

# St. Catharines Collegiate Institute & Vocational School

## STUDENT HANDBOOK 2014-2015

34 Catherine Street  
St. Catharines, ON  
L2R 5E7

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[www.collegiate.ca](http://www.collegiate.ca)

Mrs. T. Zonneveld, Principal  
Mrs. S. Palumbo, Vice-Principal  
Mr. M. Pastore, Vice-Principal

### DAILY SCHEDULE 2014-15

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

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## Semester 1

September 2	Semester 1 Begins
September 25	Picture Day
October 2	School Council
October 6	Progress Reports to Students
October 10	P.A. Day (no classes)
October 13	Thanksgiving Day
October 16	Picture Retakes
October 16	Parent Teacher Interviews
November 5	Grade 9 Take Your Kids To Work Day
November 14	P.A. Day (no classes)
November 17	Mid Semester Report Cards
November 19	Open House
December 4	School Council
December 22 – January 2	Christmas Break
January 8-23	EQAO Mathematics
January 23-30	Semester 1 Exams
January 25	School to Community Last Day
January 30	P.A. Day (no classes)

## Semester 2

February 2	Semester 2 Begins
February 9	Semester 1 Final Report Cards
February 13	Early Release Day
February 16	Family Day Holiday
February 26	School Council
March 4	Progress Reports to Students
March 11	Parent Teacher Interviews
March 16-20	March Break
March 26	Ontario Secondary School Literacy Test (Gr. 10 OSSLT)
April 3	Good Friday
April 6	Easter Monday
April 23	Mid Semester Report Cards
May 7	School Council
May 15	PA Day
May 18	Victoria Day
May 28-June 12	EQAO Mathematics
May 29	Community Involvement Hours Due
June 18 – 24	Semester 2 Exams
June 22	School to Community Last Day
June 25	Graduation
July 3	Final Reports 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. Parents' Nights are held twice a year in October and April.

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
  - If you are a smoker, SMOKE in DESIGNATED AREAS OFF SCHOOL PROPERTY

#### 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 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 and dropping out of school.

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 which is impossible to regain entirely. 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. 65711 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?

EXCUSED	Explained UNEXCUSED	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. Student 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 - Collegiate Commitment            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> <ul style="list-style-type: none"> <li>• <b>Web attendance is taken within 20 minutes of the start of the period</b></li> <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:               <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 professional image and positive learning environment we strive toward for our students, staff, parents, and visitors.

These include:

- Collar shirts/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
- Leggings must include a long shirt ~ arm's length extended at the side

These do not include:

- Pants worn below undergarments ~ must be above the waistline
- 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
- Hats (baseball, toques, berets, etc.)

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 A SAFE LEARNING ENVIRONMENT**

## **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.

## **CELLPHONES**

The DSBN has created a policy on cell phone usage in the schools. Cell phones may only be used in the main rotunda and cafeteria. 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.

## **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 friends, guidance personnel or administration help!

## **LOITERING**

In an effort to project a positive image in the community, students are asked not to loiter in front of the school during class time. This expectation applies to students on spares as well. 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.

## **SKATEBOARDS**

Skateboards and roller blades are not to be brought onto school property without administration permission. Skateboarding is prohibited on the streets surrounding Collegiate (Maple, Catherine, Hetherington).

# **SAFE SCHOOLS**

## **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 illicit 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.

## **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.

## **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.

## **CHANGE ROOM SECURITY**

For easy identification, students are advised to sew name labels on the inside of their clothing.

**Money and valuables should not be left in change rooms during Physical Education classes.** Students are encouraged not to bring valuable items to school. The Physical Education teachers will not hold valuables for students.

# 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 or 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. bullying adversely affects a school's ability to educate its students, students' ability to learn, healthy relationships and the school climate.

## **POLICY**

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

## CRISIS LINES – CALL FOR HELP / HEALTH INFORMATION

Aids Help Hotline.....	1-800-263-4911
Alateen Crisis Phone.....	(905) 641-0590
Alcohol & Drug Treatment Centre .....	(905) 685-5425
Birth Control Centre.....	(905) 688-3817
Canadian Mental Health <a href="http://cmhaniagara.ca">cmhaniagara.ca</a> .....	(905) 641-5222
Child & Adolescent Clinic .....	(905) 358-0170 ext. 3808
Children’s Mental Health Clinic <a href="http://niagarahealth.on.ca">niagarahealth.on.ca</a> .....	(905) 378-4647
Community Addiction Services Niagara <a href="http://www.cas-n.ca">www.cas-n.ca</a> .....	(905) 684-1183
Community Crisis Care (24/7 Mental Health Crisis).....	(905) 378-4647
Distress Centre, St. Catharines.....	(905) 688-3711
FACS.....	(905)937-7731
Gillian’s Place .....	(905) 684-8331
Kids Help Line <a href="http://kidshelpphone.ca">kidshelpphone.ca</a> .....	1-800-668-6868
Niagara Region Public Health <a href="http://niagararegion.ca">niagararegion.ca</a> .....	(905) 688-2854
Niagara Region Sexual Assault Centre (CARSA) <a href="http://sexualassaultniagara.org">sexualassaultniagara.org</a> .....	(905) 682-4584
Pathstone .....	1-800-263-4944
Police.....	(905)688-4111
Sexual Health Centre – Welland Ave. ....	(905) 688-3817
Teen Information Sex Line .....	1-416-961-3200
Victim Support Line, Niagara.....	(905)682-2626
Youth Outreach Project .....	(905)684-5214
YWCA Emergency Housing .....	(905)988-3528

## COMMUNITY SERVICES

Community Information Services <a href="http://informationniagara.com">informationniagara.com</a> .....	211
Homelessness Initiative .....	(905) 984-8649
Housing Help Centre <a href="http://communitycaresca.ca">communitycaresca.ca</a> .....	(905) 984-8955
Human Resources Development Canada - Social Ins, Unemployment Ins	(905) 988-4545
Human Resources Employment Tele-message .....	(905) 988-2828
Job Gym <a href="http://jobgym.com">jobgym.com</a> .....	(905) 682-8372
Legal Aid Ontario.....	(905) 685-1012
Lifetime Learning Centre (Adult Education).....	(905) 687-7000
Niagara Child & Youth Services .....	(905) 688 6850
Niagara Regional Housing <a href="http://nrh.ca">nrh.ca</a> .....	1-800-232-3292
Niagara Regional Housing <a href="http://nrh.ca">nrh.ca</a> .....	1-800-232-3292
Ontario Works.....	(905) 641-9230
Out of the Cold Program <a href="http://startmeupniagara.ca">startmeupniagara.ca</a> .....	(905) 642-1249
OUT Niagara .....	<a href="http://www.outniagara.ca">www.outniagara.ca</a>
Quest Community Health .....	(905) 688-2558
The Raft <a href="http://theraft.ca">theraft.ca</a> .....	(905) 984-4365