



John F. Ross
Collegiate Vocational Institute

John F. Ross

Collegiate Vocational Institute

Student Handbook 2018 -2019

Principal

Ms. B. Burns

Vice Principals

Mr. J. Burns: Students A-G

Ms. C. Chesney: Students H-N

Mr. B. Bloch: Students O-Z

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Our App - SchoolInfoApp!

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MISSION STATEMENT

In a safe, respectful, and socially conscious environment, John F. Ross C.V.I. will inspire students to be engaged learners who understand other people and perspectives within a changing local and global community. Students are challenged to become creative and analytical thinkers, effective communicators, and healthy individuals who achieve excellence within and beyond the classroom.

EQUITY: TOGETHER WE WILL SOLVE OUR PROBLEMS

The board has developed procedures both for educating students and staff about issues of equity, and ensuring strong penalties for offenders. Below is an outline. Each full policy is available from the office and the school library.

Definitions:

Sexual Harassment: unwanted and unwelcome sexual behaviour which interferes with your life. It includes put-downs or negative comments made about your gender or sexual orientation. It is deliberate and/or repeated sexual or sex-based behaviour that is not welcome, not asked for and not returned.

Racism: any act of discrimination against an individual's colour, religion or ethnicity. It includes negative comments, jokes, derogatory common idioms, or any other offensive actions.

The problem: sexual harassment, homophobia and racism make the atmosphere uncomfortable, hostile and unwelcoming. This is an atmosphere that should not be present at school.

The solution: Report incidents - to a guidance counsellor, teacher, staff member, Vice Principal or Principal, or use the online bullying reporting tool; exert positive peer pressure; let people know it's wrong; stand up for one another.

SCHEDULES

REGULAR DAY SCHEDULE

Period 1	9:05 a.m.	10:25 a.m.
Travel	10:25 a.m.	10:32 a.m.
Period 2	10:32 a.m.	11:47 a.m.
Lunch	11:47 a.m.	12:43 p.m.
Period 3	12:43 p.m.	1:58 p.m.
Travel	1:58 p.m.	2:05 p.m.
Period 4	2:05 p.m.	3:20 p.m.

PARENT TEACHER INTERVIEW DAY

Period 1	9:05 a.m.	9:57 a.m.
Period 2	9:57 a.m.	10:50 a.m.
Break	10:50 a.m.	11:00 a.m.
Period 3	11:05 a.m.	11:58 a.m.
Period 4	12:02 p.m.	12:55 p.m.

SUPPORT SERVICES

Support Services (Located in the wellness centre - Guidance Office)

Confidential appointment slips for the following services are available in the Guidance office:

Youth Worker/Social Worker: A counsellor will be available to assist with any issues/concerns each day. Please see Guidance for a referral.

Drug and Alcohol Issues: A counsellor from Community Drug and Alcohol Services is available for personal/family drug and alcohol counselling.

Police Services: A police officer is available to meet with students. Contact your Vice Principal in order to speak to the officer..

JOHN F. ROSS C.V.I. LEARNING COMMONS (LIBRARY)

Mission Statement

The John F. Ross C.V.I. Learning Commons will provide a welcoming, collaborative, and inclusive environment which offers all member of the Ross Community an opportunity to develop information literacy skills, become effective learners, and embrace the love of reading.

Hours of operation

8:30 a.m. to 4:00 p.m.

Services

Students are encouraged to visit the Learning Commons to read, browse the collection, use the online catalogue, conduct research, complete homework, and work on projects. Graphing calculators are available for overnight loan; office supplies, including folders, duotangs, pens, index cards, combination locks and poster board are available for purchase. Students may print black and white documents for 10 cents a page, and colour documents for one dollar a page.

Borrowing Materials

Students may sign out library material using their current Ross student card or their scannable ID on the John F. Ross app.

Food in the library

Please refrain from eating in the library. Beverage containers with sealed lids are permitted.

GUIDANCE SERVICES

Located across from the Main Office

- Hours of operation are 8:30 a.m. to 4:00 p.m. daily.
- All students must carry a full timetable unless they are in their graduating year or they have permission from administration.
- Student timetables are available for students on the first day of classes. Many courses fill up. If the student is not in class during the first week of the semester, courses will be removed from the timetable to make room for others on waiting lists. Once you receive your timetable, the Guidance Department will not be making any course changes, except for students with conflicts or incomplete timetables.
- Course changes for the second semester must be made prior to the beginning of the semester.
- No course changes may be made after 5 school days from the onset of the course.
- For any courses in Grades 11 or 12 dropped more than 5 days after a midterm report is issued, the current mark will be recorded on the student's transcript.

- If you are unsuccessful in a course in the previous school year do not assume that you are able to take it again in September. If you are unsuccessful in a compulsory course you are strongly advised to enroll in summer school.
- Option selection for the next school year must be completed by February. It is important to make your choices carefully and correctly the first time. Classes may not be available for changes later.
- It is the responsibility of the student and parents to carefully read the course calendar and keep an accurate record of credit history.
- Community involvement, Summer School, Night School, College, University and Scholarship information is available.

SCHOOL DATES TO REMEMBER

See School Info App calendar

ROSS ROYALS CLUBS AND TEAMS

High School is all about learning, growing and experiencing new things. Make the most of your Royal years. Join a club or team. There is something for everyone. The list represents potential clubs and teams.

CLUBS

Anime Club	Intermediate Concert Band
AP Prep Club	Math Club
Arts Council	Math Contests
Athletic Council	Movie Making Club
Brass Ensemble	Multicultural Club
Ross School of Business/DECA	Programming Club
Chess Club	Robotics Club
Christians in Action	Ross Reflection
Clarinet Ensemble	Ross Singers
Concert Choir	Ross Studios
Courage for Carly	Royal Jazz
Cricket	Royal Rhythm
Curling	Save the Future
Dr. Who Club	Saxophone Ensemble
E.L. Fox	Sears Festival
Environment Club	Senior Concert Band
Fitness Centre	Sidekicks
Flute Centre	Streetdance Club
Grad Council	Students' Council
GSA	Trivia Club
Guitar Ensemble	Ultimate Frisbee
Junior Jazz Band	UN Club
Improv Club	Video Game Club

Wake Up and Chow Down
Written at Ross
Youth in Action (Me to We)

Yearbook
Z Club

Teams- Fall

Football
Senior Girls' Basketball
Junior Girls' Basketball
Senior Boys' Soccer
Junior Boys' Soccer
Girls' Field Hockey
Senior Boys' Volleyball
Junior Boys' Volleyball
Tennis
Golf
Cross Country
Boys' Baseball

Teams -Winter

Junior Boys' Basketball
Senior Boys' Basketball
Senior Girls' Volleyball
Junior Girls' Volleyball
Curling
Girls' Ice Hockey
Boys' Ice Hockey
Swimming
Cross Country Skiing
Wrestling

Teams - Spring

Junior/Senior Badminton
Ultimate Frisbee
Junior Boys' Rugby
Bantam Boys' Rugby
Senior Boys' Rugby
Girls' Rugby
Track and Field
Girls' Soccer
Girls' B Soccer
Girls' Fastball
Co-ed Volleyball
Cricket

STUDENT LED COUNCILS

STUDENTS' COUNCIL is an elected representative body of students working to increase involvement in the school and its various functions. It supports clubs financially and voices student opinion to the school administration. To make your time at John F. Ross more enjoyable, S.C. has planned numerous events to get you involved. If you have any ideas or events you would like to see occur at John F. Ross, please feel free to attend the S.C. general council meeting or give a note to any S.C. executive member.

ATHLETIC COUNCIL is an appointed organization. This council consists of students who are enrolled in the PLF4M course and who have had a successful interview. The council assists with inter-school and intramural athletics. General Athletic Council is open to student volunteers.

ARTS AT ROSS is an appointed group with representatives from art, drama and music. Their function is to represent these subjects and their concerns to Students' Council.

ROYAL SIDEKICKS are senior students who foster and maintain school atmosphere through leadership and a peer mentorship program. They serve as guides for school functions such as Commencement, Parents' night, Orientation, and other special events. They welcome visitors to the school throughout the year and participate and help with the organization of school events.

STUDENT SENATE: Consists of a member of each of the following councils: Athletic Council, Arts Council, Students' Council and a Vice Principal and teacher representative. This organization makes decisions about events at John F. Ross including Save the Future.

EVALUATION

Qualification for Credit

To earn a credit a student must have a passing mark (a minimum of 50%), must have been present regularly in class, and must have submitted, by the last day of classes, all required assignment as outlined on the course information sheet. Failure to meet **ANY** of the criteria may result in failure. For further details, see each course information sheet.

Examination

Final Examination must be written at the scheduled place and time. **Please keep all exam days free from other commitments including work, sports and vacation.**

Students who are absent from a formal examination or culminating activity may be required to submit a doctor's note or have completed the Religious Observance form, to be considered for credit. Absence for any other reason will result in a grade of zero for that component of the course.

Final Examinations and projects/assignments that are included in the 10% summative assessment may not be returned to students due to time constraints. However, students will be able to review their results with their teachers and receive a copy as requested.

Evaluation Policy

Assessment and evaluation at John F. Ross follow Ministry of Education policy as outlined in the documents Program Planning and Assessment and Growing Success, which are both available for review on the Ministry website at <http://www.edu.gov.on.ca/eng/> All courses at Ross determine a final grade based on term work and a final summative evaluation which includes culminating activities or examinations. Term work is worth 70% of the final grade and the final summative evaluation is worth 30% of the final grade overall. Students are also assessed on the learning skill of Responsibility, Organization, Independent Work, Collaboration, Initiative, and Self-Regulation, all of which are defined on the website at reporting periods. Final report cards each semester will provide a summary of the student's current credit achievement which we ask you to review carefully. Each department and course at Ross will supply all students with first day handouts which will provide information regarding course content, assessment categories, missed tests and assignments, deadlines for assignment completion, academic honesty and expectations regarding attendance. Late or missed assignments may have marks deducted, so it is expected that all students complete and submit all assigned tasks in each class. Parents are asked to take note that the final two weeks of each semester and exam day are used for summative evaluations and students who miss these days for vacation will not be provided with alternative arrangements to complete assessments.

EXAM PROTOCOL AND PROCEDURES

1. Students must return all borrowed material (textbooks, library books, Chromebooks, CD's etc.).
2. Know in advance your assigned exam room and be on time for your exam.
3. Students must remain quiet during their exam.
4. Once students are dismissed from their exams they must quickly and quietly exit the hall where exams are being written.
5. If you need to leave the exam room during the exam, a staff member will be contacted to escort you to your destination.
6. Students taking e-learning courses are responsible to confirm exam date and location with the appropriate guidance counselor.

CODE OF CONDUCT

GOAL

It is the policy of John F. Ross C.V.I. 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, and academic excellence, and sets clear standards of behaviour for all member 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.

GENERAL

Our School Code of Positive Student Behaviour is based upon Ontario Code of Conduct and the Upper Grand District School Board Code of Conduct (Policy #213) which applies to all members of the school community; students, administrators, staff, parents and guardians, visitors, volunteers. etc. while on all school and Board property, school buses, at school-authorized events and off site at school-sponsored activities, or in other circumstances that could have a negative impact on the school climate.

RIGHTS

Student Rights Include:

- To be treated with dignity and respect
- To be provided with activities that are success oriented and build on individual strengths
- To receive a quality education
- To be free from racial, religious and sexual prejudice and from physical and verbal harassment
- To be informed about matters affecting their education

Parents Rights Include

- To be treated with dignity and respect

- To be heard and to have concerns addressed
- To communicate with the school

Staff Rights Include

- To be treated with dignity and respect
- To have a safe working environment
- To expect parents and students to be involved in creating a positive school environment

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 where there is disagreement;
- Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, 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;
- Respect all members of the school community, especially persons who are in a position of authority;
- Respect the needs of others to work in an environment that is conducive to learning and teaching;
- Use respectful language when addressing others;
- Not swear at a teacher or at another person in authority; and seek school staff assistance, if necessary, to resolve conflict peacefully.

SAFETY

All members of the school community must not:

- Engage in bullying behaviour;
- Commit sexual assault;
- Traffic in weapons or illegal drugs;
- Be in possession of any weapon including, but not limited to, firearms;
- 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, or provide others with alcohol or illegal drugs;
- Inflict or encourage others to inflict bodily harm on another person;

- Engage in hate propaganda and other forms of behaviour motivated by hate or violence;
- Commit an act of vandalism that causes damage to school property or property located on the premises of a school; or
- Engage in any form of electronic communication directed to an individual or group of people that is intended to cause (or should be known to cause) fear, distress, and/or harm to other persons; feelings, self-esteem, or reputation, or that has a negative impact on the school climate.

STUDENT RESPONSIBILITIES

All students will:

- Accept responsibilities for their personal actions;
- Demonstrate respect for self, and others, and for those in authority;
- Fulfill expected academic obligations;
- Come to school punctually each day, prepared and willing to learn;
- Obey the rules of the school, on school buses, other sites during the school day, and at school authorized events;
- Dress appropriately in accordance with the Board's and the school's policies regarding appropriate dress;
- Use respectful language, free from profanity;
- Work cooperatively with staff and other students;
- Be honest in their academic work (refrain from plagiarism, cheating, etc);and
- Use free time responsibly.

STAFF RESPONSIBILITIES

The Principal will:

- Take a leadership role in the daily operation of the school by demonstrating care and commitment to academic excellence and a safe teaching, and learning environment;
- Hold those under their authority accountable for their actions and behaviour;
- Empower students to be positive leaders in their school and community; and
- Communicate meaningfully and on a regular basis with all member of the school's community.

Teachers and school staff will:

- Maintain order in the school and maintain consistent standards of behaviour for all students;
- Help students work to fulfill their potential, develop self-worth, and prepare them for the full responsibilities of citizenship;
- Communicate regularly and meaningfully with parents/guardians;

- Demonstrate respect for all students, staff, parents, volunteers, and the members of the school community; and
- Empower students to be positive leaders in their school and community.

PARENTAL RESPONSIBILITIES

Parents play an important role in the education of their children and can fulfill this responsibility by:

- Demonstrating respect for all students, staff, volunteers, and the members of the school community;
- Supporting the efforts of school staff in maintaining a safe and respectful learning environment;
- Showing an active interest in their child's school work and progress;
- Communicating regularly with their child's school;
- Assisting staff in dealing with disciplinary issues involving their child;
- Helping their child be neat, dress appropriately, be well rested, have proper nutrition, and prepared and ready to learn;
- Ensuring that their child attends school regularly and on time;
- Promptly reporting their child's absence or late arrival with a note;
- Showing that they are familiar with the Ontario Code of Conduct, the Board's Code of Conduct, and the school's Code of Conduct and rules of behavior; and
- Helping and encouraging their child in following the Board's Code of Conduct and the school's Code of Conduct and the rules of behaviour.

SPECIFIC EXPECTATIONS FOR SCHOOL

TOBACCO

Smoking on school property or during school events is not permitted. A fine will be issued by the Health Unit or the Guelph Police. Chewing tobacco and e-cigarettes or vapour cigarettes are also prohibited on school property or during school events. School consequences apply.

SKATEBOARDING

The use of skateboards, longboards, roller blades, scooters, wheelies (wheeled shoes), are not permitted in the school or on school property. School consequences apply.

WINTER EXPECTATIONS

Students may be suspended for throwing snowballs or other objects that could harm or cause injury to another person.

LOCKERS

Students are to use only the locker they are assigned. Lockers are the property of the Upper Grand District School Board and are on loan to the student. All lockers must have a lock and the combination of the lock must be registered with the office. DO NOT leave money or valuables in your locker. DO NOT reveal the combination of your lock to anyone other than your home room teacher. Defacement or damage to a locker must be reported immediately, or repair costs will be the responsibility of the student.

STUDENT PARKING LOT

Students may only park in the south lot by the playing fields. Park between the lines. Do not block traffic lanes. Please drive slowly and respectfully. Remember to lock your car. The Upper Grand District School Board does not assume liability for damage or lost items.

Parking is a privilege. That privilege may be removed if the student abuses the privilege by violating school expectations or behaving in an unsafe manner. Students must consider the safety of others when entering or exiting school property. Students are not to be in the staff parking lot with their vehicle at any time.

STAFF INSTRUCTIONS

If a teacher gives you an instruction which you disagree, please follow the instruction respectfully. Then later arrange to see the teacher for a review of the circumstances. If you still have questions, see your Vice Principal.

STUDENT IDENTIFICATION AND FEES

ALL STUDENTS MUST HAVE A ROSS STUDENT CARD IN ORDER TO PARTICIPATE IN SCHOOL FUNCTIONS, ALL CLUBS & TEAMS. Student fee for 2018-19 is \$35.00.

Financial assistance for field trips, extracurricular activities, and course fees is available from the Principal for students faced with financial hardship.

IDENTIFICATION

If a staff member asks for your name, you must respect the request and provide your name. Failure to do so will result in disciplinary action.

LUNCH

Food is not to be eaten in the classroom without teacher permission. Students may only eat in designated areas throughout the school and are expected to use the garbage cans.

Students may sit, but not lie, in the hallways. Due to fire regulations students may not loiter anywhere in stairwells, nor block the entrances to the school or doorways.

Football or any sporting activities should be played in the park or on the field during lunch or at any other time during the day.

GAMBLING

Any form of gambling is against school policy and may result in disciplinary action.

HALL DEPARTMENT

Lawn furniture or folding chairs are not permitted in the halls. Games such as hacky sac are not permitted at any time. Students on study periods are not to loiter in the halls and EL Fox area during class time. The library and cafeteria are open during the day.

SCHOOL DANCES (Usually 7:00 - 10:00 P.M.)

Students must present their current John F. Ross Student Card (electronic version or a version with a sticker), as well as, their dance ticket at the door, before being admitted. Guests must be signed in by the end of lunch the day before the dance. Ross students are responsible for their guests. Dances are only for students currently registered in high school. Student guests must also have a current student card in their possession to be admitted. Admission to the dances is not permitted after 8:00 p.m. Students may not leave the dance and return later. Masks or any item that covers one's face is not allowed. Moshing or similar dancing where safety is an issue, is not permitted. Lockers are off limits during dances. Alcohol, smoking and drugs are strictly forbidden. **ALL school rules and consequences apply.**

LATE ASSIGNMENT ROOM

The purpose of the Late Assignment Room (room 237) is to ensure that students have completed and handed in any outstanding work. Students may bring their lunch to eat while completing their assignment (except at computers); however, they are responsible for keeping the room clean. Failure to follow through when assigned to this room may result in detentions or suspensions.

ATTENDANCE

John F. Ross Statement on the value of regular attendance:

We believe that there should be a well publicized policy and procedures for dealing with students absences that will be diligently adhered to by students, parents, teachers and administrators. The focus and rationale for the procedures must be the creation of an optimal learning environment for the students. Teachers cannot teach a student effectively if chronic, irregular absences result in missed work, discussions, and learning experiences. Teachers also cannot teach a student effectively when due to a previous absence and/or failure to do homework or assignments, a student continually interrupts a class while seeking clarification about such work.

Daily Attendance

When you are absent from class you are responsible to find out about your missed work and assignments. You are still obligated to submit assignments that were gathered on the day of your absence. Doctor's notes may be requested for absences for all culminating activities, performances, and final examinations/evaluations.

If Absent for a test or culminating activity:

Contact classroom teachers before 9 a.m. if you have a key task or assignment due. Upon your return bring a note which you will show to each of your period teachers. You will hand in this note to your fourth/final period teacher who will keep this documentation.

Signing out/Going to an Appointment

Go to the Vice Principal's office prior to the school day beginning. You will be given an admit slip which you will give to the teacher whose class you are leaving from for the appointment. Failure to sign out will result in being marked absent, and a note will be required the following day by the teacher. Habitual appointments during school time are strongly discouraged.

Returning to school after an appointment

Go to the Vice Principal's office. Sign in. Receive an admit slip. Carry this admit slip to the class(es) missed - and leave with either the teacher of the one period you missed, or with the fourth/period teacher if multiple classes were missed. You may need to carry this slip for the day your returned, and the following day.

Religious Holidays and Family Vacations

Please go to the Vice Principal's office and fill in the Temporary Withdrawal form a minimum of 2 weeks prior to leaving. Parents and students are asked to notify the school about vacations during the school term. Students are responsible for all due dates and assessments missed during absence and academic penalties may apply. Vacations during culminating activities and final examinations will have academic penalties. Avoid missing these important days. Religious Holidays are excused by the Ministry of Education. Please inform the office of dates of your faith's holidays well in advance of events.

ATTENDANCE POLICY WITH CHANGES FOR SEPTEMBER 2018

Under 18 - Student is Absent from class (Aizan still calls for each absence)		
Legitimate Absences	Unauthorized Absences	Office Follow Up
<u>First/Second Day of Return:</u> Parent calls the school and leaves message on	<u>Truancy (1-4 Absences)</u> No Communication from parent:	Monthly lists generated with absences per class 1st Month (5+ absences)

<p>attendance line, or student has a note from parent, or teacher receives an email from parent (staff should make note of communication).</p> <p>Teachers need to check email daily, in case of communication from parent or office regarding student attendance</p> <p>Teachers need to check Maplewood Attendance Notes in case a parent has contacted the school by phone.</p>	<ul style="list-style-type: none"> • Teacher outlines expectations to student, teacher phones home. • Teacher can assign detention with them at lunch or after school to work directly with teacher 	<p>2nd Month (8+ or more) 3rd Month (15+ or more)</p> <ul style="list-style-type: none"> • List is generated on the 3rd Monday each month • Aizan message is sent home on 4th Monday each month <p>4th Month -credit in jeopardy letters are sent home indicating attendance is a concern.</p> <p>Refer parents to online attendance.</p>
<p>Classroom teacher signs note and student takes note, or refers to email for other teachers in other classes.</p>	<p><u>Truancy (5-9 absences)</u></p> <p>Teacher emails details, or communicates details in person, to V.P. summarizing information related to teacher follow up and progressive discipline.</p> <p>con't V.P. follows up with student and parent, and communicates to teacher. Office consequences started.</p>	<p>V.P.'s to track attendance through these regular monthly summaries and communicate with teachers.</p> <p>Student brought to In-School Team to review concerns.</p> <p>con't Possible detention, suspension, or Collaborative Problem Solving strategies implemented.</p>
<p>Teacher keeps notes in an envelope until end of June yearly.</p> <p>Staff should keep late admit slips in each period as well.</p>	<p><u>Truancy (10-15 absences)</u></p> <p>If truancy continues, teacher reports to V.P., and they communicate about any additional possible supports, consequences, etc.</p>	<p>Possible Interventions:</p> <ul style="list-style-type: none"> • In-school suspension • Modification of timetable • Extra-Curricular restrictions on student • Further support staff involvement and continued collaborative problem-solving.
<p>NOTE: direct email to teachers is available on the App</p>	<p><u>Truancy (15+ absences)</u></p> <p>Teacher reports to V.P.,who makes a referral to an</p>	<p>NOTE: Aizan still calls home to report each absence daily</p>

Contact home on Day 2 if still no communication. Record absence as unauthorized absences on the hard copy of the monthly Maplewood attendance grid.	Attendance Counsellor, and communication continues between teacher, V.P. and counsellor.	
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LATE: A LATE IS IDENTIFIED AS A STUDENT ENTERING CLASS ANY TIME AFTER THE BELL

If a student is late for class by 20 minutes or more, the teacher will consider the reason provided. The student may then be sent to the office for an admit slip.	If a student is late for class by 20 minutes or more with a legitimate reason, such as overlong dentist appointment, the teacher will follow the normal process for requesting parent communication with respect to this late. (See box to right)	If a student is late for class by less than 20 minutes the teacher will meet with student, communicate with parents and assign consequences as appropriate for (3-9) lates.
At 10 lates - Teacher will refer to the V.P. or refer by email with details of teacher follow up and V.P. will follow up with student and parent, and communicate to teacher as above for attendance and record in Maplewood.		

VISITORS IN THE SCHOOL

Students are not to bring younger brothers, sisters, or babies to class. All visitors are to report to the **office** to sign in. Visitors who have been given permission to remain in the school will be given a visitor pass which will indicate why they are in the school and the duration of their visit.

ACADEMIC INTEGRITY

It is the policy of John F. Ross that students do not plagiarize. Those who do are subject to progressive discipline according to the following policy. Students are to be taught what plagiarism is and what consequences will be applied for any infractions. This instruction begins in the junior level in our school, and continues in all of our courses where research is required. Junior students (grade 9 and 10) are taught to understand the concept of plagiarism and academic dishonesty and to reference properly. They will be held to a lesser standard of expectations. Senior students (grade 11 and 12) are expected to be knowledgeable about the concept of plagiarism and academic dishonesty. They must be reminded of the teachers/departments/schools expectations and will be held fully accountable.

PLAGIARISM

Plagiarism is the act of taking, using, and passing off another person's idea, thoughts, writings, inventions etc. without acknowledging the source. These sources can include any of the following: essays, newspaper articles, literary journals, and composition, artworks, Internet sites, software, television programs, live plays or other oral presentations, recorded music, images, translations and movies, etc.

It is:

- Dishonest;
- Unfair to honest students;
- Preventing your own skill development;
- Devaluing the diploma or degree;
- Stealing intellectual property;
- Destroying trust

PROCEDURES AND PENALTIES

First Offence

- Zero as a placeholder for a mark, until the assignment is handed in
- The student will be required to complete the project again under supervision in the in-school study room
- The student's parent/guardian will be made aware of the situation by the subject teacher
- The student will meet with the Vice Principal to review the consequences of the action and review plagiarism
- The original assignment will be filed in the main office and a note will be placed on the students file by the Vice Principal

Second Offence

- Zero may be applied as an academic after meeting with the teacher and the Vice Principal
- The student will be required to complete the project again, under supervision in the in-school study room
- Possible withholding of credit
- Meeting with Vice Principal
- The student's parent/guardian will be made aware of the situation and this is a repeat offence
- Possible removal from the course

Third Offence (including an offence in any other course)

- Removal from the course resulting in loss of credit and a five day out-of-school suspension will be assigned by the Vice Principal's office;
- A letter indicating the repeated "Deliberate acts of Plagiarism" or "Academic Misconduct" was the reason for the student's removal from the course will be placed into the student's Ontario Student Record.

ELECTRONIC DEVICES

This policy has been developed in consultation with students, parents and teachers at John F. Ross C.V.I.

Electronic Communication and Personal Entertainment Devices (iPods, MP3's and cell phones using similar functions) are a part of life. It is important to recognize that the use of these items should enrich students lives and not interfere with learning and the positive rapport between students and teachers that is so important to our community at Ross. Staff will role model appropriate use of personal devices.

Use of Electronic Devices outside of class time, (before school, at lunch, between classes, on spares and after school) Cell phones and Personal Entertainment Devices are acceptable during these times when used in a respectful manner.

USE OF ELECTRONIC DEVICES IN THE CLASSROOM AND LIBRARY

1. Teachers and students need to work together to achieve the best classroom environment for learning, one that integrates technologies appropriately.
2. All personal entertainment devices will only be used in class with the express permission of the classroom teacher. Individual teachers may decide to have different policies on the use of these items.
3. **Unless part of a specific lesson**, the use of cellphones in class by students of teachers IS NOT APPROPRIATE and distracts from a focus on learning. **It will be understood at John F. Ross that cell phones must be off or on silent mode at all times when students are in class and put away so as to not be visible to, or usable by, students or teachers.**
4. All teachers will establish a policy for electronic devices in their own classroom which will be recorded on the Electronic Devices Policy Poster that will be posted in each classroom. All students will be made aware of the electronic devices policy and consequences for misuse. The policy will be included in the School Info App for review.
5. If a student is found to be using an electronic device (without teacher permission) during class time, the classroom teacher may send the student to the office to surrender the device to an administrator. The administrator will have the student power it down, put an identifying tag on it and lock it in the vault. For first offences, the item can be retrieved by the student at 3:20 p.m. This will be noted on the student's record. All subsequent offences will involve following the same procedure but parents will be notified to pick up the electronic device, instead of the student.
6. Repeated offences will result in suspension.

USE OF ELECTRONIC DEVICES DURING TESTS OR EXAMS

1. At no time will any electronic devices be appropriate during quizzes, tests, or during exams. Any student found with a cell phone during tests or exams will have participated in a potentially dishonest act and the evaluation will be considered invalid.
2. These devices must be stored in bags and not within reach of students.

BRING YOUR OWN DEVICE-PERSONAL PORTABLE TECHNOLOGY USE

The Upper Grand DSB recognizes the expanding role technology plays in the daily lives of our staff and students. We also see the remarkable potential of digital devices (e.g. tablet, smartphone, laptop) to support instructional practice and student learning. As a leader in the use of technology, the Upper Grand DSB welcomes and supports the responsible use of personal technology in all learning spaces by providing access to reliable Wifi in every school. The use of technology in classrooms is always at the discretion of the teacher and school administration.

It is also important for students and parents to recognize that students are not required to BYOD. Computers, laptops, chromebooks etc will still be available for students who do not BYOD.

We know that the safety and security of the student's device is a concern. In a BYOD environment, smartphones, tablets and netbooks are out in the open and are used more often so students are more aware of their devices. Typically, fewer thefts and lost devices are reported. This being said, ultimately, students are responsible for lost, stolen and/or damaged personal electronic devices, as they are for any other personal items at school and for any equipment borrowed from the school.

All users of technology are required to follow the Board's Acceptable Use Policy, 318 A and the school's Code of Conduct.

COMPUTER ACCEPTABLE USE POLICY

Students

- Must not access files or computer accounts that are not their own;
- Are to use only the software approved by their teachers;
- May not install additional programs in any computer without prior approval;
- Must abide by all federal and provincial copyright laws;
- Should not attempt to alter any computer hardware;
- No student will attempt to jeopardize the integrity and security of school's computers and networks by any means;
- Any attempt to circumvent the school network may result in removal of computer privileges, removal from the course and/or suspension.

Access to the Internet and its various components including the World Wide Web, email, chat (e.g. hotmail, M.S.N.), social networking sites (e.g. Facebook, Twitter) is limited to the requirements of the course being offered.

No student will attempt to make profit from, or misuse the computers, networks or internet access provided by John F. Ross.

Unacceptable use of the computer may result in loss of access and/or being sent to the Vice Principal's office for disciplinary action.

BUY-IN SPECIAL EVENT

Buy-in approval is at the discretion of the subject teacher. If a student wishes to be a part of a John F. Ross Buy-in they need to buy an official ticket at lunch prior to the event and take the ticket with them to their final class before the event. The student must show the teacher the ticket to prove that they will be attending the special event. Those that go directly to the event without confirmation from their teacher will be considered absent and their absence will be treated as a "skip". When the student shows they have a ticket and leaves at the approved time for the event, the teacher should mark attendance as absent and note in personal attendance that absent was approved.

DRESS AND SCHOOL CLIMATE CODES

It is the policy of the Upper Grand District School Board to ensure a safe and inclusive learning and working environment for all students, staff and community, regardless of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, socio-economic status, employment, housing, sex, and sexual orientation (Policy 504 Equity and Inclusive Education).

The UGDSB's student dress code philosophy is one way that we are working to ensure a safe, inclusive and equitable learning environment for all of our students. Schools need to be able to focus on teaching and learning without undue emphasis on monitoring dress code infractions. Dress codes must be presented in a manner that does not reinforce stereotypes. We believe that students have a right to respectfully express their individuality. To ensure that our learning environments are safe and respectful spaces, our board has adopted a shared set of guidelines for student dress (listed below).

UGDSB School Principals, in consultation with their school council, staff and students, shall determine a dress code for their students. Schools are encouraged to create a dress code that is based on the board's dress code philosophy, values and guidelines.

Our Values and Beliefs

- All students should be able to dress for school without fear of unnecessary discipline, body shaming, bias or discrimination;
- Individuals are responsible for managing their own personal biases and or perspectives/opinions (distractions) related to others' choices of clothing;
- All students are treated equitably regardless of their race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic circumstances, or body type/size;

- Students have a right to wear clothing of their choice that expresses their self-identified gender;
- Students have a right to wear religious attire without fear of discipline or discrimination.

John F. Ross Dress Code:

John F. Ross expects that all students will dress in a way that is appropriate for the school day or for any school-sponsored event. Students have a right to learn in a safe and caring space that is free from bias and discrimination, and have a right to express their individuality respectfully. It is an expectation that student clothing choices respect the UGDSB's intent to promote a community that is inclusive of a diverse range of identities.

PART 1

- Clothing must fully cover genitals and buttocks, and must cover the majority of the torso with opaque fabric;
- The following are examples of acceptable clothing styles when the majority of the torso is covered: tank top, spaghetti straps, halter top, tube top, crop top, off-shoulder and cold-shoulder. It is acceptable for bra straps to be visible;
- Any top that does not cover the majority of the torso may be worn with a sweater, cardigan, vest or other item that results in covering the majority of the torso;
- Students are required to lower hoods while in the school building.

PART 2

Students cannot wear clothing or accessories displaying:

- Images, logos, or language that depict violence, drugs, alcohol or any illegal item or activity;
- Images, logos, or language that portray: ethnic prejudice, racism, sexism, vulgarity, gang-related markings, obscenities, profanity, hate speech, and/or pornography;
- Images, logos, or language that could create a hostile or intimidating environment;
- Components that could be considered dangerous or that could be used as a weapon (with the exception of religious accessories or articles of faith, such as a Kirpan).

PART 3

- Schools must maintain a safe-learning environment in classes where protective clothing is required. For example; safety goggles should be worn in technology, and athletic shoes should be worn in Physical Education;
- For safety considerations, clothing items must not obscure the face except as a religious observance.

This dress code was developed with the school board's guidelines in mind, and with input from the John F. Ross, students, staff, and school council.

Series of consequences if in violation of any of the above standards;

Consequences for students not adhering to the dress code will vary depending on the individual's attire or representation. In all cases, progressive discipline, recording of the infraction and contact home will occur as needed.

ACCESSIBLE ENVIRONMENT

- Coats, backpacks, purses, etc. must not be left in the aisles in the classroom. Students are encouraged to leave these items locked in their lockers;
- All hallways must be accessible for all staff and students. Out of respect for ALL of our fellow students, it is expected that students blocking any access point (e.g. hall routes, doorways, or lockers, etc.) move to allow a student or staff to pass freely and easily;
- No excessive amounts of perfume or cologne should be worn or sprayed (due to allergies);
- No portable furniture can be set up in hallways.

BULLYING

Bullying can take many forms: physical, verbal or relational (the willful ignoring, shunning, excluding or isolating of another individual). Bullying is a very serious matter. Students involved in any form of bullying will be dealt with by the Vice Principal and may be suspended or referred to the school liaison police officer.

IMPLEMENTATION OF THE SCHOOL'S CODE OF CONDUCT

Schools focus on the prevention and early intervention as the key to maintaining a positive school environment in which pupils can learn. The Board supports the use of positive practices and progressive discipline as a whole school approach to foster the building of healthy relationships and encourage appropriate behaviours, as well as the application of consequences for inappropriate behaviour.

PROGRESSIVE DISCIPLINE

Progressive Discipline is a range of early and later interventions, supports, and consequences that are developmentally appropriate, and include opportunities for students to learn from mistakes and that focus on improving behaviour. These may include, but are not limited to:

- Student Success and Equity & Inclusion strategies and programs;
- Providing students with the opportunity to learn life skills such as conflict resolution, anger management and communication skills;
- Utilizing models based on the concepts of peer mediation and/or peer counselling; documenting incidents requiring disciplinary measures, and applying the mitigating factors;
- Being sensitive to unique circumstances which may affect student behaviour;

- Ensuring that contact with the parent(s)/guardian(s) of students, under the age of eighteen, is made early in the disciplinary process;
- Maintaining contact with the parent (s)/guardian(s) and involving them in a plan to improve the behaviour until the behaviour is acceptable.

As incidents arise, it is recognized that each situation is unique. Incidents are managed in a consistent manner to ensure that fairness is integral to the process, and that this fairness is perceived by all participants. Within this process, consideration for consequences will be given for:

- student age;
- frequency of incidents;
- nature and severity of incidents;
- student exceptionalities;
- extenuating circumstances;
- Impact on the school climate

CONSEQUENCES

The school will use a range of interventions, supports and consequences that include learning opportunities for reinforcing positive behaviours while helping students to make good choices. The following are examples, in no particular order. The application of consequences, supports and interventions are determined by the incident and the individual students involved.

SUSPENSIONS AND EXPULSION

It is understood that discipline serves not only to correct inappropriate behaviour, but also as a deterrent. To maintain a safe and effective learning environment, suspensions and expulsions may be imposed not only to deter inappropriate behaviours, but also to remove individuals who pose a threat to the safety and wellbeing of others. The Provincial Code of Conduct specifies that for student actions that do not comply with the the Provincial Standards of Behaviour, suspension and expulsion may be considered. The Board's Student Discipline Policy (Policy #503) sets out the process for Suspension and Expulsion. This policy specifies the student actions that **may** result in the Principal imposing a suspension, as well as the student actions that **will** result in the Principal imposing a suspension and considering an expulsion pending an investigation of the incident.

MITIGATING FACTORS

The Principal will consider the following mitigating factors when considering a suspension;

- the pupil does not have the ability to control his or her behaviour;
- the pupil does not have the ability to understand the foreseeable consequences of his or her behaviour;

- the pupil's continuing presence in the school does not create an unacceptable risk to the safety of any other person;

The Principal will also consider the following factors if they mitigate (moderate) the seriousness of the incidents or the behaviour of the student involved:

- The pupil's history and age, whether progressive discipline has been used, if a behaviour has been motivated by harassment or discrimination, the impact on the ongoing education of the student, the student's Individual Education Plan.

Note: In some cases, even though the offence calls for a mandatory suspension pending an investigation, the consideration of the mitigating circumstances may cause a principal not to suspend.

ACTIVITIES THAT MAY LEAD TO A SUSPENSION

Police may be involved, as required, and a suspension **may** be imposed for one of the following infractions which has occurred on or off school property, during a school related activity or event, and/or circumstances where the infraction has an impact on the school climate:

- Uttering a threat to inflict serious bodily harm on another person;
- Possessing alcohol or illegal drugs;
- Being under the influence of alcohol;
- 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 at the pupils school or to property located on the premises of the pupil's school;
- Bullying, including cyberbullying;
- Any act considered by the Principal to be injurious to the moral tone of the school;
- Any act considered by the Principal to be injurious to the physical or mental well-being of members of the school community;
- Persistent opposition to authority;
- Habitual neglect of duty, or a serious breach of the School Boards Code of Conduct

SUSPENSIONS

The school recognizes the uniqueness of each student. While individual offences may be similar, disciplinary actions taken may differ according to each student's history and circumstances.

When suspended from the school, a student may not be in the school, on school property or on a school bus, at any time during the suspension. Students who are on school property while under suspension will be subject to trespassing charges plus a subsequent suspension. Students may not participate in any school sanctioned events (dances, athletics, clubs etc.) while under suspension. Students must report to the Vice Principal's office, before classes on the morning they are to return to school.

ACTIVITIES THAT WILL RESULT IN A SUSPENSION, AN INVESTIGATION AND A POSSIBLE RECOMMENDATION FOR EXPULSION

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

- Possessing a weapon, including possessing a firearm;
- 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;
- Committing robbery;
- Giving alcohol to a minor;
- An act or activities considered by the principal to be significantly injurious to the moral tones of the school and /or to the physical or mental well-being of others;
- 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 the pupil has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and the s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper.

DETENTIONS

Students serve detentions in room 237 during their lunch. Failure to attend an assigned detention will initially result in additional detention. Progressive discipline will subsequently be utilized if the student continues to miss assigned detentions. Please notify your Vice Principal if you cannot attend your detention. You must bring and work on school work while you serve a detention. Any inappropriate behaviour during detention will result in suspension if deemed warranted by administration. Please ensure that you sign in and out of our detention to ensure that your detention is documented as served.

