

**COLLINGWOOD  
COLLEGIATE  
INSTITUTE**

*A Great Place to Be!*

# STUDENT HANDBOOK

**2023 - 2024**

**PRINCIPAL**

MR. CURT DAVIDSON

**VICE PRINCIPALS**

MS. KAREN CROSS (SURNAMES A-F)

MS. JANICE MCLEOD (SURNAMES G-M)

MS. JULIA FLEMING (SURNAMES N-Z)



The information pertaining to rules contained in this handbook is not all inclusive. School policies are updated as needed throughout the school year; therefore, new and/or revised policies may be implemented after the publication of this book. The administration may take such action as is necessary, to ensure the discipline and orderly conduct of the school. Action may be taken with respect to any offence which interferes with orderly conduct of the school or which affects the safety and welfare of students and staff, either individually or collectively, regardless of the existence or nonexistence of a rule covering the offence.

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Website: <http://cci.scdsb.on.ca>

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**This handbook belongs to:**

\_\_\_\_\_

**Grade:** \_\_\_\_\_

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## Message from Principal Curt Davidson

Welcome to a new school year filled with many opportunities for learning, new experiences, and personal growth. As a student at Collingwood Collegiate, you are part of a school that enjoys a rich history and an outstanding reputation for excellence in both academics and co-curricular activities.

The richness of your school experience is directly influenced by your involvement in school life. Be sure to get involved as best you can during this year at CCI. We want you to build friendships, develop new skills, increase your confidence and strengthen your sense of identity. Participate fully, have fun, and represent CCI well.

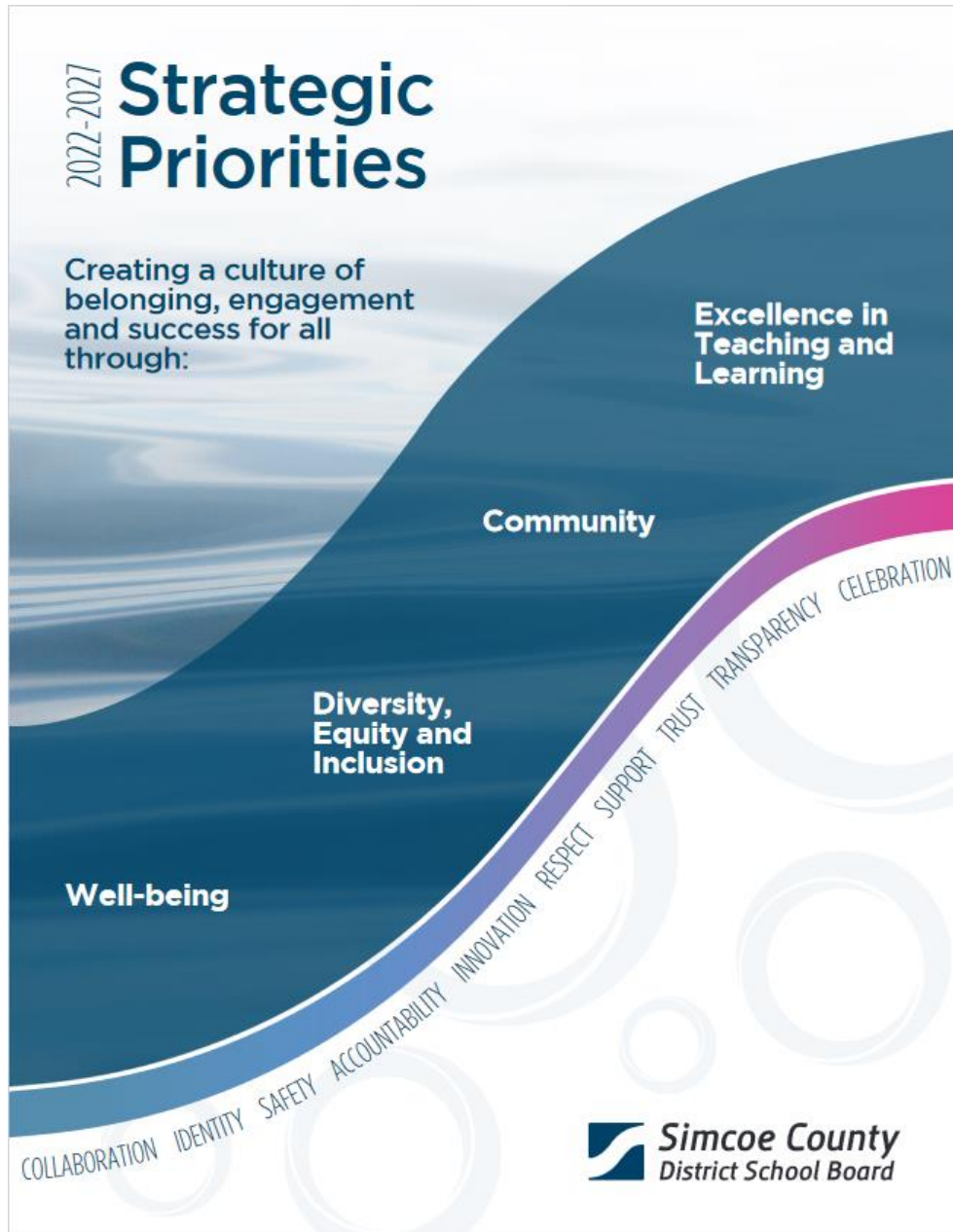
Now is the time for you to establish learning skills and work habits that will set you up for success. Be diligent in your studies and do not hesitate to ask for help when you need it. Our staff at CCI is prepared and committed to supporting positive outcomes for our students.

It is important that you read this Student Handbook and share it with your parents/guardians. This Handbook sets out information and expectations that are important for you to know and follow as a student of Collingwood Collegiate Institute. It also contains important dates for school events and important dates. These are dates to keep in mind when arranging out-of-school activities. Keep up-to-date on school events by listening to morning announcements, accessing our school website <http://cci.scdsb.on.ca>, reading the CCI newsletters and by following CCI on Twitter @CCI\_SCDSB and @CCI\_ANN

We have plenty to look forward to as we begin this school year together at CCI. Best wishes for a successful and memorable year.

## SCDSB Mission, Vision and Values

Our mission and vision outline what we do and what we want to achieve and provide direction for the board's strategic plan.



**Mission Statement:**

*We inspire and empower learning for life.*

**Vision Statement:**

*A community of learners achieving full potential.*

## Land Acknowledgement

In October 2017, the SCDSB approved the practice of a land acknowledgment for board meetings and significant board and school events, as well as a less formal land acknowledgment for daily use in all schools. The following acknowledgment is recited each day as part of the morning announcements.

Simcoe County District School Board acknowledges that we are situated on the traditional land of the Anishnaabeg people. We acknowledge the enduring presence of First Nation, Métis and Inuit people on this land and are committed to moving forward in the spirit of reconciliation and respect.'

The approval of a land acknowledgment follows recommendations of the Truth and Reconciliation Commission's Calls to Action. A land acknowledgment is an act of reconciliation and respect with, and for, the First Nations people of Simcoe County, on whose land we stand. We are proud to share that the SCDSB land acknowledgments were developed in consultation and partnership with local Indigenous partners.

## Character Education

Character development is the intentional modeling, teaching and practicing of positive character traits and is an integral part of each school day. Character development includes respecting others by listening, promoting responsibility and honesty, trusting and respecting the ideas of others, encouraging honest and responsible actions, respecting individual differences and being responsible in learning. Board and school initiatives are designed to teach and encourage students to be positive, productive members of our community.

The SCDSB's character education program is a deliberate effort to nurture universal attributes that transcend racial, religious, socio-economic and cultural lines. It focuses on 10 character traits that are taught and modeled in all SCDSB elementary and secondary schools.

These traits are: integrity, responsibility, cooperation, caring, respect, optimism, honesty, empathy, courage and inclusiveness.

Integrity- We act justly and honourably in all that we do	Optimism- We maintain a positive attitude and have hope for the future
Responsibility – We are accountable for our actions and we follow through on our commitments	Honesty- We behave in a sincere, trustworthy and truthful manner
Cooperation- We work together towards shared goals and purposes	Empathy- We strive to understand and appreciate the feelings and actions of others
Caring- We show kindness towards others	Courage- We do the right thing, even when it's difficult
Respect- We treat ourselves, others and the environment with consideration and dignity	Inclusiveness- We include everyone in what we do and value their unique contributions

## Important Dates 2023-24

Semester 1		Semester 2	
First Day of School	Sep 6	First Day of Sem 2	Feb 5
School Photos	Sept 12	Sem 1 report cards distributed	Feb 16
P.D. Day	Sep 22	Family Day	Feb 19
National Day of Truth & Reconciliation	Sep 30	Parent/Guardian/Teacher Interviews	TBD
Thanksgiving	Oct 9	March Break	Mar 11-15
Parent/Guardian/Teacher Interviews	Oct 12	Good Friday	Mar 29
P.D. Day	Oct 20	Easter Monday	Apr 1
Remembrance Day	Nov 11	OSSLT (Literacy Test Rewrite)	TBD
Mid Semester	Nov 13	Mid Semester	April 22
P.D. Day	Nov 17	Midterm Reports Distributed to Families	May 2
Photo Retake Day	Nov 21	Mental Health Week	May 6-10
OSSLT (Literacy Test, Gr 10)	Nov 22-23	Victoria Day	May 20
Midterm Reports Distributed to Families	Nov 23	Culminating Task Days (Evaluations)	May 27-30
Culminating Task Days (Evaluations)	Dec 14, 15, 18, 19	Prom	June 7
Winter Break	Dec 25-Jan 5	EQAO Math	TBD
EQAO Math (Gr 9)	TBD	Feedback, Recovery & Improvement Days	June 24-26
Feedback, Recovery & Improvement Days	Jan 30-Feb 1	PD Days	June 27/28
PD Day	Feb 2	Graduation	TBD

The students and staff of the Simcoe County District School Board (SCDSB) represent a rich diversity of creed traditions and beliefs. While this list identifies some widely recognized days of significance, it should not be viewed as an exhaustive or authoritative account of all creed accommodation needs. For further information, visit [www.scdsb.on.ca](http://www.scdsb.on.ca) and select About > Diversity, Equity and Inclusion > [Days of Awareness](#)

# Be On Time For Class!

<b>DAILY SCHEDULE 2023-2024</b>	
<b>Music/Warning Bell</b>	<b>7:55-8:00</b>
<b>Period 1</b> (Including CCI AM last 5 minutes)	<b>8:00-9:20</b>
<b>Period 2</b>	<b>9:25-10:40</b>
<b>LUNCH 10:40-11:40</b>	
<b>Period 3</b>	<b>11:40-12:55</b>
<b>Period 4</b>	<b>1:00-2:15</b>

## Student Council Executive 2023-2024

PRESIDENT: Philip Young

VICE PRESIDENT: Mallory Rhodes

ADMINISTRATORS: Julia Fleming, Curt Davidson

Grade 9 Reps: TBD

Grade 10 Reps: Libby Hamilton and Reed Johnson

Grade 11 Reps: Quinn Macarthy

Grade 12 Reps: Hassan Sagar

**STUDENT COUNCIL ADVISOR..... VICTORIA ELLIOTT**



## Secondary Acknowledgement and Permission Form and Student Accident Insurance

### STANDARD ACKNOWLEDGMENT AND PERMISSION FORM/STUDENT INFORMATION COMPUTING TECHNOLOGY APPROPRIATE USE AGREEMENT

The 2023-2024 Standard Acknowledgment and Permission Form and Student Information Computing Technology Appropriate Use Agreement are required forms for all Simcoe County District School Board (SCDSB) students. The forms have been made available electronically through School Cash Online. School Cash Online is our preferred method for forms. If you are unable to submit these forms electronically, please contact the office for paper copies.

### Student accident insurance 2023-2024

Student injuries at school, during school events, and extra-curricular activities (i.e. athletics, clubs, and out-of-province/out-of-country trips) are not covered by the Simcoe County District School Board (SCDSB) or its insurance company. While every precaution is taken to provide a safe learning environment, accidents can and do happen.

A variety of plans and benefits at reasonable annual prices can be found through either:

StudyInsured at [www.studyinsuredstudentaccident.com](http://www.studyinsuredstudentaccident.com) or by calling 1-833-560-0527; or,

Insure my Kids at [www.insuremykids.com](http://www.insuremykids.com) or by calling 1-800-463-5437.

Participation in extra-curricular activities (i.e. athletics, clubs) or out-of-province/out-of-country trips, requires the purchase of this insurance or other (personal) extended health and dental coverage.

## Student Learning

### Assessment/Evaluation and Reporting

Assessment is the process of gathering information that accurately reflects how well a student is achieving the curriculum expectations in a subject or course. Teachers provide opportunities for the improvement of learning for all students by using practices that are carefully planned to relate to the curriculum expectations and learning goals. Students will be assessed using three types of data: products, conversations and observations. As part of this process, teachers will provide ongoing descriptive feedback that is clear, specific, meaningful, and timely to support improved learning and achievement. Ideally, students will develop self-assessment skills to enable them to assess their own learning, set specific goals, and plan next steps for their learning.

Ministry curriculum documents include achievement charts that identify four categories of knowledge and skills, namely: knowledge and understanding, thinking, communication, and application. In all subjects and courses, students are given opportunities to demonstrate the full extent of their achievement of the curriculum expectations across all four achievement chart categories

Students have an important role and responsibility to further their learning. They are expected to:

- actively engage in learning and assessment activities
- demonstrate their knowledge and skills and learn to monitor their personal progress in learning through ongoing reflection and metacognition
- share the responsibility for learning by demonstrating their achievement of the curriculum expectations based on timelines established with their teachers and peers
- communicate their strategies and goals in response to teacher and peer feedback
- communicate concerns about personal achievement with teachers

The development of learning skills and work habits is an integral part of a student's learning. The six learning skills and work habits are:

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

Reporting to parents/guardians through report cards and Interview Nights provides information about:

- student achievement of curriculum expectations
- student demonstration of specific learning skills
- student attendance including times late and days absent, if applicable
- second language programming and special learning needs

Teachers will make contact with families where there may be progress concerns.

### Evaluation days

Course evaluations will be continuous and ongoing throughout the course. Students are responsible for maintaining records on a calendar of dates and deadlines for course work and evaluations. All students are expected to participate and complete scheduled course evaluation tasks.

## Full Disclosure Policy

In grades 9 and 10, only courses which have been successfully completed will appear on a final transcript for colleges or university. Since 1999, students in grades 11 and 12 have full disclosure of all courses on the Ontario Student Transcript (OST). This means that all attempted courses (successful, unsuccessful or incomplete) will appear on the transcript unless students follow the procedures to officially drop a course. If a student withdraws from a grade 11 or 12 course ON OR BEFORE five school days after the mid-semester reports have been issued, the course will not be recorded on the transcript. Failure to withdraw by that time limit means that the course will be listed on the transcript, along with the student's final mark and an indicator that the student withdrew from the course.

## Accessibility Standards for Customer Service

The Simcoe County District School Board is committed to providing services that are free of barriers and biases. The SCDSB strives to ensure that key principles of independence, dignity, integration and equality of opportunity are reflected and valued in our learning and working environments. Our conduct will demonstrate our belief in the strength diversity brings to our communities.

## Course Load & Course Changes

It is extremely important that all students carefully consider their options and make informed decisions when selecting their timetable. Some timetable changes may be possible but not guaranteed. If a student is requesting a course change, he/she is reminded to continue attending class until a guidance appointment can be arranged. In the off chance that the timetable change is not possible and the student's timetable remains unchanged, there will be no missed classes. Attendance, effort and attitude are all linked to success. If you have any questions regarding course selections or your educational future, please contact the Guidance Office.

COURSE LOAD & CHANGES		
Grade	Course Load	Changes
9,10, 11	All grade 9, 10 & 11 students should have a full schedule (8 courses) all year. If you are unable to manage 4 courses, you should speak to a special education teacher or one of the Vice Principals to request consideration for a support (resource) period to be timetabled instead of one of your classes. Students in grade 11 will not have a spare unless they are ahead in credit accumulation. Any exception to this must be approved by Administration on the basis of exceptional circumstances.	Changes in courses are limited. Book an appointment in guidance through <b>Google Classroom</b>
12	If a student has achieved 24 credits, he or she may have 6 courses on their timetable. A reasonable, graduating course load is expected. A student who wants to carry only 2 courses on their timetable in one semester and therefore becomes a part-time student, can do so only with the principal's permission.	Book an appointment with guidance through <b>Google Classroom</b>

## Support Staff/Student Services

Student Grade	Guidance Counsellors	Special Education Resource Teachers
9	Rachel Moritz	Mark Cruse
10	Kim Carey	Laurie Moore
11	Collin Wallace	Jessica Marshall
12	Erin Brown	Tori Daly
<b>Student Success Teachers</b> Rachel Moritz (Gr. 9) Shayla Powell (Gr. 10) Grant Jennings (Gr.9/10 Math/Science support)		

Any student wishing to drop a course must do so through Guidance Services or Special Education. A special form is generated and must be signed by all parties concerned, including a Vice Principal. We discourage course drops for students in grades 9-11 without extenuating circumstances as there is often opportunity to regroup with focused planning and assistance to catch-up in the course. Courses will not be dropped from the student's schedule until the Drop Form has been successfully processed by Guidance. Students are expected to attend the class until it has been officially dropped. Failure to attend will result in the recording of unexplained absences.

## Diploma Requirements

To receive the Ontario Secondary School Diploma, students will be required to successfully complete 30 credits (18 of which will be compulsory and 12 will be elective), the Grade 10 Literacy Requirement, and 40 hours of Community Involvement. The Literacy Test (OSSLT) is written during the student's Grade 10 year. See our course calendar on the school website for details.

## Community Involvement Hours

As part of the Ontario Secondary School Diploma graduation requirements, students must complete a minimum of 40 hours of community involvement activities. The aim of this requirement is to encourage students to develop both civic responsibility and a desire to play a role in strengthening their community. Students may begin to accumulate community involvement hours in the summer before they enter Grade 9. For a list of eligible activities, and for the community involvement hours form, please visit [www.scdsb.on.ca](http://www.scdsb.on.ca) under 'Students' and 'Community Involvement'. If in doubt about whether an activity qualifies, speak with a Guidance Counsellor or an Administrator in advance.

## Guidance Services

### **(705) 445-3161 (41560)**

The Guidance counsellors at CCI can give you information and support in areas related to careers, education and personal issues. Resources in the Guidance Office include videos, CDs, university and college calendars, community resource materials, and career and vocational information. Our school web page located at <http://cci.scdsb.on.ca> has additional information regarding program planning.

All students are welcome to make an appointment to see a counsellor. Students may wish to discuss educational plans, career alternatives, or topics of a personal nature. Referrals will be made to outside agencies when this type of assistance appears to be beneficial. The Guidance department will ensure confidentiality of conversations for students unless there is evidence of harm to self or others. Examples of Guidance Services include:

- Group meetings, workshops and seminars to assist students with their educational, career, and work-related plans. Representatives from colleges and universities will visit the school to talk with prospective applicants.
- Career resources
- Scholarship/ Bursary Information
- Information about, and assistance with, applications for college, university and apprenticeships

## Homework

All SCDSB schools follow the board's homework policy, which can be viewed online at [www.scdsb.on.ca](http://www.scdsb.on.ca) under 'Board' and 'Policies', [Policy 4106 Homework](#). Homework is a range of activities completed outside of school that support learning.

Homework should:

- be planned by the teacher to directly support classroom instruction
- be an engaging and relevant learning activity that can be completed by the student independently
- be planned to meet each student's strengths and needs
- include feedback from the teacher

Teachers will avoid giving homework during holidays and days of significance.

## Honour Roll

Members of the Honour Roll have achieved an average of 80% for the year. Students of Grades 9 & 10 & 11 must average their eight subjects for the year. Students in Grade 12 must be taking a minimum of 6 senior subjects/credits for the year. All subjects must be taken for the first time. Students are acknowledged on a plaque located in the main foyer of the school and at the Honour Roll Assembly.

## CCI's Virtual Library

Can be found at [www.ccilibrary.ca](http://www.ccilibrary.ca) (or click on the link on the school website). Available 24/7, the library website has a variety of regularly updated resources. Many of these are free, but for the ones CCI purchases you might need specific login information. You only need to remember one password: **cciowls**. Use "cciowls" to open up the "Passwords" page on the library website and you will find an **up-to-date listing of all the login/password** info you might need for any of our online resources.

## Link Crew

The Gr. 9 mentorship program kicks off with an Orientation Day on the morning of August 30, 2023. When grade 9 students first arrive, they will be met by grade 11 and 12 Link Crew students who will lead groups of grade 9 students on a tour of the school and through some activities. These Link Crew leaders will continue to mentor the grade 9's the rest of the year. Stay tuned for exciting events planned! There are social and academic events that are designed to make the grade 9 students feel welcome. Link Crew has been proven to reduce failure rates and to increase student engagement. Schools that have Link Crew report fewer suspensions and a decrease in bullying.

## Academic Honesty

CCI is concerned that fraudulent use of research materials will have consequences that are serious enough to jeopardize academic standing and post-secondary aspirations. Plagiarism includes copying the work of another student, having someone else write an assignment (including Artificial Intelligence), copying a published author's text and using (by paraphrase) substantial ideas, argument or graphical representations from a published source without proper citation. You may be an accomplice in plagiarism if you knowingly allow your own work to be submitted as the work of another person.

**Examples of academic dishonesty are the following:**

- \*To represent as one's own any idea, expression of another person's idea or work in any form
- \*To submit any academic work containing a purported statement of fact or reference to a source which has been concocted.
- \* To use a translator to translate work from English to French.

Every statement of fact that is not considered to be common knowledge in the subject area must be referenced, every opinion that is not arrived at independently, and any paraphrase of another person's ideas and opinions. Students must demonstrate an ability to use previous work on the subject, assimilate and present it, not as a patchwork of paraphrases, but a freshly organized and individual design, which exhibits your own understanding of the subject. Most plagiarists are easily identified because teachers are familiar with sources and able to detect inconsistencies in the writing style, vocabulary, and syntactical structure of submitted work. Students are expected to cite all ideas or words quoted or paraphrased. When in doubt, cite your sources. A research guide has been prepared for students and is posted on the school web site. Students should keep all rough notes in the event that academic integrity becomes an issue. When it is believed that academic dishonesty has occurred, the following consequences may be applied:

- Receive a "Zero" for the assignment
  - Resubmit the same or a different assignment with a percentage deduction or a "No Mark"
  - Other School Consequences (i.e., suspension)
- The course of action will take into consideration any previous occurrences of plagiarism by the same student.

### Provincial Assessments

Provincial assessments are developed and scored by the Education Quality and Accountability Office (EQAO). Each student who completes a provincial assessment receives an Individual Student Report (ISR) which outlines the student's overall achievement. School and board achievement data is used to support student learning. Each school develops a school plan that focuses on strategies to promote successful learning and encourages students to be actively involved in their learning. School-by-school results are available at [www.eqao.com](http://www.eqao.com).

### 2023-2024 Provincial Assessment Dates

The Grade 10 Ontario Secondary School Literacy Test (OSSLT) can take place in November of 2023 and April of 2024. Successful completion of the OSSLT is a graduation requirement. Students who do not succeed the first time the test is written may be scheduled into the OLC course which, upon successful completion, meets the literacy graduation requirement.

If you are a graduating student (i.e. on track to graduate in June 2024) and you have not met the literacy requirement, please make an appointment with your guidance counselor or SERT as soon as possible

### Special Education and Student Success

Students learn in different ways. At times, students may need different supports and programs, beyond the accommodations that are provided in the classroom, in order to reach their full potential. Please speak with a Guidance Counsellor, our Student Success Teacher or a Special Education Resource Teacher if additional learning support is needed.

Depending on the situation and student assessment information, assistance may take the form of accommodations, modifications, counselling, tutoring, remediation, close monitoring, and/or timetable alterations.

## Specialist High Skills Major Programs (SHSM), Dual Credit & Youth Apprenticeship

Secondary school programs such as Specialist High Skills Majors (SHSM) are designed to prepare students for sector-specific career destinations.

CCI offers five SHSM programs:

1. Health & Wellness
2. Hospitality & Tourism
3. Construction & Building Design
4. Arts & Culture
5. Transportation

Job-related activities and experiential learning opportunities are explored in Grades 7 to 12, and opportunities for more in-depth exploration through the Co-operative Education Programs (co-ops) are available in Grades 11 and 12. Dual credit courses enable students to gain a secondary school credit while completing a college course and earning a college credit. The Ontario Youth Apprenticeship Program (OYAP) allows students in trade-related co-ops to begin working towards apprenticeship requirements.

More information about Student Success initiatives is available from Guidance or by visiting CCI's website: <http://cci.scdsb.on.ca> under About us. Click on Special Programs.

### Textbooks

Students are responsible for their texts & other school resources. Students will sign out a text and it is to be returned by the student to the lending teacher prior to the final evaluation. Students misplacing a text must pay a replacement cost determined by the school. Replacing lost textbooks and library books represents a significant cost so we ask students to be diligent in taking care of school property. For any concerns over ability to pay, please speak with an Administrator.

### Withdraw / Transfer From School

Students who wish to withdraw from school must first visit the Guidance Office. This will provide an opportunity to discuss future plans with a counselor, as well as enable the Guidance Office to collect information which the Ministry of Education requires of all students leaving school. Students leaving CCI to enroll in another school should ask Guidance for a copy of their transcript. Please return all your textbooks and library books before you leave.

## Attendance

Regular Attendance is vital to academic success. There is a conclusive relationship between attendance and achievement.

### Excused from School During the Day

If a student is to be excused from school during the day (i.e. medical or dental appointment), a note signed by the parent or guardian must be given to the Attendance Secretary between **7:15 and 8:00 am**. If returning to school, the student will report directly to the office to sign in. If a student will be missing the entire day, **parents are expected to notify the school by the morning or before 7:30am**. The attendance line is available 24-7 at 1-888-885-8065. Alternately, a parent/guardian email to [cciattendance@scdsb.on.ca](mailto:cciattendance@scdsb.on.ca) is also accepted.

### Lates

Arriving to class on time (first class begins at 8:00 am) is a demonstration of respect for your learning and for the classroom teacher who is prepared and ready to begin class. All students should be out of the halls and into class **before** the bell rings. Music will be played each morning to signal that classes will begin in 5 minutes. The teacher will mark the student late for attendance purposes and next steps will be conversation, communication, and consideration of consequence. Students who arrive late to school or class must scan the QR code in their classroom and complete the digital form to sign in.

### Missed Classes

The Ministry of Education regulations identify two reasons for school absences - illness and other unavoidable causes. It is the parent's or guardian's duty to make sure the child attends school regularly. It is a student's duty to attend each class and to be on time to class. One of the single most important factors related to student success is attendance. There is an obvious correlation between achievement in school and good attendance. We urge parents to hold their children accountable for school attendance and to implement consequences for unexplained absences.

- For all absences from school, a parental/guardian must notify the school before 1:30 pm on the day of absence, for any student under age 18. Notification may be done by a written note, a phone call to the attendance line **1-888-885-8065**, or via email to [cciattendance@scdsb.on.ca](mailto:cciattendance@scdsb.on.ca)
- Students 18 years or older may write their own notes once the required form is completed. The same limits and tolerances for absences and lates apply to adult students as they do for students under 18 years.
- Notes for an absence should include the date, an acceptable explanation for the absence, and signature.
- Each evening, the automated attendance system will call home if the school has not been notified of the absence by the parent/guardian.
- We strongly recommend that vacations be scheduled during school holidays only. Extended leaves for any reason during the school year (5 days or more) must be processed by the Vice Principal and require at least 1 week notice. Holidays should not be scheduled during final evaluation days as students are required to be in attendance.
- The student is responsible for work and assignments missed due to absence.
- If a note or phone call is not received within 48 hours of a missed class, the student is considered truant.

### Accidents

Students should report all accidents, however minor, immediately to the office for follow-up. If you become injured during class time, tell your teacher immediately and then report to the office. A parent/guardian will be contacted.



## Illnesses

Sicknesses can spread quickly at school. If a student is sick, please remain home. To help stop the spread of illnesses, staff and students are advised to cough or sneeze into their arm or a tissue and wash their hands before eating and after using the washroom and coughing or sneezing. Notify the school when your child is absent due to a communicable disease. Some of these illnesses must be reported to the Simcoe Muskoka District Health Unit. Fact sheets and brochures are available at <http://www.simcoemuskokahealth.org>

For COVID illnesses, the Simcoe Muskoka District Health Unit provides a checklist for self-screening to help determine if the student should attend school or not. The online tool is available at <http://www.simcoemuskokahealth.org>. Masks and hand sanitizer are available from the main office should a student require.

## Vacations

All efforts should be made to plan holidays to minimize class time missed and to not conflict with established course evaluation periods. The office must be notified in advance of all holiday plans during instructional time. Students are responsible for all work missed while away. The parent/guardian of the student must submit a letter to the principal, explicitly requesting the student be excused for a specific period of time. The time frame must be outlined and cannot be indefinite or until further notice.

## Code of Conduct / Standards of Behaviour

The SCDSB recognizes that all members of the school community have the right to be safe and to feel safe in their school community. With this right comes the responsibility to contribute to a positive school climate. The [SCDSB Code of Conduct](#) supports and enhances the Ontario Code of Conduct by setting clear standards of behaviour. These standards apply on school property, on school buses and at all school-related activities.

### #CCIKINDNESS

CCI Kindness campaign promotes throughout the school year:

- Kindness to self
- Kindness to others
- Kindness to environment (eco-school)

Students will participate in various activities throughout the year to support #CCIKindness.

### Bullying Prevention and Intervention

Bullying is typically a form of repeated, persistent, aggressive behaviour that is directed at one or more people. Bullying 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 a real or perceived power imbalance.

In contrast to bullying, conflict is generally a disagreement or difference in opinion between peers who typically have equal power in their relationships. It is usually an inevitable part of a group dynamic and both parties have power to influence the situation.

Bullying is not accepted on school property, at school-related activities, on school buses or in any other circumstances that could impact the moral tone of the school, including online and via other forms of technology. Staff, students and parents work together to implement bullying prevention and intervention plans in their schools. Schools use a progressive discipline approach and may use a range of interventions, supports and consequences when bullying behaviour happens, with a focus on improving behaviour.

Bullying is on the list of infractions for which suspension must be considered. More information can be found at [www.scdsb.on.ca](http://www.scdsb.on.ca).



<b>T- is it true?</b>
<b>H- is it hurtful?</b>
<b>I- is it illegal?</b>
<b>N- is it necessary?</b>
<b>K- is it kind?</b>

## Standards of Behaviour

### Respect, Civility and Responsible Citizenship

All members of the school community must:

- respect and comply with all applicable federal, provincial and municipal laws
- demonstrate honesty and integrity
- respect differences in people, their ideas and opinions
- treat one another with dignity and respect at all times, and especially when there is disagreement; respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender identity, sexual orientation, age or disability
- respect the rights of others
- show proper care and regard for school property and the property of others
- take appropriate measures to help those in need
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- dress in a manner that is consistent with the SCDSB Dress Code
- respect all members of the school community, especially persons in positions of authority
- respect the need of others to work in an environment that is conducive to learning and teaching
- not swear at a teacher or at another person in a position of authority

### Racism, Bias and Hate

**At the SCDSB, we are committed to maintaining safe, inviting and supportive school environments, and recognize that all students have the right to be safe, and feel safe, in our schools. With this right comes the responsibility to contribute to a positive school climate.**

We want you to know that any incident of racism, bias or hate will not be tolerated. Any such incident is treated very seriously with immediate action and consequences in accordance with the requirements of the Education Act, and consistent with our values and obligations under the Ontario Human Rights Code.

Students who engage in acts of racism, bias or hate will face severe consequences as a result of their actions. Please take a moment to review the [SCDSB Code of Conduct](#) with your child(ren). The Code of Conduct sets clear standards of behaviour and specifies consequences for student actions that do not comply with these standards.

### Video Surveillance system

Collingwood Collegiate Institute has a video surveillance system that enables recording, observing or monitoring of individuals in our school corridors, entrances/foyers and exterior premises. The board may also equip school buses with surveillance systems. Surveillance equipment is used in accordance with Board Policy – Safe, Inclusive and Accepting Schools and Part XIII of the Education Act.

## Safety

### **All members of the school community must not:**

- be in possession of any weapon, including firearms
- utter a threat or use any object to threaten or intimidate another person
- cause injury to any person with an object
- be in possession of or under the influence of alcohol, illegal and/or restricted drugs
- provide others with alcohol or illegal and/or restricted drugs
- be under the influence of a noxious substance, such as glue or gasoline
- be in contravention of the Smoke-free Ontario Act and SCDSB Policy 4471 Smoke Free Learning and Working Environments
- inflict or encourage others to inflict bodily harm on another person
- engage in bullying or cyberbullying behaviours
- commit sexual assault
- traffic weapons or illegal and/or restricted drugs
- give alcohol to a minor; commit robbery or extortion; engage in hate propaganda and other forms of behaviour motivated by hate or bias
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school
- participate in the non-consensual sharing of intimate images
- breach the SCDSB Information and Computing Technology Appropriate Use Guidelines

## Student Discipline Procedures

### Prevention and Early Intervention

Prevention and early intervention strategies help students achieve their potential and support a positive school learning and working environment. School programs and activities focus on building healthy relationships, character development and civic responsibility, and encourage positive participation of the school community in the life of the school.

### Progressive Discipline

Progressive discipline is a non-punitive, whole-school approach that uses a continuum of interventions, supports and consequences to address inappropriate behaviour and to build upon strategies that promote positive behaviours. Consequences include learning opportunities for reinforcing positive behaviour and assisting pupils to make good choices.

For more information on student discipline, visit [www.scdsb.on.ca](http://www.scdsb.on.ca) and search for 'student discipline'

### **Infractions for which a suspension may be imposed by the principal include:**

- uttering a threat to inflict serious bodily harm on another person
- possessing alcohol or illegal drugs
- possessing cannabis (unless the individual has been authorized to use for medical purposes);
- possessing restricted drugs
- being under the influence of alcohol
- being under the influence of cannabis (unless the individual has been authorized to use for medical purposes)
- being under the influence of illegal and/or restricted drugs
- swearing at a teacher or at another person in a position of authority
- committing an act of vandalism that causes extensive damage to school property to property located on the premises of the student's school
- bullying or cyberbullying
- an act considered by the principal to be injurious to the moral tone of the school
- an act considered by the principal to be injurious to the physical or mental well-being of members of the school community
- an act considered by the principal to be contrary to the board or school code of conduct
- an activity that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor
- opposition to authority
- habitual neglect of duty
- fighting
- swearing and/or the use of profane language; and,
- smoking and/or vaping on school property

***A student may be suspended up to a maximum of twenty (20) school days.***

## Infractions for which an expulsion may be recommended to the Board:

- possessing a weapon, including possessing a firearm or knife
- using a weapon to cause or to threaten bodily harm to another person
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- committing sexual assault
- trafficking in weapons or illegal drugs
- trafficking in cannabis
- trafficking in restricted drugs
- committing robbery
- giving alcohol to a minor
- giving cannabis to a minor
- giving illegal and/or restricted drugs to a minor
- an act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others
- a pattern of behaviour that is so inappropriate that the student's continued presence is injurious to the effective learning and/or working environment of others
- activities engaged in by the student on or off school property that cause the student's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or board
- activities engaged in by the student on or off school property that have caused extensive damage to the property of the board or to goods that are/were on board property
- the student has demonstrated through a pattern of behaviour that they have not prospered by the instruction available to them and that they are persistently resistant to making changes in behaviour which would enable them to prosper
- an act considered by the principal to be a serious violation of the requirements for student behaviour and/or a serious breach of the board or school code of conduct
- where a student has no history of discipline, behaviour intervention or relevant history, a single act, incident/infraction considered to be a serious violation of the expectations of student behaviour and/or a serious breach of the board or school code of conduct
- bullying if, (i) the student has previously been suspended for engaging in bullying, and (ii) the student's continuing presence in the school creates an unacceptable risk to the safety of another person; and,
- an activity that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor

## Food and Drink

Students may eat lunch in their classroom during lunch hour (not during class time). Limited seating is available in the cafeteria. Students are expected to be reasonably quiet and to keep the classroom clean. Cooperation is expected. Be considerate of others who will be eating around you. It is expected that staff and students will make every effort to keep our school and school property clean and free from litter.

## Classroom Behaviour

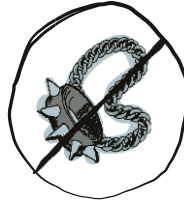
Behaviour disruptive to the learning environment of others is not allowed and will be dealt with by the teacher first, then the Vice Principal if the issue cannot be resolved. If a student is asked to go to the office, a Behaviour Discipline Form must be completed before meeting with the Vice Principal. Students are expected to attend the office and remain there until the Vice Principal has met with them. This may extend into a subsequent period or the lunch period.

## Dress Code

Our board's dress code is one way that we embed the principles set out in the SCDSB and Ministry of Education documents, Caring and Safe Schools in Ontario, and Equity and Inclusive Education to ensure safe, inclusive and equitable learning environments for all of our students. In SCDSB schools, we believe that students should be able to learn in a safe and caring space that is free of bias and discrimination.

When making choices about what to wear to school, we respect your individuality. To ensure that our learning environments are safe and respectful spaces, our board has consulted with students and staff to develop this set of shared standards for student dress. Your clothing cannot pose a safety concern or conceal your identity. Note that exceptions are granted to students who wear head coverings or other garments/objects for the purposes of religious observance, medical or sensory needs, or other reasons protected by the Ontario Human Rights Code.

There are lots of ways to dress for school...



...but there are a few things that are not okay:

exposed spikes or chains, offensive or underwear accessories, inappropriate content.

**Styles of dress MUST NOT:**

- create a concern for safety or conceal identity;
- include clothing that bears content (either image or text) that:
- is discriminatory toward an individual or group based on:
  - ancestry
  - culture
  - ethnicity
  - gender
  - gender identity
  - language
  - physical and intellectual ability
  - race
  - religion
  - sex
  - sexual orientation, or
  - socio- economic status;
- promotes alcohol and/or substance use/abuse;
- is violent, profane or sexually suggestive
- Appropriate footwear must be worn for health reasons
- Hoods are not to be worn in the school
- Hats are not to be worn in the office areas and during assemblies. Teachers will determine whether hats are permitted in their classroom

**In order to resolve dress code issues, students will be given the option of:**

- immediately finding clothing that meets dress code standards
- waiting in the Main Office until clothing can be delivered to school
- going home to change into clothes adhering to the dress code



## Miscellaneous School Rules:

### Gambling

Any activities (e.g. dice, throwing money) that could be considered to have a role in gambling are not permitted at school.

### Halls

Students are not to be in hallways during class time (every period of the day) without the teacher permission. Students with an unassigned period (spare) will be directed to go to library or have permission to go home.

### Laser Pointers

Laser pointers are useful tools for educators and for students when supervised in the classroom, but they can be hazardous when used incorrectly. Students are not permitted to bring laser pointers on school property.

### Lockers

To obtain a locker, visit the front office. Combination locks are available for purchase on School Cash Online. Lockers must be registered (use QR code provided by your teacher or visit the main office). Unregistered lockers will have the locks removed. DO NOT share your locker combination with anyone as thefts can easily occur this way. For issues with your locker, see your Vice Principal.

### National Anthem & Morning Announcements

Students are to stop all activity, remain still, remove hats and listen during the playing of the Land Acknowledgement and "O Canada". Morning announcements occur at the end of Period 1 via video in the classroom – our own "CCI AM"! A summary of the announcements can be seen all day on the TVs outside of the main office and cafeteria and on Twitter @CCI\_ANN

### Office Telephone Calls

Students may use the office phone in **emergencies**. Students may not use their cell phones while in the main office due to privacy and confidentiality.

### Personal Vehicles & School Activities

Students are expected to take the school transportation for extra-curricular activities, if arranged. Students over the age of 18 wishing to drive must complete an Early Departure or Late Entry form.

Any student who requests transportation arrangements other than what has been arranged by a supervising teacher or coach, must complete an Early Departure or Late Entry form and have it signed by his/her parent/guardian and must be signed by an administrator. The completed form is to be given to the supervising teacher or coach before the trip or team activity.

### Posters

All posters must relate to approved school purposes only. Students are not to post any poster on school property without the prior approval of Administration. Approved posters will be initialed. All posters must be removed promptly after the event.

## Skateboards, Scooters, Hacky Sacks, Balls & Other Items

Skateboards, and scooters are not to be used on school board property. Students must carry these items on and off school property.

Rugby balls, footballs, baseballs, hockey sticks and other sports equipment are not to be used in the hallways.

## Smoke-free school grounds

By provincial legislation, smoking (or the consumption of tobacco related products) is not permitted anywhere on school property, on school buses, and/or on school- sponsored events/trips.

Schools and school boards are required by law to ensure that school property is 100% smoke free 24 hours a day, 7 days a week, 365 days a year. The SCDSB has **extended this ban to include smokeless tobacco, chew, e-cigarettes, vaping devices, smoking alternatives and all other tobacco industry products.**

**In any of these situations, a suspension will be given (minimum 3 days). All offences are reported to the Simcoe County District Health Unit and the tobacco enforcement officer will meet with students and/or parents to issue a warning or a fine.**

As per Ontario law, if you smoke or vape where it is prohibited, there is a \$305 set fine. You can be charged with an offence and subject to a fine up to \$1,000 for a first offence. Up to \$5,000 for any further offence, if convicted. The fine for supplying vapour products to someone under 19 is \$490. This includes sharing vapes with friends. More information is available at [www.scdsb.on.ca](http://www.scdsb.on.ca) under 'Board', 'Procedures' and 'A1140 Smoke Free Learning and Working Environments'

## Other Behaviour-Related Items

- 1) Students must identify themselves when asked by a staff member in the school or on school board property.
- 2) Students must follow safety directions as given by their teachers (i.e: changes in seating in class, wearing of safety goggles in technical classes or science classes).
- 3) Students are expected to act as fitting representatives of Collingwood Collegiate and to abide by the SCDSB Code of Conduct at all times.
- 4) Discipline may be imposed for student behaviour that occurs off school property or outside of school hours if the behavior negatively affects our school culture at Collingwood Collegiate.
- 5) SCDSB and CCI Student Standards of Behaviour apply to all field trips and co-curricular trips. When a student's conduct on a field trip is so refractory as to be injurious to the welfare or moral tone of the group, arrangements may be made for his/her immediate and safe return to the school or student's home. In such cases, legal custodians shall be notified of the travel arrangements, and the extra cost for returning student safely to the school or home (to be reimbursed by custodians).

## Co-Curricular & Extra-Curricular Activities

### MORE INFORMATION TO COME!

Students with fewer than 24 credits must be in full time attendance with a minimum of three credits per semester (and actively attending classes) before they can play on a school team. Students with fewer than 24 credits will not be eligible if they are taking 2 credits in one semester, and 4 in another semester. Students with over 24 credits can qualify if they are taking only two credits per semester.

#### Eligibility Guidelines

When students are involved in school-sponsored activities, which take them out of the school into other communities, it is important that they be good ambassadors of Collingwood Collegiate Institute. For this reason, the following guidelines will be used by the staff to make decisions about which students will have the opportunity to participate in school teams (practices, games) and other activities.

- Students must have a good attendance record in their scheduled courses.
- Students must demonstrate an honest and consistent effort to do well in their courses.
- Students must maintain positive behaviour.

Failure on the part of students to adhere to these guidelines may result in their removal from a team, club, group, or school activity at any time.

#### Athletic Council

For information about Athletic Council, speak with Mrs. McCarl or Mr. Bremer in Health & Physical Education.

#### Code of Ethics for Student Athletes

Students who are members of any CCI “Fighting Owls” team are expected to adhere to the Student Participation Contract. Players must:

- Display good sportsmanship and self-control at all times; before, during, and after competition
- Treat officials and opponents with respect
- Be familiar with the rules of their sport and accept the spirit or intent
- Display modesty in victory and graciousness in defeat
- Attend classes on time on game days to ensure participation

### **FOLLOW THE CCI WEBSITE, TWITTER FEEDS AND MORNING ANNOUNCEMENTS FOR SIGN UP/TRYOUT DATES AND COACHING STAFF NAMES:**

#### No Exclusion Due to Inability to Pay

No student will be excluded from a field trip or school activity because they can't pay. Parents should notify the school office if support is needed.

## Technology

### Technology in the Classroom

Today's students have grown up with technology—it's a regular part of their daily lives. The SCDSB believes that technology and technological devices play an important role in learning and teaching and are an important component of modern learning environments.

The proper use of technology is expected of all students and staff. As part of a technology-enabled learning environment, the SCDSB has created guidelines regarding technology use in schools and SCDSB facilities. These guidelines allow our staff to support technology-enabled learning environments while protecting student privacy and personal information. The Appropriate Use Guidelines can be found online at [www.scdsb.on.ca](http://www.scdsb.on.ca).

**Student Information Computing Technology Appropriate Use Agreement are required forms for all Simcoe County District School Board (SCDSB) students. The forms have been made available electronically through School Cash Online.**

### Digital Citizenship

Teachers integrate opportunities to explore digital citizenship into the curriculum to assist students in developing the skills required to navigate the online world. Parents are vital partners in supporting students to become responsible digital leaders.

Social media extends learning to spaces beyond the classroom, supports real-world problem solving and provides an authentic audience for learning. Collaboration in the online world can be a very powerful learning tool and help students connect with peers around the world. It is important that staff and students use proper digital citizenship at all times online and recognize that the Internet is a public forum—what goes online, stays online and may never be fully erased. Students are encouraged to protect their privacy, safety and reputation and consider ways to enhance their digital legacy through proactive use of these tools.

The classroom teacher will provide information on how social media is being used in the classroom. If there are concerns, express these to the teacher and principal. If a parent does not want their child to participate in social media-based lessons, a suitable educational alternative will be found.

### Appropriate Use of Technology

Student use of technology is subject to the SCDSB Appropriate Use Guidelines. Misuse and/or abuse of board and school facilities and resources is subject to consequences as defined and explained in the SCDSB Code of Conduct.

While teachers do supervise the use of devices, students are expected to access sites in a responsible way. Students in the SCDSB have access to the Internet to support their learning goals, to access curriculum-related materials and to research reference materials. The SCDSB uses filtering software to guide, and in some cases restrict, access by students to the Internet. No software can be completely effective in blocking unacceptable websites.

### Student BYOD Wireless Network Access

All students and staff may connect their personal devices to our Bring Your Own Device (BYOD) network. Devices may be used during class for learning. The use of online collaboration tools such as blogs, social networking sites, wikis or Google's G Suite are enhanced with wireless access.

The decision to allow a student to bring a personally owned device to school rests with the parent and the student. The SCDSB is not responsible for devices that are lost, stolen or damaged in any way (devices should be easily identifiable, clearly labelled and, where possible, registered with the manufacturer).

Students' access to the guest network is not limited to instructional time. Parents should discuss appropriate guidelines for personal use of the Internet with their children and determine if their child can responsibly manage their device at school. If a parent does not wish for their child to access the Internet, please contact the child's school.

Students do not have permission to connect to the local area network (LAN) using a cable of any sort. Access to the guest network is a privilege. The SCDSB may deny BYOD network access at any time.

#### Google Apps for Education and Office365

The SCDSB provides all students and teachers with Office 365 for Education, Google Docs, Sheets and Slides, Google Apps for Education (GAFE) and the Ministry of Education's Desire to Learn (D2L) program for educational purposes. These tools and applications meet the privacy and security requirements of the Municipal Freedom of Information and Privacy Act. It is important for you to know that these accounts differ from publicly available accounts in that the security and privacy settings were negotiated by the Ministry of Education.

All students are provided with @scdsb.on.ca email addresses, which are also the email addresses used to access both GAFE and Google Drive.

If using social networking sites outside of the classroom (i.e. in their homes), students are reminded that appropriate behaviour and anti-bullying guidelines apply in the online world. Protect your own privacy, safety and reputation.

#### Use of Recording Equipment

The use of recording equipment (audio, video, digital or photography) must be authorized by a staff member before any recordings are made. Such equipment includes, but is not limited to, cell phones, smartphones, iPods, iPads, computers, personal digital assistants (PDAs), MP3 players, tape recorders, video-recorders or digital audio recorders. This is to respect the privacy and ensure the safety of all students and staff. If recordings are taken without permission, it may result in confiscation of the equipment and appropriate discipline. Confiscated equipment may be returned to the parent or guardian, or in the event of suspected illegal or inappropriate activity, it may be forwarded to the appropriate law enforcement agency.

## Safety

We will always take whatever precautions are necessary to keep our schools and students safe. Our safety practices include:

### Criminal Record Checks

All staff and volunteers are required to complete a criminal record check with vulnerable sector screening working with students.

### Elevator

The elevator is out of bounds at all times, except to those specifically authorized to use it. The key to the elevator is kept in the main office. The elevator must not be used during a fire alarm.

### Emergency Assistance

At all times, the safety & well-being of your child is our main priority. Students sometimes become ill at school or involved in an accident. Our school is equipped with an AED (automated external defibrillator) if necessary. Periodically an injury or illness may be serious enough that it requires an ambulance. The cost of the ambulance is the responsibility of the parents/guardians. When an accident occurs, the student and teacher are required to report the accident to the office and complete the necessary accident report. Parents will be called. If we are unable to contact parents, the emergency contact will be called.

CCI has several staff members who are trained in First Aid. Additionally, our school is equipped with Automated External Defibrillator (AED) located on the wall just outside the Fitness Centre door.

## Emergency Preparedness

All schools have evacuation plans which include a designated evacuation site should we need to move off property. The evacuation site for CCI is New Life Church on Hurontario Street.

As a school community, we will practice several emergency drills throughout the year. Students must follow the instructions of staff during all drills and emergency situations. The following types of drills will be practiced:

- Fire and evacuation drills
- Lockdown drills
- Hold and Secure
- Shelter in Place and Tornado Drill

There are times when we must respond to emergency situations such as the ones described below. Students are expected to follow the directions of staff during these situations.

### Fire Drills and Evacuation Plans

All schools have **evacuation plans** in case of gas leaks, bomb threats or fire incidents that would require everyone to leave the school. We hold drills to practice our evacuation plan. In a real evacuation, students and staff may go to the evacuation site, depending on the situation. Parents will be informed about pick-up procedures by the school, school board and local media.

**\*\*When parents are at school during a drill or emergency event, they must follow direction from school staff, police, fire and/or emergency personnel. Parents may not have immediate access to their children during drills or emergencies. They may need to wait until the situation is resolved and school staff and/or emergency personnel release students into parent care. It's important for you to know we'll always take whatever precautions are necessary to keep our school and students safe.**

### Shelter in Place and Extreme Weather/Tornado

Shelter in place is used when there is an environmental or weather-related situation, like a chemical spill outside the building or a major storm/tornado. During a shelter in place, activities will continue inside the school, but **students and staff will not be allowed to leave the building**. In the event of extreme weather or tornado warnings students will be moved to designated safe areas in the school.

### Hold and Secure

A hold and secure is used when there is a situation taking place in the community that is not related to the school, like a bank robbery nearby. A hold and secure is usually initiated by police. During a hold and secure, activities continue inside the building. All doors are locked and **no one is allowed to enter or exit the school**.

### Lockdown

A lockdown is used when there is a major incident or a threat of violence related to the school. A lockdown can be initiated by police or by school staff. During a lockdown, students and staff will go to secure areas, away from doors and windows. Doors are locked, lights are shut off and blinds are drawn. Students and staff stay quiet.

Schools practice lockdown drills twice per year. In the unlikely event of an actual lockdown, police ask that parents do not go to the school. Information will be communicated through the school board social media sites ([www.facebook.com/SCDSB](http://www.facebook.com/SCDSB) and [www.twitter.com/SCDSB\\_Schools](http://www.twitter.com/SCDSB_Schools)), on [www.scdsb.on.ca](http://www.scdsb.on.ca), and through local police and local media.

### **Police Partnerships**

The SCDSB has positive relationships with local police forces. Each school's School Resource Officer is an important part of the school team. School Resource Officers help our schools be proactive by presenting at assemblies, working with classes and groups of students, being available to answer questions and providing guidance and acting as a liaison with the local police if an issue comes up. The liaison officer for CCI is Officer Dineen.

### **Reporting Child Abuse and Neglect**

The Ontario Child and Family Services Act (CFSA) provides a range of services for families and children, including children who are, or may be, victims of child abuse or neglect. The Act promotes the best interests, protection and well-being of children. The Act states clearly that members of the public, including professionals who work with children, have an obligation to promptly report to a Children's Aid Society if they suspect that a child is or may be in need of protection. For more information, visit the Ontario Association of Children's Aid Societies online at [www.oacas.org](http://www.oacas.org).

### **Safe Schools Reporting Tool**

The SCDSB has an on-line safe schools reporting tool. It is available on school websites and at the bottom of the SCDSB website under 'Helpful Links'.

Students and parents can use this tool to submit a report online if they witness a student engaged in inappropriate behaviour such as bullying, drug use or vandalism. Students are still encouraged to speak to a trusted adult at school or home if they have any concerns. This form isn't a substitute for having a discussion with your teacher or principal but provides another avenue to start that conversation.



## Health & Wellness

CCI and the SCDSB recognizes the importance of Mental Health as it is linked to overall well-being, achievement and positive outcomes for youth. We are committed to improving the quality of mental health support available to our students. We provide training for school staff to help them recognize signs that a student may need additional support. We also rely on the help of community agencies.

The SCDSB primarily focuses on Tier One interventions for all students related to positive mental health and well-being. This is incorporated through curriculum and teaching practices that focus on social-emotional learning and resilience. Additionally, the SCDSB is focused on creating positive school and classroom environments that foster a sense of security, belonging and community.

Limited additional support is provided to students with Tier Two needs, who are struggling at school due to emerging mental health concerns. Supports for these students include group and individual interventions provided by child and youth workers in some elementary schools and social workers at secondary schools.

### Community supports

**24 hour mental health crisis line** 1-888-893-8333 or 705-728-5044

**Canadian Mental Health Association** 1-800-461-4319

**Kids Help Phone** 1-800-668-6868 or [www.kidshelpphone.ca](http://www.kidshelpphone.ca)

**Kinark** 1-888-454-6275

**Mobile Crisis Line** 1-888-893-8333 or 905-310-COPE

**Newpath** 705-725-7656

Access the 211 directory by phone (dial 2-1-1) or at [www.211ontario.ca](http://www.211ontario.ca) for information on community resources related to a specific concern.

## Yearly Required Information Exchange:

**A completed Student Medical Form (FORM A1420 - 1)** is required each school year, or when a medical need is identified, or when the student transfers to another school, in order to authorize the administration of prescribed medication to students who require it during school hours, or when the medication and/or dosage requirements change.

Specific to asthma, every student is now permitted to carry their asthma medication if the student has their parent's/guardian's permission.

**Parent(s)/guardian(s) and adult students are responsible for ensuring that a current, completed Student Medical Form is on file at the school.** Parent(s)/guardian(s) and adult students are also to complete a Plan of Care for students with prevalent medical conditions such as anaphylaxis, asthma, type 1 diabetes, or epilepsy/seizure disorder.

Some students may experience severe life-threatening allergic reactions to bee, hornet, wasp or other flying insect stings or to certain foods or food ingredients such as peanuts. For students with life-threatening allergies, it is recommended that two doses of an epinephrine auto-injector are available on site at school. Please do not hesitate to contact the school with any questions you may have.

## Food Allergies

To ensure a safe environment for all students, please read ingredients carefully and check with teachers before sending treats for any special occasions. Your classroom teacher will make you aware if this is the case. Your co-operation is essential and greatly appreciated.

## Hand Hygiene

The single most important thing anyone can do to control infections is to keep their hands clean. Students and staff should:

- wash hands with soap and water for at least 15 seconds
- rub all parts of the hands and wrists with soap and water including in between fingers and under the fingernails
- use alcohol-based hand rubs when access to running water is limited

## Medication in School

Requests for school staff to give medication to students must be made through the Principal. A special form is needed and is available at the school office. Parents must take the form to the doctor for authorization of the medication and the dosage to be given. Parents are required to sign the form and bring it to the principal to discuss the procedure. Administration of short-term medications such as cold remedies, antibiotics and pain relievers is also governed by this procedure. All medication, with the exception of an EpiPen and asthma inhalers, will be kept locked in the office, and must be in its original labeled container. Please notify the office of any changes in the dosage, which your doctor has authorized.



# Community Supports

Your Wellness is Important—*Help Is Available*

Collingwood Collegiate Institute

## CRISIS LINES

<b>Essential Community Services</b>	<b>211</b>
<b>Kids Help Phone</b>	<b>1-800-668-6868</b>
<b>www.kidshelpphone.ca</b>	
Canadian Mental Health Association (CMHA) Crisis Line	1-888-893-8333 (705) 728-5044
Kinark (crisis line)	1-800-742-1890
Youthdale Psychiatric Crisis Services	(416) 363-9990
Children's Aid Society- Collingwood	(705) 444-9160
My Friends House Crisis Line	(705) 444-2511

## WELLNESS SUPPORTS @ CCI

### AGENCY

### SERVICE PROVIDED

Canadian Mental Health Association (CMHA) (705) 726-5033 / Barrie (705) 444-2558 / Collingwood	<ul style="list-style-type: none"> <li>◆ Mental health referrals for youth dealing with depression/ anxiety/ eating disorders &amp; addictions</li> <li>◆ 1:1 support at CCI</li> </ul>
Child and Youth Worker, SCDSB (contact CCI Guidance Dept.)	<ul style="list-style-type: none"> <li>◆ Group programming: anxiety, self-esteem; some 1:1 support</li> </ul>
Social Worker, SCDSB (contact CCI Guidance Dept.)	<ul style="list-style-type: none"> <li>◆ 1:1 support for depression, anxiety, suicidal thoughts, grief/loss</li> </ul>
Kinark Child & Family Services (705) 726-8861 1-888-454-6275	<ul style="list-style-type: none"> <li>◆ Counselling for youth &amp; families</li> <li>◆ Social skills/ anger management</li> </ul>
Georgian Bay Family Health Team (705) 444-5885	<ul style="list-style-type: none"> <li>◆ Provides counselling services</li> <li>◆ Must be patient of a doctor in the team for referral</li> </ul>
New Path (705) 725-7656 / Barrie (705) 445-4181 / Collingwood (Guidance referral)	<ul style="list-style-type: none"> <li>◆ Provides a range of youth &amp; family programs</li> <li>◆ 1:1 counselling for students with complex needs</li> <li>◆ Some availability for sessions at CCI</li> </ul>
Catholic Family Services (705) 726-2503	<ul style="list-style-type: none"> <li>◆ Offers individual and family counselling services regardless of religious affiliation</li> </ul>
South Georgian Bay Community Health Centre (705) 422-1888	<ul style="list-style-type: none"> <li>◆ Offers a range of community health based services</li> <li>◆ Must be a patient of the centre</li> </ul>
YMCA of Simcoe/Muskoka Youth Counselling and Support Services (705) 726-5572- Barrie/Referral only no drop-in	<ul style="list-style-type: none"> <li>◆ Offers support for youth dealing with addictions and self-regulation</li> <li>◆ Provides counselling services</li> <li>◆ Offers emergency youth shelter services</li> </ul>
Youth Haven / Barrie (705) 739-7616	

## EATING DISORDERS

Collingwood Eating Disorder Association	(705) 444-8601 ext. 8273
Simcoe County Eating Disorder	(705) 728-9090 ext. 230

## BEREAVEMENT

The Seasons Centre for Grieving Children	(705) 721-5437
Rainbows Canada	(705) 726-7407
Hospice Simcoe	(705) 722-5995

## ADDICTION CONCERNS

Mental Health & Addiction Services	(705) 444-2558
Al-Anon/Alateen	(519) 599-6393
Drug and Alcohol Help Line	(800) 565-8603
Gambling Help Line	(888) 230-3505

## RELATIONSHIP AND SEXUAL HEALTH SUPPORT

Telehealth Ontario	(866) 797-0000
Simcoe Muskoka District Health Unit (information)	(877) 721-7520
AIDS & Sexual Health Information Line	(800) 668-2437
Assaulted Women's Help Line	(866) 863-0511
Athena's Sexual Assault Counselling & Advocacy Centre	(800) 987-0799
Sexual Assault and Rape Crisis Line	(800) 987-0799
My Friend's House and Crisis Centre (women's shelter)	(705) 444-2586

## RESOURCES

Big Brothers Big Sisters	(705) 445-2330
Community Information Centre	(705) 445-0641
Community Connection	211
The Door, Youth Centre, Collingwood	(705) 445-5445
Legal Aid	1-800-668-8258
Food Bank, Salvation Army	(705) 445-9222
Food Bank, Clearview, Stayner, Ministerial	(705) 517-0166
Food Bank Wasaga Beach	(705) 429-6464
Georgian Triangle Housing Resource Centre	(705) 445-0643
Home Horizon	(705) 445-5478
Ontario Works (Info on Social Assistance)	(705) 722-3132
Salvation Army	(705) 445-0490
Service Canada (Employment/ Unemployment)	1-800-622-6232
Tracks (Job Connect)	(705) 444-1580
Wasaga Beach Youth Centre	(705) 422-2494
Young Parent Resource Room	(705) 444-8578
YMCA (Collingwood)	(705) 445-5705
YMCA (Wasaga Beach)	(705) 429-9622

## Immunization

Vaccines are a safe and effective way to prevent many life-threatening diseases. It is important to get all vaccines in the recommended schedule to provide the best possible protection. When registering for school, parents are required to provide the health unit with proof of completed immunization against tetanus, diphtheria, polio, measles, mumps and rubella, or with the appropriate documentation if they choose not to have their child immunized.

It is important to contact the health unit each time your child receives immunization(s) from your health care provider so their record at the health unit can be updated. Students who do not have up-to-date immunization records or a valid exemption on file at the health unit may be suspended from school.

Update your child's record using the secure online form at [www.simcoemuskokahealth.org/immsonline](http://www.simcoemuskokahealth.org/immsonline) or call the Simcoe Muskoka District Health Unit at 705-721-7520 or 1-877-721-7520.

## Head Lice

The SCDSB has a common procedure for all schools to follow in the management of head lice—see A7210, Head Lice (Pediculosis) Management on [www.scdsb.on.ca](http://www.scdsb.on.ca) under 'Board' and 'Procedures'. Head lice are tiny insects that live on the scalp, where they lay their eggs. Please notify the school when you identify that your child has head lice. Schools will provide parents with an information sheet to help with the management of head lice. For more information about identification, treatment and prevention, contact your family doctor, local pharmacist or Your Health Connection (Simcoe Muskoka District Health Unit) at 705-721-7520 or 1-877-721-7520 or [www.simcoemuskokahealth.org](http://www.simcoemuskokahealth.org).

## Healthy Start with Free Dental Care

The Simcoe Muskoka District Health Unit has two no-cost dental programs for eligible children 17 and under—the Children in Need of Treatment (CINOT) program and the Healthy Smiles Ontario (HSO) program. CINOT treats the urgent dental needs of children and youth whose families cannot pay for a dentist. HSO offers a full range of dental services, including checkups, cleaning, fillings and more. To find out more about the programs, eligibility requirements and how to make an appointment, call the health unit at 705-721-7520 or 1-877-721-7520 or visit [www.simcoemuskokahealth.org](http://www.simcoemuskokahealth.org).

## Rowan's Law - Concussion Safety

In March 2018, Bill 193, Rowan's Law (Concussion Safety), 2018 received Royal Assent in Ontario. The Act imposes various requirements on sport organizations, including school boards, related to concussion awareness, prevention and removal from/return to sport guidelines. Rowan's Law was enacted in memory of Rowan Stringer, an Ontario student and high school rugby player who died as a result of concussion-related injuries. Ontario is the first province in Canada to enact concussion-related education.

The Act also designates an annual Rowan's Law Day on the last Wednesday of September. This year Rowan's Law Day will take place on September 29, 2021. As part of the day, concussion education modules will be presented to junior, intermediate and senior level students in the SCDSB. Concussion safety will be highlighted and recognized at all schools through an educational campaign based on awareness, management and the prevention of head injuries.

**NOTE: If your student has a suspected concussion contact the school Vice Principal for the concussion protocol form.**

Parents play a key role in their children's education. You were your child's first teacher. Your attitude toward learning can influence and shape how your child views education, as well as their own ability to learn. There are many valuable ways for you to participate in your child's education.

## Parent/Guardian Involvement & Communication

### Parent/Guardian Involvement Committee

The SCDSB's Parent Involvement Committee (PIC) works collaboratively with stakeholders in our school system to develop strategies to enhance parent engagement and outreach, particularly through workshops, conferences, and inter-school communication.

#### **The mandate of the PIC is to:**

- support, encourage and enhance parent engagement at the board level in order to improve student achievement and well-being
- provide information and advice on parent engagement to the board
- communicate with and support school councils
- undertake activities to help parents support their children's learning at home and at school
- identify and reduce barriers to parents who find involvement challenging

The PIC recruits members every spring. Information about the PIC is available at [www.scdsb.on.ca](http://www.scdsb.on.ca) under 'Parents' and 'Parent Involvement Committee'

### SCDSB STARS

The SCDSB STAR program is designed to recognize SCDSB staff in our schools or education facilities who have gone above and beyond to inspire a positive change for students, staff or parents. If you know an outstanding SCDSB staff member who has done something wonderful to support students in our system, nominate them for a SCDSB STAR. Visit [www.scdsb.on.ca](http://www.scdsb.on.ca) under 'Staff' and 'SCDSB STAR'.

### School Councils

School councils are a vital link between schools and the community. Each school council serves as an advisory group and provides input to school administrators about a variety of school-based topics and issues. Although membership may vary slightly from school to school, school councils consist of parents as well as the school principal or vice-principal, a teacher, a nonteaching school employee, a student (required at the secondary level) and a community representative. New school council members are recruited and elected on an annual basis. All school council meetings are open to the public, so parents can attend even if they are not formal members of school council.

We invite parents to become actively involved in CCI through participation on School Council. This is an excellent way to enhance communication between school and home, and to represent the voice of CCI parents about a variety of school-based topics and issues. Please consider joining this group of dedicated individuals who are committed to CCI students, the school, and our broader school community. The School Council consists of parents, the school Principal, a school staff member, and a student representative. Meetings take place four to five times per year, generally at 6:00 pm on a weeknight. The date of our first meeting will be listed on the school website and school sign.

All school council meetings will be virtual.

## Volunteers

SCDSB Community Apps portal makes volunteering easy

We appreciate the commitment of all who volunteer at our school. Volunteer applications and approvals will occur online through the SCDSB Community Apps. [:http://communityapps.scdsb.on.ca](http://communityapps.scdsb.on.ca). The new mandate for Accessibility for Ontarians with Disabilities Act (AODA) training, for volunteers, is also part of the portal. The Volunteer Portal is available for all new people requesting to volunteer at a school location or those who require an updated Criminal Background Check Vulnerable Sector Screening (CBC-VSS). Previously approved volunteers must go through the portal to complete the Annual Offence Declaration.

## Workshops

The SCDSB and schools host parent workshops throughout the year. Take advantage of opportunities to attend sessions at your local school. Workshops that are open to all parents are listed on the board's website at [www.scdsb.on.ca](http://www.scdsb.on.ca) under 'Parents' and 'Workshops'.

Connect through social media and subscribe to receive updates, tips and good news from SCDSB schools. Follow @SCDSB Schools on Twitter or find us on Facebook at [www.facebook.com/SCDSB](http://www.facebook.com/SCDSB). Subscribe to receive news releases from the school board at [www.scdsb.on.ca](http://www.scdsb.on.ca) and visit our blog at [www.sharingsimcoe.com](http://www.sharingsimcoe.com).

## Connect with the SCDSB

Website: [www.scdsb.on.ca](http://www.scdsb.on.ca)

Blog: [www.sharingsimcoe.com](http://www.sharingsimcoe.com)

Emergency Information Line: 1-877-728-1187

Facebook: [www.facebook.com/SCDSB](http://www.facebook.com/SCDSB)

Twitter: @SCDSB Schools

## Subscribe to receive board and school news

To subscribe to SCDSB news releases, visit [www.scdsb.on.ca](http://www.scdsb.on.ca) and click 'Subscribe' at the top of the homepage. All elementary schools and most secondary schools have websites that allow families to receive updates about school events and activities. You can subscribe by clicking "Subscribe" on the top right corner of the webpage.

## Addressing your concerns

If you have a concern, please follow these steps in order

1. Gather as much information as possible, then call the school to arrange a meeting with the teacher. Most concerns can be resolved through dialogue and co-operation
2. If you're not satisfied with the outcome of your meeting, call the school to arrange a meeting with the principal. With open communication and collaboration among those involved, your concern should be resolved at this point
3. If your concern has not been resolved, contact the Superintendent of Education for your school. The Superintendent of Education will assist you by acting as a facilitator in attempting to resolve your concern. You may wish to put your concerns in writing at this time
4. If you feel strongly that the situation requires further consideration, you may contact the Director of Education. At that time, your concern will be reviewed and may be directed to another staff member for action
5. If you feel your concern has not been addressed, please contact your Trustee. Trustee contact information is available from your principal or on the board website [www.scdsb.on.ca](http://www.scdsb.on.ca)

You can contact your superintendent, the Director of Education or your trustee by calling the SCDSB Education Centre at 705-728-7570 or 905-729-2265. Additionally, please don't hesitate to communicate appreciation or your positive feedback to teachers, school staff, school administration, your superintendent and your trustee!

## Personal Information

### Notice of Routine Collection and Use of Student Personal Information

The purpose of this notice is to make you aware of how the SCDSB and your school use the personal information you provide to us, in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The MFIPPA is a law that sets guidelines that schools and district school boards must follow when collecting, using and/or disclosing students' personal information. Under this Act, personal information refers to recorded information about an identifiable individual.

The Education Act sets out duties and powers of the board. It authorizes school boards to collect personal information for the purpose of planning and delivering educational programs and services which best meet students' needs and for reporting to the Minister of Education, as required. In addition, the information may be used to attend to matters of health and safety or discipline which best meet student needs and for reporting to the Minister of Education, as required. The Act requires that the school principal maintain an Ontario Student Record (OSR) for each student attending the school. The OSR is a record of a student's educational progress through school in Ontario and follows students when they transfer schools. The Ontario Student Record Guideline sets out how OSRs are to be managed and the SCDSB adheres to the OSR Guideline.

#### **Under the MFIPPA, personal information may be used or disclosed by the SCDSB:**

- for the purpose for which it was obtained or a consistent purpose (a purpose consistent with the reason collected)
- to board officers or employees who need access to the information in the performance of their duties, if necessary, and proper in the discharge of the board's authorized functions
- to comply with legislation, a court order or subpoena or to aid in a law enforcement investigation conducted by a law enforcement agency
- to report to the Children's Aid Society regarding child protection matters, in accordance with the law in compelling circumstances affecting health or safety of staff or students

**For further details, go to the SCDSB website, then select 'Board' and 'Access & Privacy'.**

## School Year Calendar

The SCDSB school year calendar is published in this agenda and is available at [www.scdsb.on.ca](http://www.scdsb.on.ca) by searching for 'school year calendar'.

### Holy Days and Holidays

The students and staff of the SCDSB represent a rich diversity of faith traditions. The Holy Days and Holidays calendar helps identify some important days of commemoration. The expectation is that SCDSB schools and worksites do not schedule events on significant holy days (marked in bold in the calendar) that would exclude observing staff and students from participating. For further information, visit [www.scdsb.on.ca](http://www.scdsb.on.ca), then select 'About Us', 'Equity & Inclusive Education' and 'Days of Awareness'.

### Religious Accommodation

We acknowledge each individual's right to follow or not follow religious beliefs and practices, free from discriminatory or harassing behaviours.



## 2023-24 SCHOOL YEAR CALENDAR

Please note: the 2023-24 School Year Calendar is subject to change.

SEPTEMBER 2023	OCTOBER 2023	NOVEMBER 2023	DECEMBER 2023	JANUARY 2024
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
FEBRUARY 2024	MARCH 2024	APRIL 2024	MAY 2024	JUNE 2024
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

● **First Day of School**  
Sept. 5, 2023

● **First Day of Semester 2 (Secondary)**  
Feb. 5, 2024

○ **PA Days for all students**  
2023: Sept. 22, Oct. 20, Nov. 17  
2024: April 26, June 28

● **PA Days - Secondary only**  
2024: Feb. 2, June 27

● **PA Days - Elementary only**  
2024: Jan. 26, June 7

□ **Elementary Reporting Schedule**  
2023: Nov. 9  
2024: Feb. 16, June 21

■ **Secondary Reporting Schedule**  
2023: Nov. 23 (mid-term)  
2024: Feb. 16, May 2 (mid-term), July 5

■ **Holidays**  
2023: Sept. 4, Oct. 9, Dec. 25-29  
2024: Jan 1-5, Feb. 19, Mar. 11-15, Mar. 29  
Apr. 1, May 20

■ **Elementary Turn-Around Day**  
Sept. 27, 2023

■ **Feedback, Recovery and Improvement Days (Secondary)**  
Sem. 1: Jan. 30-Feb. 1, 2024  
Sem. 2: June 24-26, 2024

■ **Secondary Mid-Semester**  
Sem. 1: Nov. 13, 2023  
Sem. 2: Apr. 22, 2024

■ **Secondary Full-Disclosure Days**  
Nov. 30, 2023, May 9, 2024

■ **Last Day of School**  
Elementary: June 27, 2024  
Secondary: June 26, 2024



## Voluntary self-identification of First Nation, Metis and Inuit Students

We are committed to taking all reasonable steps to provide religious accommodation to students and staff. Students may speak to their teacher or provide a note from their parent(s)/guardian(s) specifying their accommodation needs relating to religious observances, including holy days on which they will be absent from school. School administrators are also available to meet with families to discuss and implement needed accommodations.

First Nation, Métis and Inuit students are invited to participate in our voluntary, confidential self-identification process. The SCDSB collects First Nation, Métis and Inuit self-identification data to support student success and reduce gaps in student achievement. Information that is collected is used to inform program planning and services that are relevant for First Nation, Métis and Inuit learners. Disclosing First Nation, Métis and Inuit ancestry is completely voluntary and confidential. No proof of ancestry is required. Please contact the school office if you wish for your child to self-identify.

## Transportation

The Simcoe County Student Transportation Consortium (SCSTC) coordinates the safe and efficient home-to-school transportation for more than 34,000 students—21,000 from the SCDSB. The role of the SCSTC includes contracting bus and vehicle operators on behalf of the SCDSB and the Simcoe Muskoka Catholic District School Board.

SCDSB transportation policies can be accessed online at [www.scdsb.on.ca](http://www.scdsb.on.ca) by searching ‘transportation of students. For SCSTC policies and procedures related to student transportation eligibility, stop locations, bus cancellations and more, please visit [www.simcoecountyschoolbus.ca](http://www.simcoecountyschoolbus.ca).

The SCSTC coordinates home-to-school transportation for students who are eligible for transportation. Students who reside within a designated walking zone for their home school are not eligible for transportation (unless otherwise qualified by policy). Parents/guardians are responsible for their child’s safe arrival at the school when they reside within the established walk zone. Transportation eligibility can be confirmed through the SCSTC website <https://scstc.ca> under ‘Am I Eligible for Transportation?’

Pick up/drop off location change requests can only be made through your school. The school principal will contact the SCSTC regarding change requests.

Students will not be permitted to take the bus home if they display symptoms of illness while at school. The school will contact the parents and parents will have to make other transportation arrangements.

## Parking

Students are permitted to park cars in designated spots in the Hurontario Street parking and Campbell Street parking by the portables. The Cameron Street parking lot and parking behind the school is for staff only. Students are expected to use Board transportation wherever it is provided. Cars may be towed away if illegally parked. Please follow signage or accept towing charges. The school is not responsible for damage to vehicles while on school property. Cars should not be used for socializing during the school day, i.e. listening to music and hanging out. Students who abuse their driving privileges on school property will have these privileges suspended and other school consequences may arise depending on the severity of the infraction.

## Rider safety

All students need to be safe while riding school vehicles. The bus driver has full charge of the vehicle and students must follow their instructions. For discipline issues, school vehicles are considered an extension of the classroom. Students are

responsible to the school principal, through the driver, for their behaviour on a school vehicle. If students don't follow safety guidelines and/or listen to the driver, they may not be allowed to ride the bus.

In some situations, the board may put video cameras on school buses. These systems are installed in accordance with the SCDSB Surveillance Guidelines to enhance the safety and security of students and staff, to protect property against theft and vandalism and to aid in the identification of individuals who endanger the health, well-being or safety of school community members. For safety and insurance reasons, students are not permitted to ride on school vehicles other than the vehicle they have been assigned.

### Transporting Equipment

In order to avoid compromising the safety of students, all items which may cause injury, must be carried in a backpack or sports bag. Also:

- Carry-on bags must rest on the student's lap while in transit
- Musical instruments in cases are acceptable, provided that they can be held securely on student's lap
- Skates must have guards and should be carried in a sports bag
- Skis, snowboards, hockey sticks, toboggans, snow racers, skateboards, curling brooms, pets and large project displays are NOT to be carried on a school bus.

### Weather-related school vehicle cancellation procedures

Student safety is always the priority. During pre-dawn hours, the SCSTC and their contracted school vehicle operators review weather and road conditions throughout Simcoe County to determine if school vehicle cancellations are required. School vehicle cancellations are confirmed and communicated between 6 and 6:30 a.m. School vehicle cancellation information is:

- posted on the SCTSC website [www.simcoecountyschoolbus.ca](http://www.simcoecountyschoolbus.ca)
- announced via the SCSTC Twitter account @SCSTC\_SchoolBus

Additionally, local radio stations and other media outlets are notified.

When school vehicle service is cancelled in the morning, the decision remains in effect for the entire school day. Schools remain open for student learning.

Please be aware of your school's weather zone, as well as your child's bus number and bus company name. School vehicle cancellations may:

- be specific to a single weather zone
- include multiple weather zones, or
- apply to all Simcoe County weather zones

On rare occasions, transportation may be cancelled mid-day due to rapidly deteriorating road and weather conditions. In this situation, students will remain supervised at school until it is safe for parents to pick them up. At all times, the safety and well-being of your child is our main priority.

School closures are rare. This decision is made by the Director of Education in consultation with school and board staff. Any closures of this nature will be posted online at [www.scdsb.on.ca](http://www.scdsb.on.ca) and sent to the local media.

### Alternate Transportation to/from a school activity

Refer to "Personal Vehicles and School Activities".



***A Great Place to Be!***