

2022-2023

College Heights Secondary School

STUDENT HANDBOOK 2022-2023

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Student Handbook 2022-2023

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SECTION A: GENERAL INFORMATION

Address: 371 College Avenue West
Guelph, ON N1G 1T3

Phone: 519-821-4510
Fax: 519-821-5531
Website: <http://www.ugdsb.on.ca/college-heights/>

Principal: Mr. P. Richard x 304
Vice Principal: Ms. M. McDowall x 306

SPECIAL EDUCATION RESOURCE TEAM:

Resource	Marian Box	x 305
	Malanie Langlois	x 312
	Dawn Gray	x 327
	Brooke Jamieson	x 410
	Sarah Drost	x 361

SCWTP

	Sue Fernholm	x 328
	Rachel Fickes	x 340
	Destiny Bragg	x 364

STUDENT SUPPORT SERVICES:

Student Success	Erin Rivers	x 307
Guidance Counsellor	Greg Smith	x 331
CYC	Jeff Patrick	x 382
Social Worker	Dave Sevigny	x321

SECTION C: DAILY SCHEDULE

Daily Schedule	
9:00 am	Teachers in Classrooms
9:10 am – 10:25 am	Period 1
10:35 am – 11:50 am	Period 2
11:50 am - 12:50 pm	Lunch
12:50 pm- 2:05 pm	Period 3
2:10 pm – 3:25 pm	Period 4

Semester 1

September 6- First Day of School
October 10- Statutory Holiday
November 25 – Professional Activity Day
December 23-January 6 – Winter Break
January 26-February 1 – Exam Week

Semester 2

February 2 – Professional Activity Day
February 20 – Statutory Holiday
March 3 – Professional Activity Day
March 13-17 – March Break
April 7 – Statutory Holiday
April 10 – Statutory Holiday
May 22 – Statutory Holiday
June 21-27 – Exam Week
June 29-30 – Professional Activity Days

SECTION D: ATTENDANCE

Late Policy – Late Arriving to Class

A student arriving for a class during periods 1,2,3 or 4 must:

- Persistent / inconsistent late could be considered an absence or student discipline issue
- go directly to the class first
- the student and teacher will discuss the late arrival, and
- classroom teachers will deal with “lates” to their class through detentions (lunch), catch-up work and home contact.

Excused from Class

- Any student wishing to leave should ask if they may leave the room and not interrupt the teacher during the lesson. If you know in advance that you will need to be excused during the period (for example, leaving for a guidance interview), speak to the teacher before the class begins so that arrangements can be made.
- Any students in the hallways during class time must have a hall pass outlining their reason
- Students who should be excused from class require a note from home.

Excused from School for Appointments

- Bring a note to the office or have a parent call indicating the reason for the absence. Students will be given a hall pass / excusal note from the office for the teacher
- Show the excuse slip to the teacher at the beginning of the class you will be leaving early from.

SECTION E: DISCIPLINE

GOAL

It is the policy of College Heights and the Upper Grand District School Board to maintain a safe and inclusive learning and teaching environment through the adoption of a Code of Conduct which promotes responsibility, respect, civility, academic excellence, and sets clear standards of behaviour for all members of the school community. The goal is to create a positive school climate where all members of the school community feel safe, comfortable and accepted.

OFFENCE	DEFINITION
BULLYING	Bullying takes on different forms. It can be physical, verbal, social/emotional or through the use of technology. Bystanders contribute to bullying by doing nothing to prevent it or by becoming actively involved in supporting it.
DRESS CODE	Students are expected to dress in a manner that is respectful to the learning environment. Appropriate dress is defined as student attire that is free of symbols or images of hate, gang membership, violence, death, abuse, alcohol, cigarettes, drugs, racism, obscene words, or sexual statements.
DRUGS/ALCOHOL	The School Board prohibits the use or possession of alcohol or drugs by staff or students while on Board property or at events sponsored by the Board or school. Students who consume alcohol either on school property or on school-sponsored activities will receive an immediate suspension. Serious violations could result in a recommendation of expulsion.
USE OF CELL PHONES/SOCIAL MEDIA	Students are expected to use technology in an appropriate manner. This includes: Following staff directions on cellphone use in class, bullying or inappropriate messages on social media, messaging other students to skip class/meet in locations.
SHOP SAFETY	<p>Regulation 851 states that no food or drink is allowed in any shop or science class. This is a Ministry of Labour regulation. Failure to comply will result in a penalty.</p> <p>All students/staff must wear C.S.A. approved safety glasses while in Tech shops.</p> <p>Closed toe shoes are required by all students/staff in Tech shops. It is recommended that students wear approved safety footwear in</p>

	<p>shops, i.e. steel toe and sole in Manufacturing, Transportation and Construction Technology and non-skid footwear in the other shops.</p> <p>Students must pull long hair up in a bun, under a hat or in a hairnet.</p> <p>Students must remove all items from the elbow down (i.e. watches, bracelets, rings etc.), except for medical identifiers or religious items. Long necklaces and earrings must also be removed or secured.</p> <p>Earphones/earbuds are not permitted in the shop area during practical work.</p>
INAPPROPRIATE LANGUAGE	Students are required to use appropriate language in the classrooms, halls, school grounds and while on field trips.
INTOLERANCE TOWARDS OTHERS	The Equity Policy of the Upper Grand District School Board states that a learning and working environment of tolerance, fairness, justice and equality for all students, staff and to those within the community it serves, while recognizing and acknowledging the diversity of race, colour, creed and ethnicity must be provided and maintained. The Board and College Heights condemn and refuse to ignore or tolerate any expression of racial, religious, sexual orientation, gender or ethnic bias in any form by its students and staff.
SMOKING/VAPING	Smoking, tobacco chewing or use of e-cigarettes is not permitted on school property or at the arena. Infractions will be reported to this website. https://www.wdgpUBLICHEALTH.ca/?q=schoolsectobacco .
INAPPROPRIATE BEHAVIOUR	<p>Students throwing snowballs or other objects that could harm or cause injury to another person will be reported to the office.</p> <p>The use of skateboards, roller blades, scooters, heeled shoes or bicycles is not permitted in the school or on school property. Lawn furniture is not allowed in the halls or parking lots.</p> <p>Any student who refuses to give his or her name will be referred to the vice-principal.</p> <p>Students driving recklessly or excessive speeds will be immediately reported to the office.</p> <p>Any other activity that endangers the mental or physical well-being of others.</p>
WEAPONS	Staff will report the suspected weapon to administration. They will then come to the class and find the student. Under no circumstances will the object be given back to the student. There is zero tolerance for weapons at school.

Activities That May Lead to Expulsion

A suspension may be imposed and the police may be involved as required for any of the following infractions which have occurred on school property, during a school related activity or event, and/or in circumstances where the infraction has an impact on the school climate:

- A. Uttering a threat to inflict serious bodily harm on another person
- B. Possessing alcohol or illegal drugs
- C. Being under the influence of alcohol
- D. Swearing at a teacher or at another person in a position of authority
- E. Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school
- F. Bullying, including cyber bullying
- G. Any act considered by the Principal to be injurious to the moral tone of the school
- H. Any act considered by the Principal to be injurious to the physical or mental well-being of members of the school community
- I. Persistent opposition to authority
- J. Habitual neglect of duty, or
- K. A serious breach of the Board of school's Code of Conduct

Activities That Will Result in a Suspension, an Investigation and a Possible Recommendation for Expulsion

A student will be immediately suspended, an investigation will occur which may lead to a recommendation of expulsion to the Board's Discipline Committee and Police involvement may be required for any of the following infractions that has occurred on school property, during a school related activity or event, and/or in circumstances where the infraction has an impact on the school climate:

- A. Possessing a weapon, including possessing a firearm;
- B. Using a weapon to cause or to 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 illegal drugs;
- F. Committing robbery;
- G. Giving alcohol to a minor;
- H. An act or activities 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;
- I. Activities engaged in by the pupil 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, or
- J. The pupil has demonstrated through a pattern of behaviour that he/she has not prospered by the instruction available to him or her and that he/she is persistently resistant to making changes in behaviour which would enable him or her to prosper.

SECTION F: TRANSPORTATION

Bus Transportation

Bus transportation is a privilege which can be revoked if students do not adhere to the policies as outlined by the Board of Education. Unacceptable bus behaviour will be referred to the Vice-Principal. Students who misbehave will be suspended from their bus and will make their own arrangements to get to school. **Only those students who qualify for transportation may ride on the buses and they may only ride on the bus assigned to them.**

First Student: 1-866-553-2462

Denny's: 519-833-9117

Attridge: 519-806-7364

Switzer-Carty: 519-829-4299

Sharp: 519-824-3548

Cook: 519-323-9181

Contact Student Transportation Services at 519-824-4119 if you have any questions, or on the web at www.findmyschool.ca

Note: Most school buses have functioning video and audio surveillance at all times, and these will be used to investigate any problems.

All temporary transportation requests shall be refused, except under extraordinary circumstances where the personal well-being of a student is at stake. Refer to Policy 029 – Temporary Transportation Requests.

Student Driving

All cars must be parked between lines and not blocking traffic lanes. Cars should be locked. Parking is a privilege. That privilege may be removed if the student abuses the privilege by driving recklessly or at excessive speeds. Students must consider the safety of others when entering or exiting school property.

Section G: EMERGENCY PROCEDURES

Information is posted in all classrooms by the classroom doors

Fire Drills

Signals: CONTINUOUS RINGING OF THE FIRE BELL – LEAVE THE BUILDING

- All windows and doors must be closed and lights turned off as you leave the room.
- All students will move quickly and orderly in signal file to the exit door designated by the teacher.
- Outside - students must be clear of all exits and not block the driveway.
- Everyone must leave the building.

THREE BLASTS OF THE BELL SIGNALS THE RETURN TO CLASS

Tornado Drills

The Principal will contact all staff and students via the P.A. System. Students will move to areas designated on the classroom “Emergency Response” poster. Staff will direct students to keep as close to interior walls as possible and avoid door swing ways and glass areas. Students will be instructed to sit on the floor facing the wall or lockers with their knees drawn up to their chest, their elbows resting on their knees and their arms over their face and their hands covering their head.

Safe Hallways

An announcement will be made by the office ***“We are entering Safe Hallways. Will all staff please lock and close your classroom doors at this time and keep students in your classrooms. Classes may continue as normal. Students are to be out of the hallways at this time. We will inform you when to unlock your doors. Thank you”***

Staff will lock their doors until the situation has been resolved. There will then be an announcement ***“Staff are now able to unlock doors and resume normal activity. Thank you”***

Hold & Secure Drills

An announcement will be made by school Principal/Vice-Principal ***“We are entering a Hold & Secure. All exterior doors will be locked. Staff please close all classroom doors and curtains. Classes may continue as normal. Students are permitted to use washrooms at teacher discretion. We will inform you when the hold and secure has ended. Thank you”***

Lock-Down Drills

An announcement will be made by school Principal, "***We are entering a Lockdown. Teachers, please lock your doors and follow lockdown protocol. Thank you***" Classroom teachers will lock their doors and show students where the safest spot in the room is (away from door and windows).

Lock-Down Drills – Where to go

Cafeteria Students:

Move immediately backstage behind the wall and secure the area.

Library Students:

Move into the staff workroom or the staff room at large and secure the area.

If the threat is outside the building or in the local community:

Students at the front of building adjacent to the Hanlon:

Enter via the nearest entrance (A, B, or C or D hall), go to the nearest room, enter and secure the room. (Follow normal procedures once in the room).

Students in the parking lot area at the North end of the school:

Enter via M Hall North and proceed to the nearest room, enter and secure the room. (Follow normal procedures once in the room).

Students on Cafeteria Patio or sports fields adjacent to Centennial:

Enter the building via the gym doors and proceed directly to the large gym. Secure the room.

Students at the South end of the school near the ball diamond:

Enter through M Hall South entrance and proceed immediately to the large gym. Secure the room.

If the threat is already in the building, staff and students are to proceed to the safe zone(s) in this order

Arena → Saultos Gymnastic Club → Soccer Dome → Harcourt Church

Staff upon hearing of the lock-down announcement are responsible (where able) to go to the nearest classroom to an entrance and unlock the door and help usher students in and secure the room. Any students who enter the building once we are in lock-down if there are no open classroom doors to go into students should find the nearest washroom, lock themselves into a stall and crouch on top of the toilet so they are not visible.

SECTION H: FIELD TRIPS

Field trips take extensive planning on the part of teachers and are an important part of the educational program. No field trips will occur five days prior to the first day of exams.

Before leaving on a field trip students must:

1. Notify the other teachers, complete permission form, submit and pay for trip
2. Find out about work that will be missed, and
3. Plan for completion of the missed work.

During field trips students must:

1. Travel on board-approved transportation and return by the same means,
2. Meet the same standards of behaviour as required in the regular school setting. Students who commit a serious violation will, at the sole direction of the teacher in charge, be returned home. All expenses related thereto, including those expenses incurred by the accompanying person, shall be borne by parents/guardians of the student.

Medical Issues and Injuries

Any student with a life-threatening medical condition is required to notify the Principal and arrange an appropriate health and safety plan. Inform your teachers of your health issues. In case of injury, the circumstances must be reported to the teacher in charge and the appropriate forms filled out in the main office.

SECTION I: ACADEMIC INTEGRITY

Academic dishonesty includes

- Cheating on a test quiz or exam
- Submitting someone else's work as your own
- Allowing someone else to copy your work
- Copying or paraphrasing someone else's work without citing it
- Fabricating and citing false sources
- Submitting the same work more than once without permission from the teacher(s)

Plagiarism is a serious offence and will not be tolerated. If plagiarism is suspected, the teacher will meet with the student to investigate if the work submitted is the student's own. All instances of plagiarism will be reported to administration for tracking.

Consequences for Academic Dishonesty

First Violation

- Referral to administration
- Incident tracked in Maplewood by classroom teacher
- Contact made with home
- Remedial session about academic honesty with classroom teacher
- Opportunity to redo assignment for full marks

Second Violation

- Referral to administration - may result in office consequences eg. suspension
- Incident tracked in Maplewood by classroom teacher
- Contact made with home
- Opportunity to redo the assignment for a max mark of 50% OR a mark reduction

Third Violation

- Referral to administration - may result in office consequences eg. suspension
- Incident tracked in Maplewood by classroom teacher
- Meeting with parents/guardians
- Student must redo the assignment to demonstrate the curriculum expectations, but will receive a mark of zero

Academic dishonesty on a culminating activity will not allow time to redo the work. This will result in a loss of marks.

SECTION J: INSURANCE/STUDENT COUNCIL

School Insurance

It is recommended that every student obtain accident insurance. A package will be given out by your homeroom teacher within the first couple weeks of school. All accidents/injuries must be reported to a staff member immediately.

Student Council

The Student Council organizes dances, social events and money-raising activities, as well as providing a means of students' involvement in the operation of the school. If you are interested in becoming a member, please contact Ms. Jamieson