



Saugeen District Senior School Student Handbook

Welcome to the Saugeen District Senior School Code of Behaviour

The SDSS code is consistent with Ministry and Board policies and is reviewed annually as a function of our Safe Schools Committee, which includes representation from students, parents/guardians, teachers, school administrators and the community. The code will apply consistently to the behaviours of all students, staff and visitors on school property, on buses and at school sponsored functions.

At SDSS, we believe that students have a responsibility for doing things right, and that it is the job of parents/guardians as well all school staff members to help students behave appropriately.

Students should note that what constitutes acceptable behaviour at SDSS might be different from what is acceptable elsewhere. Whether in the classroom, in the halls or on the school grounds, students are expected to respect themselves, respect others, and respect their environment. Ways that you can demonstrate this through positive behaviour include:

- Appreciating the opinions, beliefs, customs and diversity of others regardless of race, creed, ethnic background or individual ability
- Acting in a kind, polite and helpful manner to others (saying please and thank you, holding the door for another individual, for example)
- Using appropriate language (avoiding swearing or hurtful comments, regulating your tone of voice, body language and facial expressions)
- Keeping your hands off other people and their possessions
- Cleaning up after yourself, taking ownership for your materials including your garbage, and putting waste in the appropriate places
- Working hard at all times to achieve your maximum potential
- Cooperating with others to help them succeed
- Dressing modestly according to the dress code, in all areas of the school
- Taking responsibility for your own actions (admitting when you have made a mistake and accepting help, direction and/or consequences)
- Acting with maturity and being a positive role model

Students who experience difficulty demonstrating these expectations will be taught how to do better. If their actions have offended, injured or negatively impacted another, they will be expected to make the situation right, with or without the assistance of school staff. Learning how to behave properly takes a lot of time and effort, and as such we at SDSS believe that our grade 11 and 12 students should be the best behaved. It is in accordance with this belief that some privileges, like responsibilities, will increase with age and grade

level. *In addition* to the list of positive behaviours on the previous page, students have specific expectations of their behaviour in the following areas:

Classrooms: Students are to arrive to class on time and be prepared to work. Within the classroom, students are expected to follow the instructions of their teachers and stay focused on assigned tasks. Students are expected to stand for O'Canada, and sit quietly during morning announcements. At the end of the class, students are dismissed by their teacher and not the bell. Students are expected to leave all exterior clothing, including hats, coats and backpacks in a designated storage space or locker outside of the classroom. Food or drink is not permitted in the classroom without the teacher's permission. Electronic devices are expected to be off and away, unless a teacher gives permission to use them. Elementary students are not allowed to have electronics in class or on the yard. They are only allowed to have electronics in the classroom with their teachers' permission.

Hallways: Students are expected to walk quietly and in an orderly fashion in the hallways, keeping to the right. Students in the hallways during morning announcements are expected to stop and stand at attention for O'Canada. Students are not permitted to eat in the halls except in the designated spaces. Designated spaces include the cafeteria, common area and lower hallways up to the double doors outside the library and science hallway. There is no food or drink permitted in any other areas at SDSS in order to avoid undue mess, clutter and disruption to classes. Students are expected not to loiter in the hallways and should find an appropriate place to study, work quietly or spend time with friends. Areas that are suggested at SDSS are the library, cafeteria and common area.

School Grounds: Play on the schoolyard should reflect the list of positive behaviours on the previous page. No student should throw snowballs or use sticks or stones in any capacity while at school.

Students who need support in achieving the school expectations will be counseled by a staff member, possibly a school administrator. When assigning sanctions or consequences for student behaviour, a progressive discipline model will be utilized, and mitigating circumstances will be taken into consideration. Sanctions may include a discussion with a staff member, an apology, a detention with tutorial supports, removal of privileges, withdrawal from class, the implementation of a contract, or a suspension in or out of school. A school behaviour incident form may be sent home to be signed and returned by your parents and/or guardians. For severe infractions, a student may be expelled.

SDSS School Procedures

Procedures for Resolving Conflict

In order for the school to respond to an incident or conflict, students must first report any inappropriate or disrespectful behaviour to a staff member. Your teachers, administrators and school guidance counselors should be the first people you turn to in order to resolve conflict with another student. Even if this conflict took place off school grounds, it may impact the school climate and your ability to succeed or function appropriately at school. Reporting an incident is often difficult for students, but ensuring that adults are aware of the problem is usually the only way it becomes resolved.

Conflict between students comes in many forms, like verbal disagreements, name-calling or physical altercations (pushing, shoving and hitting, for example). Some forms of conflict, like bullying, are serious infractions for which a principal must consider suspension (*for other serious infractions, see the Board's Safe Schools Policy BP 6820-D*). Because the school takes such behaviour very seriously, it is important to know exactly what constitutes bullying.

According to the *Ministry of Education* (PPM 144), bullying is typically a form of repeated, persistent, and aggressive behaviour, directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance (differences in size, strength, age, intelligence, economic status, social status, sexual orientation, gender, race, etc.) Bullying can take many forms. It can be physical (e.g. hitting, pushing, tripping), verbal (name calling, mocking, or making sexist, racist or homophobic comments), or social (e.g. excluding others from a group, spreading gossip or rumours). It may also occur through the use of technology (e.g., spreading rumours, images, or hurtful comments through the use of e-mail, cell phones, text messaging, internet websites or other technology).

SDSS employs a comprehensive intervention strategy to address incidents of bullying, including appropriate and timely responses to all incidents, but school staff cannot respond to what they do not know! Please ensure that all incidents of inappropriate behaviour or conflict are reported to a staff member in a timely manner. It's the only way we can keep our school a safe place for all!

Attendance Procedures

At SDSS, we believe that regular attendance is necessary for student success, and as such, we have developed careful procedures surrounding the monitoring of student absenteeism.

Our elementary students are part of the Safe Arrival program (BP 6810-D). An elementary child's absence must be reported by contacting the school at 519-832-2091 ext. 100 before 8:55 am or by sending a note to the school in advance of the absence. Always make sure that the school has current phone numbers for home, work and cell as well as emergency contacts.

Our elementary students are not part of a Safe Departure program. Students who ride evening buses are asked to arrive for their bus early, as the bus will not wait if a student who is supposed to be on the bus is missing. In the case of a missed bus, it will ultimately be the responsibility of the child's family to arrange for their child to be picked-up.

Our secondary students are not part of the Safe Arrival program. Following an absence, a note must be brought to the office or a phone call made by the student's parent or guardian, explaining the reason for absence. Unauthorized absences are considered trancies and are considered violations of the SDSS code of behaviour. Such absences are recorded and tracked. All truant students will be counseled by staff members upon recognition of such infractions, and sanctions may be issued.

Elementary students are to enter the building at the side entrance by the bus loop in the morning. They are not to enter the school until the bell at 8:45 am. The yard/bus loop will be supervised beginning at 8:30 am and students are not to arrive at school until that time.

Students at SDSS are expected to be in their classes on time. Students who arrive in class after the bell are considered late, and these incidents will be recorded and tracked. Students who are consistently late for class will be counseled and encouraged to develop strategies to help them arrive on time. Students who accumulate lates will serve a lunchtime detention. Students who continue to accumulate lates will be issued a one-day in-school suspension wherein they will be expected to complete an assignment related to responsibility, self-regulation or organization, in addition to completing work from their regular classes.

Secondary students who arrive late to school must sign in at the office before proceeding to class. Students under 18 years of age must arrive with a note signed by a parent or guardian indicating the reason for arriving late. Parent/guardians can leave messages on our school answering machine service at any time of the day/night. Students will be expected to bring a note to the office the following day. Students who need to leave school early are also

required to bring a note from home. Students will be issued an excuse slip by the office professionals. This slip must be presented to teachers before students are allowed to leave class, and must again be presented to the office professionals and teachers upon return to the school.

Students who are legitimately absent for tests or other forms of assessment may complete these upon their return. Students who are truant for tests may receive a mark of zero. Students may be required to write the test at a later date to demonstrate curriculum expectations. Attendance at end-of-semester summative evaluations and examinations are compulsory. The examination dates for the school year are set in advance and are noted on the school year calendar and school website. It is expected that vacations and other appointments will be avoided during the exam periods. Exam deferrals/excusals are approved only in special circumstances by the principal/vice-principal.

Elementary students who wish to leave property during the nutrition break are required to follow the procedure below:

- Students are to bring in a note from parent granting them permission to leave property at nutrition break
- The note will be handed in to their teacher first thing in AM and it will be forwarded to the office
- Students will be able to leave for first nutrition break only
- Before leaving, they must sign out at office
- Once they have returned, they are to sign in at the office
- Abuse of privilege will result in loss of privilege

Parents are able to send a blanket note for the entire school year allowing their child to leave school property during the first nutrition break if the child wants to.

Procedures for Late, Incomplete or Missed Assignments

The purpose of assignment due dates is for teachers to evaluate students' learning skills and to assess their understanding of curriculum expectations in a timely manner. Responsibility, organization, working independently, collaboration, initiative, and self-regulation are all learning skills students may demonstrate when meeting assignment due dates. Development of these skills will aid students throughout all grade level, and in their post-secondary life.

Teachers are aware that there are circumstances in students' lives, which may prevent them from submitting their assignments on time. In these circumstances, students are expected to enter into an agreement with their teacher(s). It is important to note however that teachers may, at their discretion, decide that an agreement for late assignments may not be used for particular assignments. All teachers will clearly communicate this to students when assignments are introduced. It is the responsibility of the student to initiate this process.

In secondary, incomplete assignments may jeopardize the granting of a course credit if the teacher and the administration feel the student has not demonstrated sufficient knowledge of curriculum expectations.

Procedures for When Plagiarism is Suspected

"Plagiarism is defined as the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one's own original work" (Ministry of Education *Growing Success*, p. 151). SDSS also considers using an electronic translator to translate French assignments an act of plagiarism. Students suspected of plagiarizing will have their work scrutinized by both teachers and school administration. If plagiarizing is confirmed, students will receive consequences consistent with the school's progressive discipline policy; mitigating circumstances and/or the number and severity of the infraction(s) will be taken into consideration. Teachers will decide consequences in consultation with administration, which may include re-doing part or all of the assignment, completing an alternate assignment, mark deduction, receiving zero on the assignment, or suspension.

Excursions and Field Trips Procedures

All students who plan to participate in excursions, sporting events or field trips off school grounds will be required to submit a completed and signed *Parental Information and Consent for Field Trips* form (AF 5603), as supplied by their teacher or coach. Students who fail to return completed consent forms will not be allowed to participate in extra-curricular activities off school property.

Students should inform all of their teachers of absences due to extra-curricular activities, excursions or field trips **ahead of time**, especially if the absences will affect assessment and evaluation processes (absence on the day of a test or presentation, for example). Students are responsible for all work missed in their absence and should arrange with fellow students to obtain missed material.

Students may be denied involvement in extra-curricular activities, field trips or excursions if they are on suspension for behavioural or other issues, if their attendance is problematic, or if they are not succeeding academically in their courses. This decision will be made in consultation with school administration.

Students are not permitted to drive their own vehicles to or from any excursion, field trip or extra-curricular activity, including sporting events. Parents or guardians who wish to volunteer to chaperone or drive students on excursions must complete the appropriate forms available in the main office.

Procedures Surrounding Medication and Medical Attention

At the start of the school year, SDSS will send home forms that must be completed by a parent or guardian updating the school on student health and medical conditions, as well as emergency contact numbers. Throughout the year, please inform the school of any changes to student medical information (new allergies, the need for epi-pens, a change in doctor's information, etc.) so that records can be updated accordingly. Parents or guardians must complete specific forms in order for any assistance to be given in the administration of medication at school. All medication should be transported to the school by parents or guardians so it reaches the office directly.

When a child has an accident or an altercation that results in a minor cut or bruise, he or she is sent to the office for immediate first aid treatment, which may include cleaning the wound and a bandage if required. For an accident that we suspect to be of a more serious nature, the pupil will be brought to the office only if he or she can be moved. Immediate first aid will be given, and a parent or emergency contact will be phoned. In more serious cases, an ambulance may be called.

Procedures Surrounding Concussion Management

A concussion can have a big impact on how you think, how you feel, your actions or physical abilities. Whether you hit your head at school, or on the weekend please keep your teachers and school administrators informed about what happened and how you are feeling (AP 6814-D). Rowan's Law makes it mandatory that any student with a suspected concussion be part of the "Return to Learn" and "Return to Physical Activity" process. If your child has a suspected concussion, please contact the school so we can assist you with this process.

Procedures for Dressing Appropriately

A school is a place of learning and business.

Dress Code

The following Dress Code has been established following Ministry of Education guidelines:

Physical Education Class

In accordance with Ontario Physical Education Safety Guidelines, gym shorts must be free of any loops or pockets and loose fitting to allow for free movement. Shirts must meet the minimal standards of school summer wear guidelines.

Students will be asked to remove jewellery and accessories for gym or at any other time the teacher feels the items represent a safety risk.

All students require gym shoes with non-marking soles. During wet seasons, students will benefit from a change of footwear for indoors.

Clothing

Warm Weather Wear: Students are reminded that school is their 'work environment' when selecting their clothing.

Although clothing articles may be fashionable, they may not be appropriate for school. At SDSS our Dress Code allows for the expression of individuality and personal choice while sustaining a respectful learning and teaching environment for the school community.

Specifically, students are expected to wear clothing and accessories appropriate for school activities where "appropriate" is defined as:

- Free of advertising or references to tobacco, sex, violence, drugs or alcohol, or gender/racial slurs
- Complete covering of undergarments
- Complete covering of the torso – including chest, back and stomach
- Clothing must be in good repair (no gaping holes, proper hem)
- Bottoms must be of reasonable length so that proper discretion is being exercised
- Clothing material should be opaque for tops and bottoms
- Elementary students are not allowed to wear hats or hoods in/during their class.

These and other dress code requirements will be enforced at the discretion of teachers, the principal or vice-principal.

If students arrive at school with inappropriate clothing on, they will be asked to change their clothing. We attempt to avoid contacting parents/guardians to bring clothes to the school when possible, as this is inconvenient for both parents/guardians and staff. Students are aware of dress code expectations and are expected to be vigilant when selecting their daily dress. We will do our best to provide extra t-shirts for wear that day if students do not bring additional clothes or do not have any other items into which they can change. Shorts are a greater challenge, so a call home may be necessary. If there are concerns or issues, teachers will handle the situation discreetly asking the child to remove, cover or turn clothing inside out for the day. If the concerns are ongoing, we will contact parents.

Shoes

Proper footwear must be worn in physical education classrooms as well as technology classrooms to ensure safety for all students and staff.

Procedures for Storing and Protecting Your Property

All valuable materials and possessions brought to school but not directly on your person should be safely secured in a locked environment, such as your locker, or left in the school office to be reclaimed at a later date. Do not leave valuables or large sums of money unattended. Valuables or money should not be left in clothes or backpacks inside the school's change rooms. Students are expected to bring any misplaced or lost items found on school property to the main office, and to report any misplaced or stolen items immediately to a school staff member. The school cannot assume responsibility for lost or stolen goods, but will attempt to aid the student in their recovery.

Bicycles brought to the school should be secured with a lock to a bike rack. Motorized vehicles parked in the school parking lot should be parked appropriately and locked to inhibit theft. A reasonable speed limit of 10 km/hr is recommended in the school parking lot to ensure accidents and damage to vehicles does not occur. Individuals who are not driving responsibly on school property will not be permitted to drive/park on school property.

To ensure the safety of your property, all visitors with legitimate business in the school are required to report first to the main office and sign in. All other casual visitors will be considered to be trespassing. Trespassers should be reported immediately to the nearest staff member or to the main office. Students found in the company of trespassers will be held responsible for their presence.

Procedures for the Use and Care of School Property and Materials

Students are responsible for textbooks, library books, uniforms, supplies and equipment loaned to them, and will be charged for loss (if not returned promptly) or damage. Lockers are the property of the Bluewater District School Board and are assigned at the beginning of the school year on loan to students. The lock used must be a combination lock. A lock that is not registered with the office will be removed. Students are entitled to one locker only. Do not share your locker, share your combination, mark or deface your locker, or leave your locker unlocked and unattended. The school does not assume responsibility for the loss of articles from your locker. You are expected to keep your locker neat and tidy. The school administration has the authority to examine any locker when it is deemed necessary to protect the health/safety of the school community.

Procedures for Fire, Lockdown and Severe Weather Drills

The fire alarm is a continuous loud sounding of the buzzers, which are located in the corridors. When the buzzers sound all students and staff are to leave the building immediately, moving quietly and quickly toward the designated exits. Anyone who wilfully, without reasonable cause, pulls a fire alarm will be charged under the Criminal Code. The school will hold a number of fire drills each year to ensure that students and staff are familiar with the routine of exiting the building.

Throughout the year as well, the school will hold a number of lockdown drills where students practice remaining quietly in a designated corner of their locked classrooms, so as to not be noticed by a potential intruder. Staff and students are to immediately go into lockdown when the message: "*Emergency, Initiate Lockdown*" is broadcast over the PA system. Teachers will lock the classroom doors and remove the attendance lists from the red folders. Everyone in the room must be seated away from lines of sight, and remain calm and quiet. The use of cell phones or any other electronic devices is prohibited during this time, and you are to disregard school bells and alarms. If you are outside of the building when a lockdown occurs, do not enter the building, and move away from the school to a safe area.

In the case of a lockdown drill, please remain in your secure location until you hear the message "*Lockdown complete. Thank you for your cooperation in our drill.*"

In the case of a lockdown, please remain in your secure location until the principal/vice-principal comes to your classroom door, identifies themselves and officially ends the lockdown.

A severe weather drill will occur once throughout the school year. When the announcement sounds on the PA system, students are expected to vacate their classrooms and sit with their classes in a sheltered area of the hall. In a real emergency, once students have arrived to their sheltered area they should assume a protective position by kneeling on their knees and elbows with their foreheads on the floor and covering their heads with their hands. Students remain in this position until an announcement has been made and the emergency is over. During a drill, students will remain sitting quietly in a sheltered area until an announcement is made that the drill is over.

Procedures for School Dances

Each SDSS student may sign in a guest(s) from another secondary school. The names of these guests and their sponsors must be included on a list in the main office two days prior to the dance. All guests must enter the dance with their SDSS sponsor, and bring their school ID or photo ID in order to be admitted.

All conduct at dances is governed by the SDSS code of behaviour. Guest conduct at dances is the direct responsibility of their SDSS sponsor. No locker visits are permitted during dances. Food and drink are not permitted in the dance area. Backpacks, coats or other items in bags must be checked into the supervised coat area prior to entering the dance area.

Elementary dances run from 5:30 PM to 7:30 PM followed by secondary dances, which run from 8:00 PM to 11:00 PM, with doors closing at 9:00 PM. Students will not be admitted into the school prior to doors opening except in an emergency, nor after the doors close without prior permission of the administration. Students leaving the dance will not be re-admitted. Students under the influence of alcohol or illicit substances will not be allowed to enter the dance and school administration will determine consequences for those actions.

Procedures Surrounding the Use or Possession of Illicit or Illegal Substances

Alcohol or illegal drugs are not to be brought onto, or consumed on, school property during any school activity. Likewise, students under the influence of or in possession of alcohol or illegal drugs are not to be on school property. Police will be involved and suspensions will be issued should these substances be identified in connection with any student. Students requiring assistance with drug or alcohol dependency should consult a guidance counsellor, public health nurse or school administration.

The Smoke Free Ontario Act states that it is illegal for anyone to sell, buy for, or give cigarettes or vaping products to anyone under the age of 19. If you are caught supplying cigarettes or vaping products, you will be charged with a fine of \$365.00. It is also against the law to smoke anywhere on school property - this fine is \$305.00. To report someone supplying tobacco or vaping products to persons under 19 years of age, call the Grey Bruce Public Health Unit at 376-9420 or 1-800-263-3456, or speak to a school staff member.

Breakfast Program Procedures

A breakfast program operated by our developmental learning unit exists each day at SDSS. Healthy food options are available to students daily. Volunteers are always welcome, and donations of money and supplies are always appreciated. At SDSS, we also offer a lunchtime program for students to take advantage of. Students should go to the resource room and in the fridge on a silver tray; there are healthy food options available daily.

Adverse Weather, Billeting and Bus Cancellation Procedures

Bus cancellation information will be communicated via the radio stations and websites for local weather. If the school is closed, no students can attend. When the school is open but buses have been canceled, parent/guardians must decide if their child will attend school that day. The school will be open for study purposes only for secondary students. In elementary, classrooms will be collapsed and alternative programming will be offered for the day. Transportation both to and from school on these days is the responsibility of the parent/guardian. If, due to adverse weather, buses are not able to return students to their homes at the end of the school day, students will be billeted to families in town according to the billeting information sheets submitted to the office at the start of the school year. It is the responsibility of the parent/guardians to ensure that billeting information is up to date and that your child has a plan to leave the school safely in these circumstances.

SDSS Elementary and Secondary Schedules

Period	Elementary Schedule	Minutes
1	8:55 – 9:35	40
2	9:35 – 10:15	40
3	10:15 – 10:55	40
	10:55 – 11:15 Indoor Lunch	20
	11:15-11:35 Outdoor Break	20
4	11:35-12:15	40
5	12:15-12:55	40
6	12:55-1:15	20
	1:15-1:35 Indoor Lunch	20
	1:35-1:55 Outdoor Break	20
7	1:55-2:35	40
8	2:35-3:15	40

Period	Secondary Schedule	Minutes
Announcements Period 1	8:55-10:15am	80 mins
AM Break	10:15-10:25	10 mins
Period 2	10:25–11:40am	75 mins
Lunch	11:40-12:40pm	60 mins
Period 3	12:40-1:55pm	75 mins
PM Break	1:55-2:05	10 mins
Period 4	2:05- 3:20pm	75 mins