



**Stratford Central Secondary School**

***“HOME OF THE RAMS”***

**STUDENT HANDBOOK**

**2017-2018**

Mr. Kevin Mills  
Principal

Mr. Scott Bannerman  
Vice-Principal

Mr. Rob Simmons  
Vice-Principal

Telephone: (519) 271-4500  
Fax: (519) 273-7118

## **WELCOME TO STRATFORD CENTRAL SCHOOL**

The 2017-18 school year promises to be an exciting one with many new challenges and opportunities for students and staff!

We would like to extend a special welcome to our new grade 7 and 9 students. Central is a dynamic school for you and we challenge you to experience and excel in academics, athletics, the arts or any of the extracurricular opportunities in your first year at Central.

We invite everyone--students, staff, parents, guardians and members of the community--to work together with one goal in mind: to create for our youth, the brightest future possible.

Best wishes for a successful school year. Be involved and enjoy!

## **BIENVENUE STRATFORD CENTRAL**

L'année scolaire 2017-18 promet d'être excitante avec de nombreux nouveaux défis et possibilités pour les étudiants et le personnel!

Nous aimerions étendre un accueil privilégié nos nouveaux étudiants de neuvième années. Central est une école dynamique pour vous et nous vous mettons au défi d'expérimenter et d'exceller dans les domaines académique, de l'athlétisme, des arts, des langues, ou des activités parascolaires, pendant votre première année Central.

Nous invitons tout le monde--étudiants, personnel, parents, tuteurs et membres de la communauté--travailler ensemble avec un seul objectif: de créer pour nos jeunes le meilleur avenir possible.

Meilleurs voeux pour une année scolaire réussie. Soyez impliqués et profitez-en!

## **AVON MAITLAND DISTRICT SCHOOL BOARD**

### **CHARACTER EDUCATION**

#### **Cultivating Character**

- The Avon Maitland District School Board seeks to promote positive citizenship in our students through Character Education.
- Character Education promotes the universal attributes of character that transcend cultural differences and express our common humanity.
- Character Education involves an active partnership among the school, the home and the entire community.
- Character Education is an ongoing process, not a single program, embedded in all curriculum and learning.

#### **Character Attributes in Education**

- FAIRNESS - treating everyone in a just and accepting manner
- HONESTY - being trustworthy, sincere and truthful
- EMPATHY - understanding how someone else feels
- RESPECT - valuing self, others and our world
- COURAGE - facing the challenge
- INTEGRITY - doing what is right and honourable
- OPTIMISM - choosing to be positive
- COMPASSION - showing care and consideration
- PERSEVERANCE - staying purposeful and committed
- RESPONSIBILITY - being reliable and accountable

## SCSS STUDENT COUNCIL EXECUTIVE

President	Kaylee Orr
Vice-President	Sienna Freeman-Powers
Treasurer	Olivia Youngblut
Secretary	Mara Flood
Social Convenors	Astoria Buzak
Student Senator	t.b.a.
Ministers of School Spirit	Megan Parsons & <b><u>Julia</u></b>
Junior Rep	t.b.a.
Parent Council Rep	t.b.a.

## **SECONDARY REGULAR SCHEDULE:**

Period 1	8:50 - 10:05
Announcements/travel	10:05 - 10:10
Period 2	10:15 - 11:30
Lunch	11:30 - 12:20
Period 4	12:20 - 1:35
Travel	1:35 - 1:40
Period 5	1:40 - 2:55

## IMPORTANT DATES TO REMEMBER

First Day of Classes	Tuesday, September 5
School Day Photos	Wednesday, September 13
<b>Terry Fox Assembly</b>	<b>Monday, September 19</b>
Terry Fox Walk/Regatta	Thursday, September 28
Professional Development Day	Friday, September 29
Thanksgiving Day Holiday	Monday, October 9
Gr. 9-12 Parent's Night	Thursday, October 26
School Photo Retakes & Absentees	Monday, October 30
Professional Development Day	Friday, November 3
Remembrance Day Assembly	Friday, November 10
<b>Christmas Food Drive</b>	<b>Tuesday, December 6</b>
Professional Development Day	Friday, December 1
<b>Theatre Central Fall Show</b>	<b>Thursday, December 8 – Saturday, December 10</b>
Gr. 12 Grad Photos	Monday, December 18 - Friday, December 22
SCSS Music Night	Wednesday, December 20
Christmas Assembly	Friday, December 22 (a.m.)
Staff/Student Carnival	Friday, December 22 (p.m.)
Christmas/New Year Holidays	Monday, December 25 - Friday, January 5
Sem. 1 Gr. 9 EQAO Math Assessment	January 23, 24
Sem. I Final Exams	Friday, January 26 - Thursday, February 1
Professional Development Day	Friday, February 2
Second Semester Begins	Monday, February 5
<b>School Day Photos ('New' students)</b>	<b>Friday, February 10</b>
<b>Grad Photo Absentee &amp; Retakes</b>	<b>Monday, February 13</b>
<b>Grade 8 Grad Photos</b>	<b>Tuesday, February 14 – Wednesday, February 15</b>
Family Day Holiday	Monday, February 19
<b>Sears Drama Festival</b>	<b>Friday, March 3 – Saturday March 4</b>
Spring Break	Monday, March 12 - Friday, March 16
<b>Toonie Week</b>	<b>Monday, March 20 - Friday, March 24</b>
Gr. 9-12 Parent's Night	Thursday, March 22
Easter Holiday	Friday, March 30 - Monday, April 2
Grade 10 Literacy Test	Tuesday, April 10
Professional Development Day	Friday, April 27
Victoria Day Holiday	Monday, May 21
SCSS Music Night	Wednesday, May 23
Professional Development Day	Friday, June 8
Sem. 2 Gr. 9 EQAO Math Assessment	June 14, 15
Awards Assembly	Wednesday, June 20
Semester II Final Exams	Friday, June 22 - Thursday, June 28
Professional Development Day	Friday, June 29

**Report Card Dates:**

**Semester 1**

Interim Report	October
Parent's Night	October 26
First Provincial Report Card	November 17
Second Provincial Report Card	February 9

**Semester 2**

Interim Report	March
Parent's Night	March 22
First Provincial Report Card	April 26
Second Provincial Report Card	July 6

**Professional Development Dates**

September 29, November 3, December 1, February 2, April 27, June 8, June 29

## **A) THE SCHOOL DAY**

### **1. Start of School Day**

RESPONSIBILITY

Classes begin at 8:50 a.m. for Stratford Central Secondary Grade 9 – 12 students and at 9:00 a.m. for Grade 7 – 8 students. You should arrive at school early enough to allow yourself to go to your locker, deposit your coat, etc., select your books and get to your home room. Bring your period one and two materials with you to your home room. If you are not on time, or prepared for the morning, you will be considered late and your home room teacher will send you to the office as late.

### **2. Opening Exercises and Announcements**

RESPECT

In accordance with Ontario Ministry of Education regulations and Avon Maitland District School Board directives, opening exercises at Central will consist of the playing and singing of the National Anthem and a moment of reflection.

Students will stand at attention for the playing and/or singing of the anthem to show respect.

Students should actively listen to morning announcements so that everyone has the opportunity to keep in touch with the events of the school.

### **3. Class Changes**

RESPONSIBILITY

Between classes, move quickly and quietly to your next room. THERE IS NO BREAK BETWEEN CLASSES. Students have travel time of five minutes and should not have to go to their locker between periods 1 and 2 and between periods 4 and 5.

### **4. Lunch Period**

RESPONSIBILITY

Students are encouraged to eat in the cafeteria, however, if the cafeteria is too crowded, students may eat by the lockers and are expected to clean up after themselves.

### **5. Detention/Discipline Policy**

RESPECT

a) Detention work may be assigned for misbehaviour, truancy and/or lateness. If it becomes evident that student behaviour is not improving, consequences may escalate to in-school or out-of-school suspensions.

b) Teacher-assigned detentions: Teachers may assign detentions to students. These detentions will involve the student being detained by the teacher outside of class time. Students are to attend such detentions at the time and place designated by the teacher.

### **6. Supervised Study / Spare Period**

a) Grade 9 and 10 students are required to take eight subjects. If, in a rare case, a student under the age of 16 has a study period on his/her timetable, he/she will spend that period doing school work in a supervised study.

b) Grades 11 and 12 students who have a scheduled study period may choose to spend that time in the Resource Centre (Library), in the Cafeteria or off campus. Students must not loiter or visit or roam in the halls when classes are in session. The Library is an area for quiet individual study or research. The cafeteria is for individual study as well as for quiet group discussion. Students are asked not to disturb others.

### **7. Participation in Extra-Curricular Activities**

a) In order to be eligible to participate in extra-curricular activities at Stratford Central, a student must be

registered in a minimum of three full-day credit courses per semester if he/she has less than 22 credits. Once a student has earned 22 credits, he/she must be registered in two full-school credits per semester.

b) All students are expected to be in attendance on the day of a competition.

c) We are developing students/athletes. Students are expected to maintain good academic standing and good attendance to be eligible to participate.

## **B) ATTENDANCE**

## RESPONSIBILITY

The Ministry of Education documents which govern schools emphasize the importance of attendance as one of the major requirements of a credit course. Regular attendance is vital to the process for learning and for the acquisition of credits.

Every effort will be made to notify parents of students under 18 years of age when it appears that students are experiencing excessive absenteeism and/or truancy.

### **1. Attendance**

a) **Lates**: All students are expected to be in their classrooms by the start of class. Persistent lateness will result in escalating disciplinary measures.

b) **Excused from class during the day**: Students who must be excused from class due to appointments, sudden illness, etc. are asked to sign out through the main office and come to the office before 8:50 a.m. to obtain an outslip for appointments scheduled later in the day. If you leave school for lunch and cannot return due to illness, you are asked to call the school (271-4500 ext. 413) to inform the office of your afternoon absence. A note will be required the next day.

c) **Absence**: A phone call from a parent (or from the student if 18 years of age) before 8:50 a.m. is appreciated to advise the school of the student's absence (271-4500 ext. 413 secondary). The answering machine is available 24 hours/day. If no call, the student should bring a written note explaining the absence upon returning to school. This note is to be handed in to the office before 8:50 a.m. If a note is not handed in within a 24-hour period, the absence may be marked as a truancy and detention consequences assigned.

### **2. Valid Reasons for Absence**

Illness, accident, emergency or out-of-town medical or dental appointments, home emergencies, team trips, school excursions or other essential appointments are considered valid reasons for absence from school.

Parents/guardians who wish to take students away from school for a prolonged period should consult with the Principal or Vice-Principal and inform her/him in writing prior to departure, recognizing that such absences could have an adverse effect on student learning.

Students who miss school work because they are away on holidays or vacations during regular school days are expected to make up work missed. The office makes no special arrangements for students who are on holidays during regular school days. The onus is on the student to keep his/her work current and to be present.

Absences from regular classes because students are studying or finishing an assignment are considered a truancy. Students may not bring notes excusing them from class to work in the Library, cafeteria or other



areas in the school during class time. Such absences will not be excused. Students are cautioned that outside appointments or activities are to be avoided if these result in their missing any tests or assignments. Students may not bring notes excusing them to leave class to spectate sports and other events in the school or in other schools. It is the students responsibility to catch up on missed work when absent from class.

### **3. Inclement Weather**

During severe weather, check the AMDSB website (ourschoolbuses.ca) or listen to CJCS - 1240 AM for bus cancellations. It is highly unlikely that the school will ever be closed. When the school is open, it is expected that students who do not take buses will attend.

### **4. Team Trips / School Excursions**

Absences for these activities do not require notes since parental consent is obtained in writing prior to the departure. Students are cautioned that it is their responsibility to find out before the trip what assignments are to be done. Arrangements must be made with the teacher if a test will be missed. Consent forms for school excursions are requested to be returned three days prior to departure. Note: if a student is not completing their school work satisfactorily, he/she may not be permitted to participate in extra-curricular activities.

### **5. Assemblies**

All students are expected to attend assemblies and act in a courteous and respectful manner. Cell phones are to be turned off during assemblies.

### **6. Illness During Day**

If you become ill at school, you may go to the office and inform the staff. The office will contact a parent/guardian regarding a next step.

### **7. Changing or Dropping a Course**

Students who wish to drop a course should see a Student Services counsellor to complete the required request form which is then sent to the administration for approval. Students are cautioned that they must attend classes in the course until a new timetable is received.

Students who are under 16 years of age and have fewer than 16 credits will **not** be permitted to drop courses. Students will have 10 school days from the beginning of the school year to **change or add a course**.

**NOTE: Course Withdrawal for Grades 11 and 12: Transcript Disclosure effective as of September 1999.**

- a) on or before the 5<sup>th</sup> instructional day following the issuance of the first provincial report card (November-Sem. I; April-Sem. II), the course will not be recorded on the student's transcript.**
- b) after the 5<sup>th</sup> instructional day following the issuance of the first provincial report card, a "W" will be entered in the credit column and the student's mark at the time of withdrawal will be recorded.**

### **8. Thirty-Four Credit Threshold**

Ontario secondary school students need to successfully complete 30 credits in order to graduate. In the fall of 2013 the Ministry of Education implemented a 34 credit threshold. All students will have the same access to courses and classes for the first 34 credits of their program. Once a student reaches 34 credits any further course requests will be scheduled only if there are empty seats available. In most cases this

only becomes a concern during the second semester of the fifth year a student is with us. Students with Individual Education Plans are exempt from the 34 credit threshold. Throughout the option sheet process our student services counselors will work with students who might reach the 34 credit threshold in order to make sure that their highest priority courses are counted within their first 34 credits.

### **9. Full-time Students**

The AMDSB requires that students be fully enrolled at school. Students should be enrolled in at least 3 courses per semester

## **C) MARKS AND STUDENT ASSESSMENT**

INTEGRITY/FAIRNESS

Student Assessment and Evaluation: Information about how students are assessed and evaluated is available on the Avon Maitland DSB website: [yourschools.ca](http://yourschools.ca)

Stratford Central Secondary School recognizes that assessment and evaluation are important aspects of the learning process. All students will receive a course assessment and evaluation policy statement, as well as a course outline at the beginning of each course being taken.

### **1. Homework**

For success in school, regular work outside of class is necessary. This involves projects, preparation of new assigned work and systematic review of work already covered. We recommend the following daily schedule for the average student.

Grades 9 and 10 - 1 to 2 hours

Grades 11 and 12 - 1 to 3 hours

### **2. Missed Tests and Assignments**

INTEGRITY

Since testing and assignments are essential to complete student evaluation, a student who misses a test or assignment is required to discuss his/her absence with the teacher concerned before the absence or immediately after the return.

If a student is absent from an examination or final assessment because of illness, a medical certificate may be required. If you miss an examination due to illness and/or other personal family reasons, you are required to notify the school office as soon as possible before the time of the exam.

### **3. Final Assessments**

Final assessments will be held at the end of each semester (generally the last 3 weeks). Failure to write an examination will earn a zero and the final mark will be calculated accordingly. A final assessment schedule will be posted electronically for student reference.

### **4. Academic Honesty**

INTEGRITY

The Avon Maitland District School Board's Assessment, Evaluation and Reporting Principles and Procedures align with the Ministry of Education's Growing Success 2010 Assessment and Evaluation document and outline the following student responsibilities and consequences:

Grades 1-12: Completing tests/exams/projects/assignments in their own work.

An Academic Disciplinary School Team will determine the consequences for cheating and plagiarizing. Consequences for academic dishonesty are not limited to, but may include one or a number of the following:

- discussion with teacher and/or principal about the importance of academic honesty;
- reduction in the student's evaluation of the learning skills and work habits (e.g. from Good to Satisfactory);

- resubmit the assignment;
- complete an alternative assignment;
- retake the test;
- receive a mark penalty on the assignment; and/or
- loss of credit (requires consultation with Regional Superintendent).

A variety of methods, which are appropriate to the subject, grade and course type will be taught to help students avoid plagiarism/cheating. These lessons will also outline how plagiarism/cheating are detected.

### **5. Assessment and Evaluation**

RESPONSIBILITY

The Avon Maitland District School Board's Assessment, Evaluation and Reporting Principles and Procedures align with the Ministry of Education's Growing Success 2010 Assessment and Evaluation document also contain the following:

Grades 7 to 12: The consequences for students who submit an assignment late or do not complete assignments for evaluation, may include:

- a mark deduction up to 10% on the assignment;
- receiving an I (insufficient evidence to evaluate/score) and/or
- learning skills reduction (e.g. Good to Satisfactory).

### **6. Assignment Submission**

Students should not hand work in to the office but rather directly into the hands of their course teacher.

### **7. Evaluation Concerns**

At one time or another, you may find that you do not understand why you received a certain mark for an assignment. Teachers at Central are committed to respecting your need and responsibility to review your evaluation. Some suggestions:

- a) Compare your marks to the marking scheme of the test or assignment;
- b) Listen to the teacher's explanation of how marks were assigned for various answers;
- c) Compare your calculation of the marks to that of the teacher;
- d) Arrange for a time when it is convenient for you and for the teacher to sit down and review your mark;
- e) If you find that after this review you still have difficulty understanding the mark, you and your teacher should consult the Department Head;
- f) If the issue is still unresolved, consult the Principal or Vice-Principal.

## **D) SCHOOL REGULATIONS**

RESPECT

### **1. Parking**

Limited parking is available for student vehicles in the lot on Worsley Street. Students must not park in the St. Andrew Street parking area. The bus and unloading area is off limits to vehicles at all times. Vehicles left in this area will be removed at the owner's expense. Bicycles must be kept in racks provided near the front entrance of the school. Locking your bikes to the rack is strongly recommended.

## **2. Lockers**

You are required to have a locker of your own. Lockers will be assigned to individual students by the home room teacher. Locks may be purchased in the office. Keep your lock combination confidential.

If you change locks during the school year, the office must be notified of your new combination. Lockers are loaned to students, but the school retains the right of access to these lockers. You may not change lockers unless approved by the office first. The office is not responsible for your possessions.

## **3. Leisure Time (outdoors)**

Students are encouraged to use the patio overlooking the parking lot when weather permits. Since visitors use the school entrances, students are requested not to congregate or loiter on the steps or at the doors of the building. Any neighbouring property is out of bounds. Please respect our neighbours and school property and use the garbage cans and recycling bins provided.

## **4. No Smoking or Vaping on School Property**

The use of any tobacco products (for example cigarettes and chewing tobacco) are not allowed on school property. Using e-cigarettes and vaping on school grounds is also prohibited. The *Smoke-Free Ontario Act* is a law that bans anyone (including visitors) from smoking or holding lit tobacco on school property, 24 hours a day. This also includes smoking in your car on school property. You can be fined \$305 for breaking these laws.

Providing friends with tobacco is a “Bad Way to Be Nice”. Supplying anyone under the age of 19 with tobacco is against the law and you may be fined \$365 for breaking it. If you want to show friends that you care about them, do not give them tobacco as this can lead to a long-term and deadly addiction. School staff will report cases of tobacco use or supplying tobacco to the Tobacco Enforcement Officer at the Health Unit.

If a student does not comply with this policy, the school administration can take disciplinary action, up to and including suspension. Be good to yourself, your future, your friends and your school by following this Tobacco Use Policy and the *Smoke-Free Ontario Act*.

## **5. Dress Code**

a) Any article of clothing which contains language or a message that administration deems to be offensive e.g., apparel relating to alcohol or drug use, or interpreted as being sexist or racist, may not be worn at school or at any school related function held offsite. Under garments must not be visible. Strapless tops may not be worn at school. Students who arrive without proper apparel, will be required to wear a t-shirt over their top until leaving the school for the day. Clothing should be appropriate for school and must cover the student in a manner acceptable to the standards of the school.

b) Hats may be worn in the hallways and cafeteria but the decision to wear hats or other head apparel in the classroom will reside with classroom teacher.

c) Coats are to be removed and stored in lockers.

## **6. Equipment**

Smart phones/cell phones are to be turned off in classrooms and resource rooms unless being used with teacher endorsement. Cell phones are to be turned off during assemblies.

Ipods are not to be worn or listened to in the classroom unless permission has been granted by the teacher of that class.

Skateboards and roller blades may not be used on school property. These items are to be stored in lockers and not taken into any rooms in the school. Chronic abuse of these rules will result in your skateboard not being allowed on school property.

Backpacks/book bags are to be left in the student's assigned locker and are not to be brought to classes.

### **7. iPads**

Students using iPads must return and sign off on the iPad Program Acceptable Use Policy

### **8. Required Dress for Physical Education**

GIRLS and BOYS will be expected to wear a white school T-shirt, white sweat socks, green school shorts, appropriate running shoes.

## **E) CODE OF CONDUCT AND BEHAVIOUR**

All interactions with the Police and CAS will follow the Police/School Board Protocol.

All students, parents and guardians, teachers and staff have the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

### **Guiding Principles**

All members of the school community are to be treated with respect and dignity. Members of the school community are expected to maintain a positive school environment characterized by respect and civility.

The Avon Maitland District School Board believes that school learning environments must be safe, orderly, positive and respectful and expects all school learning environments will be free from abuse, bullying, discrimination, intimidation, hateful and/or profane words and deeds, and physical violence in any form. To achieve a positive school environment, all Avon Maitland District School Board schools actively promote and support positive behaviours that reflect our student success, equity and inclusive education, and character development initiatives.

The Board is committed to establishing and maintaining high expectations for behaviour in order to help students develop appropriate behaviours and self-discipline as responsible members of a democratic society. It also supports the efforts of principals, staff, and community agencies that provide programs that emphasize early identification, conflict prevention and intervention, counselling and the inclusion of social skills in the curriculum.

### **Rights and Responsibilities of Students and Staff at Stratford Central**

#### **1. I HAVE THE RIGHT TO LEARN.**

It is my responsibility to attend class regularly, arrive on time, be prepared for class, co-operate with others and strive for personal excellence.

#### **2. I HAVE THE RIGHT TO BE RESPECTED.**

It is my responsibility to respect myself and other people. Discrimination on the basis of race, culture, religion, gender, language, sexual orientation, age, appearance, ability, social status or any other attribute is unacceptable.

3. I HAVE THE RIGHT TO BE SAFE FROM VIOLENCE, THREATS OF VIOLENCE OR HARASSMENT.

It is my responsibility not to threaten or harm any person or to possess/use any object as a weapon. Teasing, bullying, harassing, physical, verbal (oral or written), sexual or psychological abuse is unacceptable.

4. I HAVE THE RIGHT TO A SMOKE FREE, DRUG FREE AND ALCOHOL FREE SCHOOL ENVIRONMENT.

It is my responsibility not to smoke on school property, or bring illegal and/or mind-influencing drugs or alcohol onto school property, or to be under the influence of illegal and/or mind-influencing drugs or alcohol while at school.

5. I HAVE THE RIGHT TO A SAFE, CLEAN AND WELL-MAINTAINED SCHOOL BUILDING AND EQUIPMENT.

It is my responsibility to respect school property and equipment, and the personal property of others, including the neighbours of Central. Damaging or defacing property in the school (including school grounds, school buses) is unacceptable.

6. I HAVE THE RIGHT TO EXPECT A FAIR HEARING IF ACCUSED OF WRONG DOING AND FAIR CONSEQUENCES FOR MY BEHAVIOUR.

It is my responsibility to co-operate and to follow school rules.

**Consequences for Unacceptable Behaviour**

Unacceptable behaviour will be handled through progressive discipline techniques that may include one or more of the following:

- a) Assignment of detentions or assignments by teachers and/or school administration. Lunch hour detentions are to be served on the assigned day, in the detention room during the lunch period. They are a minimum of 20 minutes long. At administration's discretion, detentions may also occur after school.
- b) Consultation between parents and teachers and/or school administration.
- c) Counselling and/or mediation.
- d) Removal of privileges which may include participation in sports, clubs and trips.
- e) Restorative practices including restitution or community service.
- f) Negotiation of a specific contract between the student and the school.
- g) Suspension or removal from a specific class.
- h) In-school suspension.
- i) Out-of-school suspension.
- j) Withdrawal from school.
- k) Expulsion from school.

## **F) CODE OF CONDUCT FOR COMPUTER USE**

## INTEGRITY

We have a computer network with computers in all areas of the school. Students have access to computers in the Resource Centre for research and keyboarding during lunch hour and after school.

Our computer network is a tool for students and staff to engage in academic work, and we depend on it operating reliably. To ensure operation, the following rules are in place.

- Internet access will be for curriculum and/or professional development purposes only.
- Internet mail should be used with the understanding that it is not secure and that it has the potential to be read by persons other than the sender and recipient.
- Internet access through a Board computer will not be used for:
  - private commercial purposes unrelated to the Board,
  - illegal or unauthorized acts,
  - participation in Internet News conference and/or chat rooms outside of those provided by the Avon Maitland District School Board system without specific approval of a school official.
- Software and other information downloaded from the Internet will be used in a business-like manner (no pirating of software and all sources of information must be cited).
- Virus protection software is to be used on all software or data files received from any sources prior to using the software/files on a school computer.
- Read and follow the generally-accepted rules of Network Etiquette as posted in schools.
- Protect your password to ensure system security, change your password regularly to protect yourself.
- School computers are intended to be used for school-related activities.
- Access only those files and programs for which access rights have been specifically granted.
- Do not attempt to harm or destroy data of another student.
- Do not attempt to access inappropriate Internet sites (i.e. pornographic)
  
- Report any potential security problems to your teacher immediately. Your teacher will forward this information to the appropriate technician/ administrator.

The Avon Maitland District School Board reserves the right to monitor all traffic in and out of the Board's Internet access point (through Board-owned and operated computers), to review any material on user accounts and to monitor file server space in order for the Board to make determinations about whether specific uses of the network are appropriate.

Students who fail to abide by this code of conduct are subject to the disciplinary measures as determined by the principal or designate. These measures may include, but are not limited to, temporary or permanent revocation of computer privileges.

## **G) RESOURCE CENTRE**

In an ongoing effort to better serve the needs of the students of Stratford Central, the library is open from 8:15 a.m. to 3:30 p.m. The Resource Centre offers traditional print and non-print resources and has moved to electronic resources (CD-ROM, multimedia, computer databases and the Internet).

### **Responsibility for Borrowed Materials**

**Students are required to return all borrowed materials from the Resource Centre promptly. Library materials not returned on time will incur monetary fines. These fines are as follows:**

- Fiction books            -    15 cents/day per book (over 3 weeks)**
- Nonfiction books       -    15 cents/day per book (over 3 weeks)**

**one-week materials - 25 cents/day (over 1 week)**

**overnight items - 50 cents/day.**

**If materials are not returned on time and/or fines are not paid, detentions will be assigned and privileges may be withdrawn.**

## **H) STUDENT SERVICES**

COMPASSION

The Student Services Centre is open Monday to Friday, from 8:15 a.m. to 4:00 p.m., including the lunch hour. Each student will be assigned a counsellor (alphabetically, according to last name) with whom appointments can be made. Lists of assigned counsellors will be posted in all home rooms.

To make the most of the student services offered to you, talk to your Student Services Counsellor, listen to announcements via the PA, read the bulletin boards, make a habit of browsing through the information on display in Student Services and ASK for information and help.

## **I) ONTARIO STUDENT RECORD (OSR)**

The OSR is the ongoing, confidential record of a student's educational progress; this would include report cards, the Ontario Student Transcript (which is a cumulative record of a student's completion of secondary school courses), a Documentation file, if required (which would contain material such as verification of a custody or a change-of-name order, assessment reports, placement decisions, suspension letters, etc.), a record of the student's accumulated instruction in French as a second language (if appropriate), and additional information considered relevant for improving the instruction of the student.

The collection of this information is authorized by the Education Act. The Freedom of Information Act and Protection of Privacy Act protect its contents.

An OSR is established for each student who enrolls in an elementary or secondary school that is operated by a public or separate school board in Ontario and is housed securely at the student's school.

All students, and the parents/guardians of students under 18 years of age, have the right to examine the OSR and to receive a copy of its contents. Access to OSRs must be arranged through the Principal.

## **J) VIDEO SURVEILLANCE**

The school board uses surveillance equipment within school facilities and school buses to:

- a) enhance the safety of students and staff;
- b) protect school property against theft or vandalism; and/or
- c) aid in the identification of intruders and of persons who endanger the health, well-being or safety of school community members.

Information collected is under the authority of the Education Act in accordance with the Municipal Freedom of Information and Protection of Privacy Act. For information, please contact the Principal.



## **L) STUDENT CARD**

FAIRNESS

The fee you pay for your student card provides funds for your elected council to organize social functions and sporting activities and support school teams, groups, clubs and students activities. We request student cards to participate on school teams, clubs and to attend school events. All students are encouraged to buy a student card.

## **M) SCSS DANCE POLICY**

RESPONSIBILITY

### **1. Current Student Card**

A current student card is required for admission.

### **2. Guests**

The guest is the responsibility of the sponsoring student. A student of SCSS is entitled to bring ONE GUEST. The guest must have a student card from the school they attend. **The guest must enter and leave the dance with the sponsoring student.** Guests must be signed in at the office before noon on the day of the dance.

### **3. Inappropriate Behaviour**

If a student or guest is under the influence of drugs or alcohol the student will be suspended from school. If a student and/or guest is observed dancing in a manner deemed dangerous or inappropriate (i.e. slam dancing), that person will be removed from the dance immediately. In both cases, future dances could be impacted for the student in question.

### **4. Food Consumption**

There should be no food or beverages taken into the gym.

### **5. Admission Refusal**

A student or guest may be refused admission at the discretion of staff chaperones and / or community police. Students will not be admitted to the dance after 9:30 p.m.

### **6. Re-Entry**

When a student and/or guest leaves the dance they will not be allowed to re-enter.

### **7. Areas To Be Used**

Gymnasium (dancing), Cafeteria and West Lobby. ALL OTHER AREAS ARE OUT OF BOUNDS!

### **8. Supervision**

Dances will be supervised by a team of teachers to enforce the dance policy. Police officers may be in attendance.

**NOTE: If students are absent from school on the day of the dance, they will not be admitted to the dance unless they have an acceptable reason for their absence.**

## **N) EXPECTATIONS WHILE ON SCHOOL BUSES**

Students taking the bus to school in the morning, home at the end of the day, or while on athletic or school excursions, are required to remain seated while the bus is moving and to behave in an appropriate manner as directed by the driver. Due to safety concerns relating to choking and food allergies, students are also to refrain from eating on the bus.

## **O) HOME SCHOOL COMMUNICATION**

Open communication between home and school is an important factor for student success. Parents are encouraged to consult the website for newsletters, calendar events and important notices, as well as homework updates. Our website can be accessed through [yourschools.ca](http://yourschools.ca). Select Stratford Central Secondary School from the school directory.

At anytime parents are welcome to call the teachers or administration with concerns.

## **P) U.S.S.R.**

A 30 minute silent reading period occurs weekly to promote reading. The library offers various reading materials for student use.

## **Q) EXTRA-CURRICULARS (ARTS, ATHLETICS, CLUBS)**

Students are encouraged to participate in school-sanctioned activities through athletics, the arts and clubs. Students are reminded that academics (including deadlines) take precedence. Students are reminded to make prior arrangements with their teachers should there be conflicts between class work and extra-curriculars

## **R) SUPPORT SERVICES**

COURAGE/COMPASSION/EMPATHY

### **DATING VIOLENCE PREVENTION PROGRAM - (Optimism Place)**

To speak with a counsellor regarding any concerns you may have about dating, abuse, healthy relationships, please contact the Dating Violence Prevention Coordinator at Optimism Place. Call 519-271-5310 ext. 24.

## **PERTH DISTRICT HEALTH UNIT**

### **Health Line**

For health information: parenting, immunization, sexual health, infectious diseases, pregnancy, safety, healthy eating, water and food, quitting smoking, AND MORE.

Monday to Friday, 8:30 a.m. - 4:30 p.m. Call 271-7600 ext. 267.

### Health Connection

Free confidential walk-in services for information and/or testing for pregnancy, birth control, HIV and other sexually transmitted infections. Emergency contraception available.

Stratford: Tuesdays 2 - 4 p.m. and Thursdays 11 a.m. - 2 p.m. - 10 Downie St., Festival Square, 2<sup>nd</sup> floor.

### Sexual Health Clinic

Free confidential services. Doctor on site. Birth control, emergency contraception, counseling, pregnancy testing, STD testing and diagnosis-free treatment. Appointment preferred.

Call 271-7600 ext. 779 or toll free 1-877-271-7348 ext. 779; text @ 519-635-2504, or Facebook.

Stratford: Appointments - Tuesdays, 5 - 7 p.m. - 10 Downie St., Festival Square, 2<sup>nd</sup> floor.

Drop-in Clinics - Tuesdays, 2 - 4 p.m.; Thursdays, 11 a.m. - 2 p.m.

### School Based Public Health Nurse

Available at school two days/week for counselling, support and assistance with social, physical and mental well being.

## **CHOICES FOR CHANGE**

Counsellors assigned to work with referred students who are dealing with problems concerning drug or alcohol use whether it is their own use or someone else's use.