



# 2023-24: COI Student Handbook

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## Rationale

Everyone has the right to be safe and to feel safe, welcome and included at school.

## Responsibilities

- Safety is everyone's responsibility.
- Everyone in our school community is responsible for promoting safe, caring relationships that respect human dignity.
- Everyone is responsible for preventing harm.
- Students, staff, volunteers, parents and guardians have additional responsibilities unique to their roles.

## Standards of Behaviour

- We value one another and treat each other with respect and dignity.
- We educate our students to be caring, responsible community members who protect everyone's physical, social, academic and emotional well-being.
- Bullying and harassment in any form are wrong and hurtful. Bullying is aggressive and typically repeated behaviour that is intended to cause harm, fear or a negative environment for another individual. Bullying is an abuse of power, authority or control over another person or group. It is never acceptable.
- Everyone has a role to play as we work together to prevent, identify and respond to bullying and exclusion. We all are accountable for our actions.
- Where bullying does occur, we respond in a manner that is fair and appropriate, to build relationships that are respectful. Restorative practice is one strategy we use to prevent, and repair the harm caused by, bullying and exclusion.
- We also use progressive discipline to prevent and respond to behaviour that violates this Code of Conduct. Consequences for unacceptable behaviour may range from warnings, to suspension or expulsion.

# Code of Conduct

## 1. **Rationale**

The Ministry of Education requires that all schools develop a code of conduct, which communicates to all the members of the school community the standards of behaviour expected from them. Members of the school community include: students, staff, parent(s)/guardian(s) and others such as visitors and volunteers. The Board recognizes that all students, parents, teachers and staff have the right to be safe, and feel safe in their school community. This school code of conduct has been developed in accordance with the guiding principles of the Safe Schools Policy in order to create a common understanding upon which safe learning and working environments can be maintained for all school community members.

## 2. **Responsibilities**

The Kawartha Pine Ridge District School Board (KPR) believes everybody has the right to be safe, and to feel safe, welcome and included, in the school community. This School Code of Conduct reflects the guiding principles of the Board's Safe, Caring and Restorative Schools Policy and the Ontario Code of Conduct. It supports a common understanding for safe learning and working environments, where everyone is treated with respect, fairness and dignity. It also helps to prevent bullying in schools. The School Code of Conduct applies to students while they are at school, engaged in a school-related activity, or in other circumstances where the activity affects the school climate.

### 2.1 **Common School Community Member Responsibilities**

Everyone has the responsibility to:

- Safety is everyone's responsibility.
- Everyone in our school community is responsible for promoting safe, caring relationships that respect human dignity.
- Everyone is responsible for preventing harm.
- Students, staff, parents and guardians have additional responsibilities unique to their roles.

### 2.2 **Student Responsibilities**

Each student has the additional responsibility to:

- Exercise self-discipline, follow the established rules and accept responsibility for their actions, based on age and individual ability
- Come to school prepared, on time, ready to learn and support a positive learning environment
- Show respect for themselves, for others and for those in authority
- Refrain from bringing anything to school that may compromise safety, inclusion or respect for the dignity of another member of the school community.

### 2.3 **Teaching Staff Responsibilities**

- Help students achieve their full potential and develop their self-worth
- Assess, evaluate and report student progress

- Communicate regularly and meaningfully with students, parents or guardians discipline fairly and consistently, taking any mitigating factors into account, as required by school board regulations on Discipline/Promoting Positive Student Behaviour/Code of Conduct, and the School Code of Conduct
- Be on time and prepared for all classes and school activities
- Prepare students for the full responsibilities of membership in their community/society
- Safeguard students from persons or conditions that interfere with the learning process
- Understand and minimize any biases that may affect student-teacher relationships.

## **2.4 Parent/Guardian Responsibilities**

Parent(s)/guardian(s) has/have the additional responsibility to:

- attend to their child's physical and emotional well-being;
- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, clean, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour; and
- assist school staff in dealing with disciplinary issues.

## **3. Standards of Behaviour**

### **3.1 Respect, Civility and Responsible Citizenship**

We value one another and treat each other with respect and dignity. We educate our students to be caring, responsible community members who protect everyone's physical, social, academic and emotional well-being. Everyone in the school community must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, including 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, religion, ancestry, place of origin, colour, ethnic orientation, sexuality, 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;
- use non-violent means to resolve conflict;
- respect persons who are in a position of authority; and
- respect the need of others to work in an environment of learning and teaching.

### **3.2 Physical and Emotional (or Psychological) Safety**

The following will not be tolerated:

### **Weapons**

- possession of any weapon or replica weapon, including but not limited to firearms;
- the use of any object to threaten or intimidate another person;
- the use of any object to cause injury to another person.

### **Alcohol and Drugs**

- possession of, or being under the influence of, alcohol, drugs, or illegal substances;
- providing others with alcohol, drugs, or illegal substances.

### **Physical Aggression**

- inflicting or encouraging others to inflict bodily harm on another person, and/or intimidation.

### **Non-physical Aggression**

- emotional, sexual, homophobic, racist, sexist, faith-based, ability-based or social status-based actions that hurt an individual or group, whether intentional or not
- threatening physical harm, bullying or harassing others
- using any form of discrimination, stereotype, prejudice, harassment, hate/bias-motivated act.

*Further to all these standards of behaviour, it is expected that all school members will seek staff assistance, if necessary, to resolve conflict peacefully.*

**Bullying and harassment** in any form are wrong and hurtful. Everyone has a role to play as we work together to prevent, identify and respond to bullying and exclusion. We all are accountable for our actions. Where bullying does occur, we respond fairly and appropriately, to build respectful relationships. Restorative practice is one strategy we use to prevent, and repair the harm caused by, bullying and exclusion.

**Bullying, by definition:** is aggressive and typically repeated behaviour by a pupil where:

- the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of:
  - causing harm, fear, or distress to another individual, including physical, psychological, social or academic harm to the individual person's reputation or harm to the individual's property; or
  - creating a negative environment at a school for another individual
- the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.
- the behaviour includes the use of any physical, verbal, electronic, written or other means.

**Cyber-bullying** is bullying by electronic means, including:

- creating a web page, social media profile or account in which the creator assumes the identity of another person
- impersonating another person as the author of content or messages posted on the Internet
- communicating inappropriate material electronically to more than one individual, or posting material on a website that may be accessed by one or more individuals.

**Bullying**, in any form, has negative effects on:

- a student's ability to learn
- healthy relationships and the school climate
- a school's ability to educate its students.

We **will not** accept bullying on school property, at school-related activities, on school buses, or in any other circumstances (e.g., online) where bullying has a negative effect on school climate.

#### 4. School Code of Conduct Rules

- Students must be allowed to learn;
- Teachers must be allowed to teach;
- The following behaviours are not acceptable for anyone in the school community:
  - physical, verbal, electronic, written or other means of sexual or psychological abuse (e.g., sarcasm, ridicule, humiliation)
  - Assault
  - bullying
  - actions motivated by hate, bias or discrimination (e.g., on grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability).
  - damage to property in the school environment (including school grounds, buses, trips.)

If you, your child or teen have been bullied, or have witnessed bullying, we want to know about it. Please report all incidents of bullying as soon as possible.

Contact your school principal or report the issue using [KPR's online Report IT! tool](#). Please include as much detail as possible, so that we can respond as quickly and as thoroughly as possible. If you or your child or teen is in immediate danger, call 911.

#### 5. School Code of Conduct Procedures

In alignment with our Police/School Board Protocol, school authorities have the right to search student school and personal property (such as, but not limited to lockers, desks, purses, backpacks, pockets etc.) without permission and without prior notice. This would normally occur when the person in authority felt there was reasonable grounds for suspicion that the student had something in their possession that was either stolen or posed a possible risk of harm to others at the school (example; drugs or weapons etc.)

Police may be contacted if the search reveals such an item. At C.S.S and C.O.I, school authorities will inspect lockers and personal belongings when there is a suspicion that the locker or belongings may contain any substance or item which may be injurious to the school

or members of the school community. Given the inherent risks associated with some educational trips and in the exercise of due diligence, school authorities reserve the right to inspect student belongings to ensure that students are properly prepared and to ensure that no substances, or items (including drugs, alcohol, items which are weapons or prohibited items) are included. Students attempting to bring any prohibited item or substance on a school trip may be denied the opportunity to participate in that trip and additionally, may be suspended from school.

Signs are posted that state visitor(s) must begin their visit at the office.

### **Dress Code**

We believe and know:

- How you dress is a reflection of yourself and your individuality; however, it is important that the way you dress does not disrespect yourself, others and the values of the school and society in general.
- The dress code for COI has been created in accordance with KPR's regulation ES-1.1.11 – Safe, Caring and Restorative Schools: Dress Code, the Ontario Education Act, the Ontario Human Rights Code, and the Canadian Charter of Rights and Freedoms.
- The dress code at COS recognizes the uniqueness of individuals, acknowledges respect for self and others and permits each student to actively participate in the learning environment. COI has an expectation that staff and students are dressed in appropriate attire to ensure a positive and safe learning environment. This requires adequate covering of the body, including secure shirts and bottoms, and appropriate footwear.
- Clothing or jewelry that promotes or symbolizes drugs, alcohol, or intoxication is not permitted.
- Clothing or jewelry that promotes, symbolizes, or incites discrimination in any form (e.g., racism, sexism, transphobia, homophobia, Islamophobia, etc.) is not permitted.

## **6. Community Threat Assessment Protocol**

KPRDSB also has a Community Threat Assessment Protocol (CTAP) in place with many local agencies and police services. When student behaviours pose a potential threat to safety or there is a risk of serious harm, the CTAP helps principals take immediate steps to protect student well-being and respond to threatening incidents. Please speak with the principal for further information on this protocol.

## **7. Consequences for Unacceptable Behaviour**

Staff make every effort to promote positive behaviour and create a safe, supportive school community. Consequences for unacceptable behavior are appropriate to the individual, the circumstances and the actions. COI uses progressive discipline, with a range of responses, supports and restorative practices. Consequences are firm, fair, clear and appropriate to the student's age and development, and mitigating factors are considered. Consequences will be most successful in changing student behaviour when combined with home support. Consequences may include one or more of the following:

- warnings,
- time-outs,
- time-owed,
- restricted privileges,

- apology,
- restitution (e.g., paying for damage, doing community service, etc.),
- suspension, and
- expulsion.

## 8. Suspensions and Expulsions

The following are grounds for **suspension**: (Suspension is from the school and lasts 1-20 days)

- a) Swearing at a teacher or at another person in a position of authority
- b) Uttering threats to inflict bodily harm on another person
- c) Possessing alcohol or illegal drugs
- d) Being under the influence of alcohol or illegal drugs
- e) Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school
- f) Assault
- g) Being involved in a physical altercation
- h) Engaging in another activity that, under Board policy, is one for which a suspension must be considered, such as:
  - inappropriate physical contact
  - persistent opposition to authority
  - use of profane or improper language
  - habitual neglect of duty
  - conduct injurious to the moral tone of the school or to the physical or emotional well-being of self or others (e.g., shoplifting during school day, possession of drug paraphernalia, taking a photo of a student / staff and distributing it, etc.)
- i) Bullying, harassment and/or cyber bullying.

**Bullying**, by definition, is aggressive and typically repeated behavior by a pupil where:

- the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of, causing harm, fear, or distress to another individual including physical, psychological, social or academic harm to the individual, or to the
- individual's reputation or property, or creating a negative environment at a school for another individual.
- the behavior occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability, or the receipt of special education.

**Cyber-bullying** includes bullying by electronic means, including:

- creating a webpage in which the creator assumes the identity of another person



- *impersonating another person as the author of content posted on the internet*
- *communicating inappropriate material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals*

The following are grounds for **expulsion**:

- a) Possessing a weapon (including a firearm)
- b) Using a weapon to cause or threaten bodily harm to another person
- c) Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- d) Committing sexual assault
- e) Trafficking in weapons or in illegal drugs
- f) Committing robbery
- g) Bullying (if the student has been previously suspended for bullying and the student's continuing presence creates an unacceptable risk to the safety of another person)
- h) Any activity listed in subsection 306 (1) of the Education Act that is motivated by bias, prejudice or hate
- i) Giving alcohol to a minor
- j) Engaging in any other activity for which a student may be expelled in KPR board policy (including extensive damage to Board property or to goods on Board property).

# Attendance and Late Policy

We believe and know:

- Regular attendance is essential to student success.
- There are individual and confidential issues relating to student attendance that must be respected.
- Students who are eighteen or over are adults and will be given the opportunity to assume responsibilities regarding their attendance.

## **Policies and Procedures:**

Students must attend all classes and assemblies. Students must remain under the care and direct supervision of their classroom teacher.

- Parents/guardians are to use [School Messenger](#) to communicate absences, early departures or late arrivals to the school.
- Students involved in extra and co-curricular activities, are expected to perform to the best of their ability, which means: complete assignments, attend class, and demonstrate good conduct. Students must notify teachers in advance of any absences due to their participation in extra and co-curricular activities (subject to their teacher's approval).
- Students who skip classes without a valid reason will have communication with home and potential consequences with their teachers and/or administration.

## **LATENESS POLICY:**

We believe and know:

- Late entry to class is disruptive to the teaching/learning process.
- On-time attendance and preparedness is a habit essential for future employability.

## **Policy and Procedures:**

Arriving on time and being ready to work are essential skills for student success. All students are expected to arrive to class on time. If students are late, they will sign in at the office, where the office staff will adjust their attendance to reflect the late arrival. Chronic lateness will result in consequences from teachers, parent/guardian contact and/or referral to administration. This could include detentions or removal of privileges within the school.

In an effort to limit the amount of distractions at the start and end of classes, students are expected to remain in their class to support the instructional environment of all students. Teachers will release one person at a time from their classes if students require a washroom break to reduce traffic and distractions in the halls.

## Schedule

Intermediate Schedule	
8:20-9:10	Period 1
9:10-10:00	Period 2
10:00-10:25	Nutrition Break - Outside
10:25 - 11:15	Period 3
11:15-12:05	Period 4
12:05-12:45	Nutrition Break - Outside First 20/Inside last 20
12:45-1:35	Period 5
1:35-2:25	Period 6

# Ontario School Year Calendar 2023-2024

Calendar Title 96314873: Elementary 2023-2024						Calendar Description Elementary 2023-2024										LEGEND H Statutory Holiday E Scheduled Examination Day P Board Directed PA Day P* PA Day Devoted to Provincial Priorities* B Board Designated Holiday / Half Day														
Board Name Kawartha Pine Ridge DSB					Date Created Nov 11, 2022					Panel Elementary					Calendar Type Modified					Calendar Status Approved										
Start of School Year Aug 31, 2023			End of School Year Jun 28, 2024			First Day Students Sep 05, 2023					Last Day Students Jun 27, 2024					Total PA Days 7					Total Instr. Days 187					Total Exam Days 0				
MONTH	First Week					Second Week					Third Week					Fourth Week					Fifth Week					PA Days	Instr. Days	Exam Days		
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F					
August 2023		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31 P*		1	0	0		
September 2023					1 B	4 H	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29 P*	1	18	0		
October 2023	2 4	3 5	4 1	5 2	6 3	9 H	10 4	11 5	12 1	13 2	16 3	17 4	18 5	19 1	20 2	23 3	24 4	25 5	26 1	27 2	30 3	31 4				0	21	0		
November 2023			1 5	2 1	3 P*	6 2	7 3	8 4	9 5	10 1	13 2	14 3	15 4	16 5	17 1	20 2	21 3	22 4	23 5	24 1	27 2	28 3	29 4	30 5		1	21	0		
December 2023					1 1	4 2	5 3	6 4	7 5	8 1	11 2	12 3	13 4	14 5	15 1	18 2	19 3	20 4	21 5	22 1	25 B	26 B	27 B	28 B	29 B	0	16	0		
January 2024	1 B	2 B	3 B	4 B	5 B	8 2	9 3	10 4	11 5	12 1	15 2	16 3	17 4	18 5	19 1	22 2	23 3	24 4	25 5	26 1	29 2	30 3	31 4			0	18	0		
February 2024				1 5	2 P/P /	5 1	6 2	7 3	8 4	9 5	12 1	13 2	14 3	15 4	16 5	19 H	20 1	21 2	22 3	23 4	26 5	27 1	28 2	29 3		1	19	0		
March 2024					1 4	4 5	5 1	6 2	7 3	8 B	11 B	12 B	13 B	14 B	15 B	18 4	19 5	20 1	21 2	22 3	25 4	26 5	27 1	28 2	29 H	0	14	0		
April 2024	1 H	2 3	3 4	4 5	5 1	8 2	9 3	10 4	11 5	12 1	15 2	16 3	17 4	18 5	19 1	22 2	23 3	24 4	25 5	26 P/P /	29 1	30 2				1	20	0		
May 2024			1 3	2 4	3 5	6 1	7 2	8 3	9 4	10 5	13 1	14 2	15 3	16 4	17 5	20 H	21 1	22 2	23 3	24 4	27 5	28 1	29 2	30 3	31 4	0	22	0		
June 2024	3 5	4 1	5 2	6 3	7 P/P /	10 4	11 5	12 1	13 2	14 3	17 4	18 5	19 1	20 2	21 3	24 4	25 5	26 1	27 2	28 P/P /						2	18	0		
July 2024	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			0	0	0		
TOTAL																											7	187	0	

## Lunch Procedure

The school cafeteria is maintained to provide early morning snacks and lunch. In consideration of students who have a life-threatening orange allergy, it is important that we ensure that we are a **nut safe school**. Students are to deposit litter in the waste and recycle bins. Students are to keep the halls clear of garbage by using the garbage containers. Students are encouraged to bring garbage-less lunches to school and use personal water bottles.

Grade 7's will enter through the North Cafeteria Doors at 12:05 to eat their lunch, while Grade 8's are outside. Students will eat in the cafeteria and clean up after themselves. At 12:25, Grade 7's will exit through the North Cafeteria Doors to go outside. The Grade 8's will come inside through the East Cafeteria Doors to eat their lunch.

Students will only be in the cafeteria line if they are purchasing food. It is not a space for congregation.

Use of food delivery services (i.e. UberEats, Skip the Dishes) are not permitted.

## Bathrooms for Students

In an effort to limit the amount of distractions at the start and end of classes, students are expected to remain in their class to support the instructional environment of all students. Students should be using the washroom closest to their classroom to avoid distracting other classes by moving throughout the halls.

The new single stall, universal washrooms have been completed. They are located on the second floor. The washrooms are intended for one person at a time. Please respect the spaces and the improvement to the school that took place over the summer. Take care to leave the washroom in good condition. If the washroom doors are closed, they are in use. Wait for the next available washroom. Remember that vaping in the washrooms is illegal and could result in a fine of up to \$1000.

## Locks and Lockers

Lockers will be assigned by homeroom teachers on the first day of school. Lockers are assigned to students, but remain property of the school. Secure the locker assigned to you as you are responsible for what's in it. Do not share your combination with anyone other than your teacher. All lockers **MUST** be registered with the office.

## Intermediate Zone

There are two areas designated for intermediates only:

- Portables 1 - 4
- The north section of the upstairs hall (including the north staircase)

Secondary students are not to use the Intermediate hall or staircase.

## Being a Good Neighbour

Courtice Intermediate prides itself on its relationships within and outside of the school. It is important to recognize that when you are out in the community, you are representing yourself, your family and your school. Your actions and your decisions when you are out in the community impact how others view all three. If you are at the complex, the plazas near the school, or even on the sidewalks in and around our school community, please:

- Treat everyone with respect
- Use good manners
- Be a kind human
- Care for the environment around you
- Make good choices

Avoid leaving litter, trespassing on property or damaging anything in the environment. Take care of the spaces and people that are connected to our Courtice Community.

## Spirit Package

**Student Card:** Students wishing to become involved in any activities must have a current student card. The student card has the student's picture, and birthdate clearly displayed so that it is a valid ID for school and community use. Photo package prices will be sent out to homerooms during the first few weeks of school and advertised throughout the school. All students will be required to have their photo taken for school records during picture day, but they are not required to purchase a picture package.

<https://willowdale-engraving-apparel-signs.myshopify.com/collections/courtice-intermediate>



# Valuables

The school will not be held responsible for valuables; therefore,

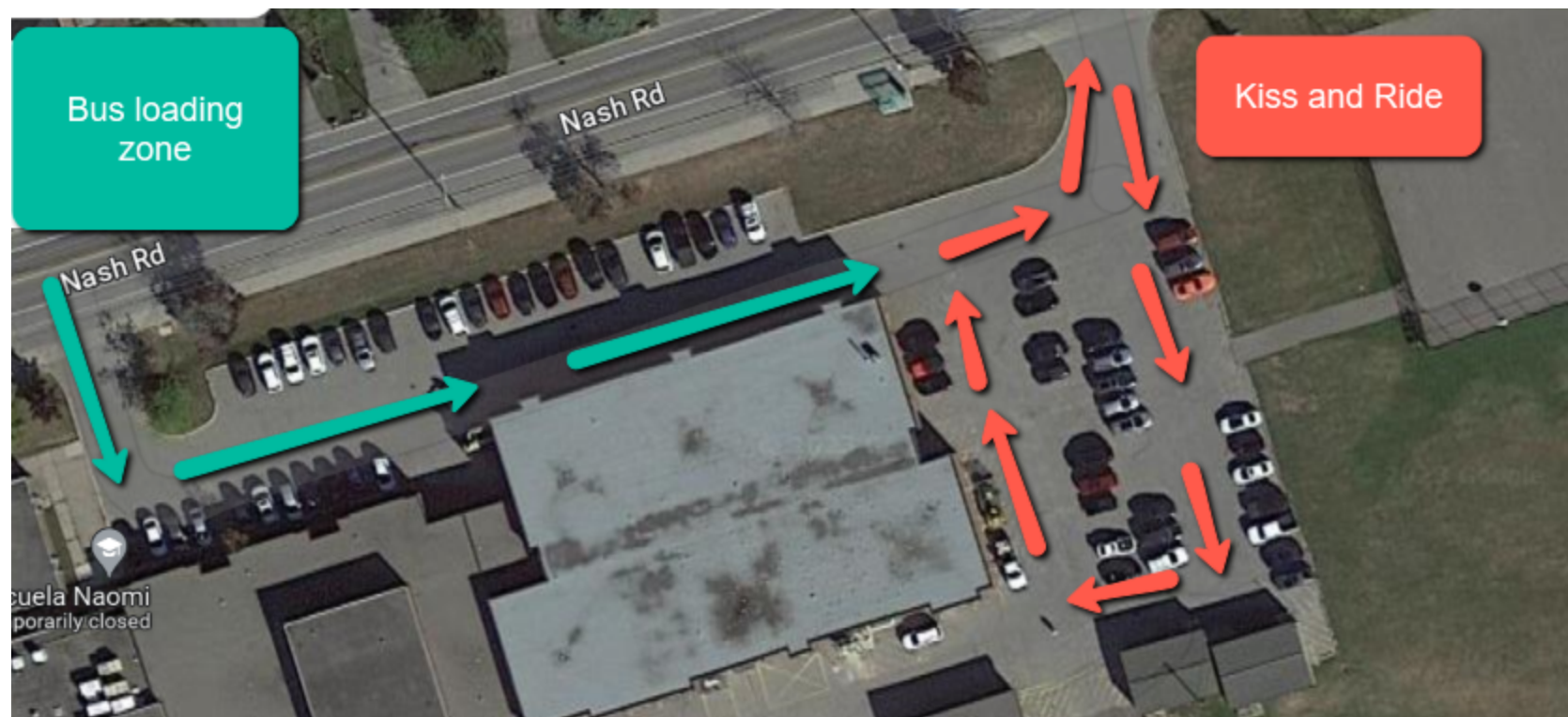
- Do not bring large sums of money or valuable personal items (such as jewelry, phones and electronic devices) to school.
- Do not carry wallets, cell phones, watches or jewelry to gym or fitness classes.
- Do not wear or carry outerwear to classes.
- Lock up bikes at racks in front of the school or by the tennis courts
- Use a reliable lock on your lockers and do not share your combination with anyone except the main office

## Visitors

Visitors must sign in at the Main Office and be issued a guest pass. Student guests (family and/or friends) are not permitted to visit during school hours. Visitors must leave the school grounds if directed to do so by staff or administration.

## Kiss and Ride

Students are to be dropped off in the East Parking lot by the tennis courts before and after school. By-law officers will ticket those parked along the curb at the front of the school, as it is a no-stopping zone and a fire route. Please see the images below that illustrate the flow of traffic in the East Parking lot.



# Emergency Drills

## FIRE DRILLS

Each room has a posted fire exit route. When the fire alarm sounds, move quickly and quietly to the indicated exit. DO NOT RUN. Once outside, students are to remain in class groupings with their teacher. Move well away from the building and keep the roadways clear for emergency vehicles. There are six mandatory fire drills per school year.

## LOCKDOWN DRILLS

Two mandatory lockdown practices will take place during each school year. Students are to follow instructions from their teachers and from signs posted in classroom.

# Technology

## COMPUTERS

The computer can be a very valuable learning tool. KPRDSB provides a network of resources specifically developed to support the academic pursuits of its students. Students may only access files and programs that have been assigned by staff. Computer access is a privilege that will be revoked in cases of:

- a) Breach of Security - Security on any computer system is a high priority, especially when the system involves many users. Do not use or access another student's account. If you feel that you can identify a security problem on the network, promptly notify a teacher or administrator.
- b) Vandalism - Vandalism will result in the immediate cancellation of computer privileges. Vandalism is defined as any malicious attempt to harm or destroy computer hardware, software, data or networks. This includes, but is not limited to, the uploading or creation of computer viruses. Students may not download or use programs from external devices on the network. Any user who violates this condition is financially responsible for any repair costs to revert the network to its original state.
- c) Misuse - With the sole intention of education, computers used for alternate purposes will lead to loss of computer privileges. Running programs from USB devices or downloading music to the network is prohibited. Using the internet bandwidth inappropriately is also in violation of the KPRDSB Network Agreement. Using alternate web browsers and proxy servers to access internet resources is also forbidden. Students may not play online games, listen to or watch streamed media from the internet unless directed to do so by the teacher.
- d) Netiquette - Misconduct carried out over the internet –including Edsby- may be subject to school discipline, whether carried out at home, at a school or elsewhere. Students are NOT allowed to post photos, videos or derogatory remarks regarding their peers or staff. In addition, students cannot use cell phones in washrooms or change-rooms. Furthermore, students must use appropriate language when naming files on the school's computer network.
- e) Violations - Any violation of the above may result in the loss of computer privileges and/or school disciplinary actions.

[Link to KPR Acceptable Use Policy for Technology](#)

## CELL PHONE POLICY

The use of personal mobile devices during instructional time is permitted under the following circumstances:

- for educational purposes, as directed by an educator
- for health and medical purposes

- to support special education needs or accommodation needs as outlined in an IEP
- The privacy, dignity and safety of others must be maintained through the appropriate use of cell phones and devices. **Students may NOT take or post photos or videos of staff or students.**

If cell phones are a distraction to the student user or to peers, they will not be permitted in the classroom. This will involve a conversation with an administrator and parents/guardians to determine the best course of action to support academic success.

### **Digital Citizenship**

Digital literacy and citizenship skills are essential to the success of every student. Technology and online engagement play an important role in student learning and we are committed to preparing our students to participate positively, responsibly and safely in our digital communities that extend beyond the classroom.

#### *How to be a Good Digital Citizen?*

- Protect your private information and respect the privacy and security of others.
- Understand and manage your digital footprint responsibly, making good choices that reflect positively on your reputation and online identity.
- Engage in social media and online communities respectfully and inclusively.
- Tell an adult or report cyberbullying and other inappropriate online behaviours.

For additional information and resources, please visit this [link](#).

# Safe Schools Policies

## SMOKING POLICY

The Smoke-Free Ontario Act, 2017 prohibits the smoking of tobacco, the use of electronic cigarettes (e-cigarettes) to vape any substance, and the smoke of cannabis (medical and recreational) on school grounds or within 20 metres of any point on the perimeter of the grounds of the school.

Students are not to be:

- Holding/smoking lighted tobacco/cannabis, **and/or** using an electronic cigarette
- Selling/supplying tobacco/vapour products to a person who is less than 19 years old

Vaping of any kind will not be tolerated on school grounds. If a student is vaping, the device will be confiscated and that student will be sent home.

Violation of the Smoke-Free Ontario Act can result in the following fines:

- Smoking or holding lighted tobacco/cannabis, and/or using an electronic cigarette on school property (or within 20m of school property) carries a **minimum fine of \$305** up to a **maximum fine of \$1000** for a first offence.
- Selling/supplying tobacco products to a person who is less than 19 years old carries a **minimum fine of \$490** up to a **maximum fine of \$8000** for a first offence.
- Selling/supplying vapour products to a person who is less than 19 years old carries a **minimum fine of \$490** up to a **maximum fine of \$4000** for a first offence.

**\*Note that this provincial legislation applies to the school, the bus stops and the complex. Fines can be levied for smoking or using vapes in any of these areas.**

## DRUGS AND ALCOHOL POLICY

Any student in possession of, under the influence of, or distributing any alcohol or drug substance or paraphernalia will be subject to appropriate police action, suspension, and/or expulsion from Courtice Secondary School.

## STUDENT RULES FOR ASSEMBLIES

- Students must remain seated during the assembly.
- All students must remain in the gym/cafeteria for the duration of the assembly in their assigned area.
- Students must be respectful of presenters by remaining quiet and attentive.
- No food or drink allowed in the gym or cafeteria during assemblies.
- No public display of affection allowed during assemblies.
- No throwing of objects during assemblies.
- Cell phones and any other personal device must be shut down.
- Students who fail to comply with the above will be referred to the administration.

# Assessment and Evaluation Policy

We believe and know:

- All students can learn and achieve.
- Students learn differently and require a variety of learning experiences.
- Students require multiple opportunities to master their learning.
- Students need regular and up-to-date feedback in order to improve.

## **RATIONALE**

The intent of this policy is to promote communication among students, parents/guardians, and teachers by ensuring clear and consistent student assessment and evaluation practices at COI. Assessment and evaluation practices will be consistent with Ministry policy as outlined in Growing Success: Assessment, Evaluation & Reporting in Ontario Schools, 2010 and with Kawartha Pine Ridge Policy ES-4.1. Assessment and evaluation will be used to support student learning and to provide information to students, teachers, parents, and others about that learning. Assessment and evaluation practices are clear and consistent, and provide ongoing feedback to students and parents/guardians.

## **LEARNING SKILLS**

The development and demonstration of strong, effective learning skills are critical to each student's achievement of curriculum expectations. As well, positive learning skills are essential for personal success in the workplace and post-secondary endeavors. Learning skills will be reported separately from percentage grades. Learning skills include the following:

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

## **COMMUNICATING AND REPORTING ACHIEVEMENT**

Courtice Intermediate School teachers are committed to providing ongoing feedback to students and parents/guardians regarding progress in the subject areas studied. If a student has any questions about his/her progress or a particular assessment, the protocol is: the student (and parents / guardians) should speak with the teacher first. Communication of student progress to parents will include a variety of the following: email or

telephone contact or Edsby; Progress Report, Report Cards and an opportunity for interviews with teachers. Parents are also welcome to contact subject teachers regarding student progress at any time.

### **ACADEMIC HONESTY POLICY**

Students at Courtice are expected to demonstrate academic honesty and integrity in all work completed. It is in the best interests of each student to build habits which contribute to genuine academic, personal and social growth.

Students will not represent someone else's work as their own, and they will acknowledge their use of another's intellectual property through proper documentation. This policy includes use of Artificial Intelligence/Chat GPT to complete tasks instead of a student's original work/ideas.

### **Reporting and Evaluation Timelines**

Progress Report	November 17th, 2023
Term 1 Report	February 20th, 2024
Term 2 Report	June 25th, 2024



# COVID Protocols

## Mask Protocol

- Masks will no longer be required for students, staff and visitors in schools, school board offices and on student transportation. The new guidelines around mask wearing applies to all school boards in the province, and is a provincial directive.
- KPR schools are mask-friendly environments. **Our schools and worksites will remain safe and inclusive environments where everyone's personal choice about wearing masks is respected.** The government will continue to provide free masks and eye protection for schools.
- Individuals will still be required to wear a mask when they are a household contact/close contact of someone with COVID-19 or COVID symptoms. The [provincial school screening tool](#) has been updated to reflect this requirement.
- Under [current federal travel requirements](#), upon return from international travel, individuals must wear a mask in public spaces for 14 days (including schools and child care), and monitor for signs and symptoms of COVID-19.
- N95 & Medical masks continue to be available by the employer. Staff can choose to continue to wear masks if they would like to.
- Any staff, student or visitor who does not pass the screening procedures should not attend school and should follow the guidance provided in the screening tool. Most importantly, students and staff must not come to school when they are ill.

## Daily Screening

[Daily screening](#) is still required and extremely important to help keep schools safe. Please do not come to school/work when you are ill, and follow all of the other directions outlined in the school screening tool. Verification of daily screening is not required and KPR's Daily Screening Confirmation Form is no longer in use.

## Hand Hygiene and Respiratory Etiquette

Appropriate hand hygiene and respiratory etiquette will continue to be promoted and integrated throughout the school day.

## Enhanced Cleaning and Disinfecting

Schools will continue with enhanced cleaning protocols in place. Required supplies, such as disinfectant, will continue to be provided to school boards through the province.

## Ventilation Measures

School boards will continue to implement ventilation best practices outlined in [2021:B14 School Ventilation](#). This includes use of standalone HEPA filter units in occupied Kindergarten classrooms and in all occupied learning spaces without mechanical ventilation.

## Updated Isolation Requirements

The [provincial school screening tool](#) has been updated. Please complete the screening each day to ensure whether it is safe for you to come to school.

## Inclement Weather Policy

- If buses are canceled, schools remain open
- Students on canceled buses should check Edsby and their online learning platform for the day's work
- Bus cancellation and delay information can be found on the [myBusPlanner](#) website under "View Alerts" or via Twitter @stsco\_ca



## School Bus Transportation Policy

We believe and know:

- Safety is always our main concern in transporting students.
- Student conduct on the bus is as important as conduct in any aspect of school life.

Buses are considered to be the property of KPRDSB and all rules of behaviour apply to students while being transported. School buses are provided to transport students from their designated bus stop to school and back to their designated stop. Students who walk to school shall not use school buses. Since riding the school bus is a privilege, students with inappropriate behaviour will be reported to the office and may lose bus privileges. In this event, parents will be required to provide their child's transportation to and from school.