



# What is a Concussion?

## FACTS FOR PARENTS & GUARDIANS

A concussion is a brain injury caused by a bump, blow, or jolt to the head or body that causes the head to move rapidly back and forth. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.



### What are the signs and symptoms?

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days after the injury. If your child reports one or more symptoms of a concussion listed below, or if you noticed the signs yourself, keep your child out of physical activity and seek medical attention immediately.



### Signs Observed by Parents/Guardians

- ▶ Appearing dazed or stunned
- ▶ Confusion about assignment or position
- ▶ Forgetting an instruction
- ▶ Unsure of game, score, or opponent
- ▶ Moving clumsily
- ▶ Answering questions slowly
- ▶ Loss of consciousness (even briefly)
- ▶ Showing mood, behaviour, or personality changes
- ▶ Difficulty recalling events prior to and after hit or fall

### Symptoms Reported by Athlete

- ▶ Headache or "pressure" in head
- ▶ Nausea or vomiting
- ▶ Balance problems or dizziness
- ▶ Double or blurry vision

- ▶ Sensitivity to light or noise
- ▶ Feeling sluggish, hazy, foggy, or groggy
- ▶ Concentration or memory problems
- ▶ Confusion
- ▶ Change in sleep patterns
- ▶ Just not "feeling right" or is "feeling down"

### How can you help your child prevent a concussion?

Every sport is different, but there are steps your child can take to protect themselves from concussions and other injuries, including:

- ▶ Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.
- ▶ Encourage them to practice good sportsmanship at all times.

## What Should You Do If You Think Your Child Has A Concussion?

**1** Keep your child out of physical activity. If your child has a concussion, her/his brain needs time to heal. Don't let your child return to physical activity the day of the injury and until a medical doctor/nurse practitioner, experienced in evaluating for concussions, reports your child is symptom-free and recommender's a return to physical activity. A repeat concussion that occurs before the brain recovers from the first—usually within a short period of time (hours, days, or weeks)—can slow recovery or increase the likelihood of having long-term effects. In rare cases, repeat concussions can result in edema (brain swelling), permanent brain damage or even death.

**2** Seek medical attention right away. A medical doctor/nurse practitioner experienced in evaluating concussions will be able to decide the seriousness of the concussion and when it is safe for your child to return to learn and return to physical activity.

**3** Teach your child that it's not smart to engage in physical activity with a concussion. Rest is key after a concussion. Sometimes athletes wrongly believe that it shows strength and courage to play injured. Discourage others from pressuring injured athletes to play. Don't let your child convince you that she/he's "just fine."

**4** Tell all of your child's coaches and the school Administrator about ANY concussion. Coaches and other school staff should know if your child has ever had a concussion. Your child may need to limit activities while she/he is recovering from a concussion. Activities such as studying, driving, working on a computer, playing video games, or exercising may cause concussion symptoms to reappear or worsen. Talk to your medical doctor/nurse practitioner, as well as your child's coaches and school staff. If needed, they can help adjust your child's school activities during her/his recovery.

If you think your child might have a concussion:

- ▶ Don't assess it yourself.
- ▶ Take her/him out of physical activity.
- ▶ Seek the advice of a medical doctor or nurse practitioner.



# CONCUSSION INFORMATION FOR PARENTS/GUARDIANS

## Roles and Responsibilities

To ensure the student's well-being, it is necessary for the DSBN, Administrators, teachers and other school board staff, medical doctor/nurse practitioner, parents/guardians and students to understand and fulfill their roles and responsibilities.

### Responsibilities of the Parent/Guardian:

1. After a suspected concussion, get their child/ward medical attention as soon as possible.
2. Notify the school of suspected or diagnosed concussions occurring outside of school-organized activities.
3. Notify the school of suspected or diagnosed concussions occurring during school activities.
4. Follow guidance from their child/ward's medical doctor/nurse practitioner in order to ensure the most rapid and complete recovery possible.
5. Complete and submit required forms: Concussion Medical Examination Documentation Request Form (Appendix B); Letter of Accommodation for Suspected/Diagnosed Concussions (Appendix C) and Final Medical Documentation form (Appendix D).
6. Review with their child/ward the documentation and forms
7. Follow guidance from their child/ward's school in order to ensure the most rapid and complete recovery possible.
  - a) This may include supporting the school's decision to not return the student to a Return to Learn/Return to Physical Activity Plan (Appendix E) until the student has been cleared by a medical doctor/nurse practitioner. **Note:** This includes exclusion of a student who arrives at the school less than 24 hours after a concussion and the student is symptomatic.
  - b) This may include supporting the school's decision to initiate or continue a Return to Learn/Return to Physical Activity Plan (Appendix E) until the student has been cleared by a medical doctor/nurse practitioner. **Note:** A teacher under the direction of a School Administrator(s) may exclude a student from participating in physical activity even if cleared to do so by a medical doctor/nurse practitioner if the student is still symptomatic.

### Responsibilities of the Student:

1. Notify teachers, coaches or the School Administrator(s) of suspected or diagnosed concussions occurring outside of school-organized activities.
2. Share information about how the concussion is being managed, and any symptoms he/she is experiencing.
3. Participate in the medically supervised, individualized and gradual Return to Learn/Return to Physical Activity Plan (Appendix E) developed by the school with preferred involvement of the medical doctor/nurse practitioner of the student.
4. Follow the academic modifications developed by the school in the Return to Learn/Return to Physical Activity Plan (Appendix E).

## CRISIS LINES – CALL FOR HELP / HEALTH INFORMATION

Aids Niagara .....	(905) 984-8684
Alateen Crisis Phone .....	(905) 328-1677
Alcohol & Drug Treatment Centre .....	(905) 684-1183
BirthRight .....	(905) 685-1913
Canadian Mental Health <a href="http://www.cmhaniagara.ca">www.cmhaniagara.ca</a> .....	(905) 641-5222
Child Advocacy Center of Niagara .....	(905) 937-5435
Community Addiction Services Niagara <a href="http://www.cas-n.ca">www.cas-n.ca</a> .....	(905) 684-1183
Contact Niagara.....	(905) 684-3407
Distress Centre, St. Catharines .....	(905) 688-3711
FACS .....	(905) 937-7731
Gillian's Place .....	(905) 704-1997
Kids Help Line <a href="http://www.kidshelpphone.ca">www.kidshelpphone.ca</a> .....	1-800-668-6868
Niagara Region Public Health <a href="http://www.niagararegion.ca">www.niagararegion.ca</a> .....	(905) 688-3762 x 7156
Niagara Region Sexual Assault Centre <a href="http://www.sexualassaultniagara.org">www.sexualassaultniagara.org</a> .....	(905) 682-4584
Pathstone.....	1-800-263-4944
Police .....	(905) 688-4111
Sexual Health Centre – Welland Avenue .....	(905) 688-3817
Victim Services Niagara.....	(905) 682-2626
YWCA Emergency Housing.....	(905) 688-2700

## COMMUNITY SERVICES

Community Information Services <a href="http://www.informationniagara.com">www.informationniagara.com</a> .....	211
Homelessness Prevention Program .....	(905) 984-6900 xt 3812
Housing Help Centre <a href="http://www.communitycarestca.ca">www.communitycarestca.ca</a> .....	(905) 346-4646
Human Resources & Skills Development Canada .....	<a href="http://www.esdc.gc.ca">www.esdc.gc.ca</a>
Job Gym <a href="http://www.jobgym.com">www.jobgym.com</a> .....	(905) 682-8372
Legal Aid Ontario .....	1-800-668-8258
Lifetime Learning Centre (Adult Education).....	(905) 687-7000
Niagara Child & Youth Services .....	(905) 688 6850
Niagara Regional Housing <a href="http://www.nrh.ca">www.nrh.ca</a> .....	1-800-232-3292
Ontario Works.....	(905) 641-9960
Niagara Regional Police Services .....	(905) 688-4111
Out of the Cold Program <a href="http://www.startmeupniagara.ca">www.startmeupniagara.ca</a> .....	(905) 984-5310
Quest Community Health.....	(905) 688-2558 xt 222
The Raft <a href="http://www.theraft.ca">www.theraft.ca</a> .....	(905) 984-4365