

PINE RIDGE SECONDARY SCHOOL



**STUDENT
AGENDA
2022-2023**

2155 Liverpool Road North
Pickering, ON L1X 1V4
Tel: 905-420-1885
Fax: 905-420-3714
www.pineridgess.ddsbc.ca

The Durham District School Board acknowledges that many Indigenous Nations have longstanding relationships, both historic and modern, with the territories upon which our school board and schools are located. Today, this area is home to many Indigenous peoples from across Turtle Island (North America). We acknowledge that the Durham Region forms a part of the traditional and treaty territory of the Mississaugas of Scugog Island First Nation, the Mississauga Peoples and the treaty territory of the Chippewas of Georgina Island First Nation. It is on these ancestral and treaty lands that we teach, learn and live.

ہیلو hello 你好 bonjour Здравствуйте Aanii Olá வணக்கம் Μηδ Χαίρετε Helló 안녕하세요
Halo Ahoj こんにちは Hola subax wanaagsan slav hujambo Здраво Mbote Kamusta
ഹലോ Tah-shi de-leh مَرْحَبَا

MISSION STATEMENT

Pine Ridge Secondary School is committed to providing quality education and promoting success in an environment which recognizes diversity.

Stay Connected with 'PINERIDGESS'



Cover Design by Larissa Statton-Persad

The DDSB is committed to providing learning environments, services and workplaces that are welcoming, respectful, safe, inclusive, equitable, accessible and free from discrimination and harassment. We will prioritize Human Rights Code-related needs, and equitable approaches and outcomes, in all aspects of reopening planning, decision-making and implementation. This includes:

- Prioritizing, promoting and supporting human rights, equity and inclusion when applying all sections of this guide.
- Considering diverse student, employee and community voices and perspectives to inform planning, decision making and implementation.
- Using flexible approaches and providing supports and resources that are responsive to and respectful of individual identities, needs and circumstances.
- Accommodating new, existing or changing human rights related needs, to the point of undue hardship on the Board.
- Identifying, preventing and addressing human rights related barriers.
- Taking appropriate action to address discriminatory behaviour, including and not limited to discrimination against individuals or groups because of biases, assumptions or stereotypes against anyone who has (or who is believed to have) tested positive for Covid-19, is selfisolating, awaiting test results, and/or is unable to wear a mask.
- Supporting inclusive, equitable and culturally relevant and responsive learning and providing differentiated approaches and supports to address students' needs.

The Durham District School Board recognizes Indigenous rights are distinct. In the exercise of those rights, Indigenous staff and students shall not be subjected to actions with the aim or effect of depriving these distinct rights.

The Durham District School Board is committed to learning and working environments that centre human rights and equity and are safe, welcoming, respectful, equitable, accessible, inclusive and free from discrimination.

PINE RIDGE SECONDARY SCHOOL COMMON COMMITMENTS

WHAT

We are committed to inclusive,
positive learning spaces

We are committed to
innovative programming
which engages all students'
needs, ability and pathways

We are committed to
respectful interactions
between all members
of our school community

HOW

We maintain consistent,
positive, structures
and routines

We care for our physical
and mental health

We provide opportunities
for students to develop and
practice learning skills

We support
students academically
and emotionally

We maintain high
expectations and
accountability

WHY

We value all our students
We believe all our students can
learn, thrive, and succeed



Key Contacts for 2022-2023

TRUSTEES

Mr. C. Braney and Mr. P. Crawford

SUPERINTENDENT OF EDUCATION (PRSS FAMILY OF SCHOOLS)

Mr. Mo Hamid

905-666-6301

ADMINISTRATORS

Ms. J. Leacock

Principal

Ms. J. Sims Jackson (Students with surnames beginning with A - K)

Vice-Principal

Mr. S. Nedelkovski (Students with surnames beginning with L - Z)

Vice-Principal

OFFICE STAFF

Ms. D. Genuis

Head Secretary

Ms. A. Lau

Senior Secretary

Ms. K. Kosciejew

Guidance Secretary

Ms. D Carmichael

Receptionist

Mr. B. Atkinson

IT Services

Ms. M. Burton-Amernic

Attendance Secretary

DEPARTMENT HEADS

Mr. M. Gagne

The Arts

Ms. L. Reid

Business and Computer Studies / Social Sciences & Humanities

Mr. B. Elliott

Canadian and World Studies

Ms. N. Lewis

English

TBD

French as a Second Language / Classical and International Languages

Ms. K. Cowan & Ms. G. Sotiriou

Guidance, Career Education and Co-operative Education

Ms. A. Miles-Berry (interim)

Health and Physical Education

Ms. N. Malcolmson

Library

Mr. A. Garcia

Mathematics

Mr. E. Gnyra

Science

Ms. A. Adamson/Ms. D. Clarke

Special Education

Mr. R. Mauro

Technological Education

CUSTODIAL SUPERVISORS

Ms. L. Cross

Facilities Supervisor

Mr. D. Penney

Chief Custodian

Chief Custodian

STUDENT ACTIVITY COUNCIL

Richa Patel

Co-President

Affrah Rabbani

Co-President

Ioana Mihaela Ciomag

Chief of Staff

Sanjana Bhandari

Chief of Staff

Orok Adi

Treasurer

Devia Rajeevan, Moosa Farrukh

Social Media

Ganavi Ragurajan, Kassie Kokkaliaris, Manal Afzal

Spirit Officers

Alyssa Balkarran, Maryam Nisar

Special Events Officers

Areej Ali, Moiz Mohammed

Public Relations Officer

Silvana Rashid, Ganavi Ragurajan, Moiz Mohamed & Alyssa Wallace

Marketers

Jamie Mendoza, Mehavi Jeyabalan

Grade 12 Representative

Asna Mashadi, Aliza Mansuri

Grade 11 Representative

Muskaan Irfan, Raheen Kazi

Grade 10 Representative

Nida Siddiqui, Vaisha Sureshkumar

Secretaries

Charvi Gupta, Eleni Scott, Muiz Jafri

Student Senate Representative

Alia Pickett, Hareem Rasool, Layaan Fatma Syeda

Intern

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It's

OK

to wear a mask.

**DDSB is a mask-friendly
environment for all.
We treat everyone with
kindness and respect,
no matter their choice.**



Quick Reference: What are You Expected to Do When ...?



1. **You are late for school or class:**

Late students must report directly to their classroom and the teacher will record the student late.

2. **You have to leave school during the day:**

Students must sign out at the office with a secretary. This requires a note or phone contact with a parent/guardian. They will receive a **SIGN OUT SLIP**.

3. **You are absent from school:**

Parents / Guardians should report Student absences online through the Safe Arrival Program in advance or before bell time. Students should bring a note from a parent/guardian to the home room teacher upon their return.

4. **You need to use the telephone to contact parents / guardians:**

Ask your teacher for permission to inquire in the main office.

5. **You feel too ill to stay in class:**

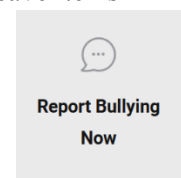
After reporting to the teacher, the teacher will contact the main office for an escort to the isolation room. A parent/guardian will be contacted and arrangements may be made for pick up.

6. **You have items stolen or lost:**

Students should report the loss immediately to their teacher and later to the office. To reduce the chance of theft, **STUDENTS SHOULD NOT BRING VALUABLES TO SCHOOL** or leave items unattended. The school does not replace lost or stolen valuables.

7. **You feel intimidated, threatened, harassed, or abused in any way:**

Students should report it immediately to a teacher or vice-principal. Students can also access the 'Report Bullying Now' icon on the school website.



8. **The vending machine takes your money but does not surrender the food/drink:**

Please contact the vendor using the contact information on the inside right of the machine.

9. **You wish to report serious inappropriate behaviours:**

Students should speak with a staff member and/or report to the office.

10. **You are having trouble achieving success in one of your courses:**

Students should speak to the subject teacher to let them know of their concerns/ questions. Check in with Academic Resource, the Virtual Hub, or Guidance for further support and/or see your vice-principal for additional assistance.

11. **You have forgotten or lost your mask while you are at school:**

Masks must be worn at all times in the school. Please speak to your teacher and he/she can provide a mask in class for you.

General School Information

ACADEMIC RESOURCE

The Inclusive Student Services Department supports all students. You can access Academic Resource (room 2038) through speaking with your teacher. You may also access additional help through the virtual hub. Please see Ms. Clarke or Ms. Anderson in room 2038 for details about accessing the virtual hub.

ACCIDENTS, ILLNESSES, and INJURIES

Accidents, illnesses, and injuries must be reported to the teacher in charge immediately no matter how minor they may seem. If an accident, illness, or injury occurs outside of classroom time, inform the office immediately. It is necessary to have written reports of all accidents and injuries on file. Parents or guardians (and listed emergency contacts, if necessary) will be contacted should a student become injured or ill. If a “listed person” is not available or cannot be contacted, the student may be referred to the hospital. **Students may not leave the school without permission from a parent or emergency contact.**

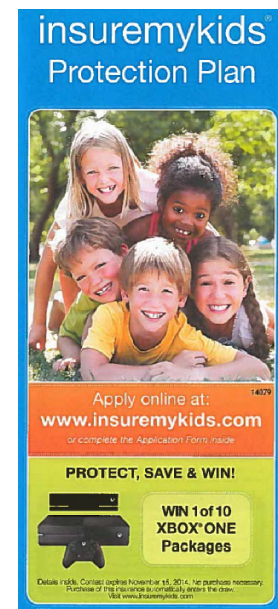
ACCIDENT INSURANCE

Please be aware that the Durham District School Board does NOT provide accident insurance coverage for student injuries. Families should recognize that there is always a potential risk of injury with field trips, sports and other student activities both on and off school grounds. Although precautions are taken to ensure the protection of students, accidents can and do happen. Some injuries result in medical, dental or other expenses that are not covered by provincial health care or employer group plans and can be very costly. As a parent or guardian, you become responsible for these expenses.

In accordance with the *Education Act*, we do make available a Student Accident Insurance Program for students. Participation in this program is voluntary and the costs are to be paid by the parent or guardian. For your convenience, we have arranged access to a Student Accident Insurance Policy through Reliable Life Insurance Company. This program offers a variety of plans and benefits at affordable prices. Some of the benefits included are:

- dental expenses (resulting from an accident)
- fracture or dislocation
- rehabilitation
- emergency transportation
- total and permanent disability

If your child participates in co-curricular activities or activities outside the school day, there is also a plan tailored to your needs. All rates are one-time annual premiums. The insurance agreement is between you and Reliable Life Insurance Company. For complete details please refer to the “insuremykids® Protection Plan” brochure that was sent home with your child or visit the website at www.insuremykids.com. Any questions should be directed to Reliable Life Insurance Company toll free at 1-800-463-KIDS (5437).



AGE of MAJORITY / Students 18+

Parental support is a determining factor in a student’s success at school. The community expectation is that teachers and administrators communicate with parents about the attendance and performance of all students. The *Education Act* supports this expectation. Students 18 years of age and over are required to

fill out *Permission to Write Own Notes Form* if they wish to request permission to sign their own notes. This form must be authorized by parents or guardians to ensure that parents are aware that their children will be signing their own notes. Requests for confidentiality will be respected by the school administration and must be communicated by the student to his/her parents or guardians. The school emphasizes that open communication between the home and the school is the best way to support student achievement. If this procedure is abused, the privilege may be removed.

ALLERGIES

Our school is an Allergy Awareness Zone. Safety of students, staff, and visitors is always our number one concern. Life threatening allergies are present with both staff and students in our building and are posted at all entrances to the building. Please honour the needs of those on staff and the needs of our students.

Some people are very sensitive to smells. Students should be aware that Pine Ridge has a scent free policy. This includes perfume, body lotion, strong smelling soap, etc. Please do not use these products when coming to our school.

Anyone with food allergies that prohibit them from eating in the cafeteria should identify themselves to the office so that alternative arrangements can be made. Students with severe allergies requiring an epi-pen should carry them at all times and notify the office as to the location of the epi-pen. (See also *Medication and Medical Concerns*.)

ASSEMBLIES

Students are expected to show respect and appreciation to speakers and others in assemblies through:

- Orderly entrance, seating, and exit.
- Turning off all electronic devices.
- Quiet listening.
- Applause at appropriate times.

Students are to sit with their class for events and are to be supervised by their class teacher and other staff members. Students misbehaving in or disrupting assemblies will be warned. Continued infractions will result in the student being removed from the assembly and reporting to the main office. Progressive discipline measures will be assigned as appropriate.

ASSIGNMENTS and TESTS

It is the responsibility of the student to seek assistance from the subject teacher when they are unable to complete a task / assignment due to insufficient knowledge or skill or are unable to meet the deadline for assignment submission. Every assignment provides evidence of learning and deducting marks for late assignments could misrepresent the student's true level of achievement. However, there should be clear boundaries on student behaviour and known consequences for not submitting assignments for evaluation or for submitting them late.

Students are responsible not only for their behaviour in the classroom and the school but also for providing evidence of their achievement of the overall expectations within the time frame specified by the teacher, and in a form approved by the teacher. The window of opportunity for submission of work will be posted by the teacher and where possible, be established in consultation with the student. These deadlines will be clearly communicated to students and where appropriate to parents/guardians. Despite on-going assessment for, as, and, of learning, some students may not submit an assignment within the given time period. It is possible that marks may be deducted for late assignments up to and including the full value of the assignment. Teachers will ensure that mark deduction will not result in a percentage mark for the report card that, in their professional judgement, misrepresents the student's actual achievement.

ATTENDANCE

Students are encouraged to take special care with all the attendance procedures to avoid unnecessary interruptions to their day or their parents' or guardians' work day. **Most importantly, it must be stressed that attendance and school performance are directly linked.** Attendance is taken every period including for on-line classes and sent to the main office where a central attendance file is maintained.

An automated telephone message and email will be sent to parents and guardians for each unexcused absence. Please keep telephone and email contact information up to date with the school office. Responsibility for accounting for legitimate absences (e.g., illness) with notes rests with the student and the parents or guardians.

Parents may choose to report their child's absence in advance using SchoolMessenger before bell time for the current day in one of two ways:

1) Toll Free Number: 1-844-350-2646 or 2) Website: attendance.ddsb.ca

A phone call from a parent confirming the legitimate absence will assist in ensuring accountability. Failure to account for legitimate absences may result in missed marks.



Medical documentation may be required for extended absences greater than three days.

- Any student arriving after the first bell in the morning must SIGN IN at the office.
- Any student leaving the school during the day must SIGN OUT at the office.

Sign-ins and outs are for special appointments that cannot be scheduled outside of school time. Students must sign out before leaving and sign in upon returning to school during regular school hours.

Sign-Out

- If it is necessary to leave school during the school day, students must have a parent phone in to the main office requesting permission that they be excused at a certain time. A sign-out slip will be issued to the student which must be presented to the classroom teacher.
- Once a student has signed-out, he/she must leave school property immediately or wait for transportation at the front of the school. **Students may not remain in the school or on school grounds if they have been signed out.**

Sign-In

- A student, who is returning to school from an appointment or a part day absence, must report directly to their classroom and the classroom teacher will record the late entry on the school's late entry tracking form. **Students who abuse or fail to follow established procedures will be subject to consequences.**

Extended Absences are where students miss 1-3 consecutive weeks of school. Absences of more than 15 school days is not permitted without appropriate medical documentation. The Ministry of Education requires regular attendance for the granting of credits. *Temporary Excusal of Attendance Forms* are available from the main office. It is the student's responsibility to inform the teachers and the office well in advance. Students will be responsible for all work, assignments, and tests held during the time they are away. Formal examinations must be written as scheduled.

Parents are asked to make every effort to avoid withdrawing their children from school for vacations. Should this be unavoidable, students are still responsible for all work missed. Students **must** inform their teachers well in advance. Missing school disrupts the learning process for students. Assessment and evaluation are

on-going. Students may receive a mark of “zero” for any assignment or test where arrangements are not made in advance to complete it. Every effort must be made not to withdraw students from school during the summative evaluation period.

ATHLETICS and EXCELLENCE

Our school promotes a positive relationship between athletics and academic excellence. In order to compete on a school team, students must:

- Maintain an excellent attendance record.
- Demonstrate satisfactory academic progress.
- Display appropriate behaviour that represents the positive image of all of our students.
- Participate as a member of a team, and respect team and coaching decisions.

If a student fails to meet any of the above criteria, the privilege of participation in a sport can be revoked by the coach or by the school administration.

BICYCLES

If a student rides a bicycle to school, they should lock it securely **ONLY** to the bicycle racks provided. Bicycles should not be brought into the building unless they are part of a Phys. Ed. activity, and there is teacher supervision. The school is not responsible for lost or stolen bicycles.



BUSES

Bus route eligibility and information is available at www.dsts.on.ca or by calling 1 866-908-6578.

Only students who are on the bus manifest may take the bus. Students should carry school ID with them at all times when they ride the bus to and from school.

Students are expected to behave in a responsible and mature fashion on the bus:

- Respect other people’s property and belongings while waiting for the school bus
- Treat the driver with respect and follow his or her instructions
- Be courteous and respectful to others on the bus at all times
- Act appropriately in a manner that does not endanger the safety of themselves or others including, but not limited to:
 - Not engaging in any activity that interferes with the safe operation of the bus
 - Remaining seated at all times, facing forward while the bus is in motion
 - Keeping hands, arms, feet, head and belongings inside the vehicle until you have exited at your stop
 - Avoiding distracting or speaking to the bus driver except in the case of emergency
 - Refraining from inappropriate behaviour on the bus, e.g. throwing items, swearing, fighting, bullying, eating or drinking
 - Not bringing alcohol, drugs or weapons onto the school bus
 - Not touching safety equipment or emergency exits unless there is an emergency

- No eating or drinking on the bus

The school bus should be viewed as an extension of the school and as a result the expectations within the School Code of Conduct apply. Students who misbehave, vandalise, or who are not on the manifest on the bus will be subject to progressive discipline at school.

CAFETERIA and FOOD SERVICES

Due to the health and safety requirements for Covid 19, food sales are not permitted at this time. When food sales are permitted, students must follow the guidelines listed below.

Vending machines are not to be accessed during or between class time. All food and beverage sold at school will be in compliance with the nutrition standards of the Ministry of Education's Food and Beverage Policy (Policy/Program Memorandum No. 150).

The provision of food services is based on the expectation that students will maintain a clean environment in the cafeteria. Students are expected to clean their eating area by using the garbage containers and recycling bins appropriately.

Lunch zones:

- Zone A: Main Caf
- Zone B: East Caf
- Zone C: Library
- Zone D: Guidance
- Zone E: Outside
- Food must be consumed in the designated lunch zones.
- Students are expected to follow the posted lunchroom guidelines
- Students are expected to purchase and consume their food during the lunch period.
- Food which is ordered on line and delivered by outside vendors will not be accepted by the office.

COMMUNICATION / UPDATED CONTACT INFO

Students will achieve their potential when a partnership characterised by communication and co-operation exists between home and school. School staff members will communicate with parents and guardians regarding successes, challenges, and programming details.

Parents and guardians are asked to provide current records and updated information (e.g., phone number and email address including emergency contact) and to keep the school up to date about home progress as well as any physical (e.g., child isn't sleeping well) or emotional (e.g., a pet passed away) changes at home. Often child's personal experiences affect their behaviour and academics.

Parents should update the online verification form available through the Parent Portal on the school website.

CHROMEBOOKS and INTERNET ACCESS

Chromebooks, computer labs, Ipads and desktop computers are all part of the school network. Students and their parents or guardians must read the *Acceptable and Safe Use Procedure for Computing and Information Technology Facilities and Resources* (p 31 –



33), and complete the waiver on the online verification form available through the Parent Portal before computer privileges are granted. Misuse of the computers and/or network may result in a loss of privileges and/or other progressive discipline measures.

COURSE ENHANCEMENT FEES

Schools are required to develop strategies that recognize and reduce barriers to participation and work to effectively include all students in programs and activities. Successful completion of a grade or course required for graduation cannot be dependent on the payment of any course fee.

Course Enhancement Fees may be charged for:

- Extracurricular trips, events or activities that are extensions to the curriculum and not required for graduation;
- Optional art or music supplies or higher-quality woodworking, design or technology materials that students choose to use for course completion, as long as the required materials are available at no cost;
- Co-curricular activities, special events, program enhancements or field trips including, but not limited to, the costs of participation, rental of equipment or travel, if alternative programming and assignments are offered to students who choose not to participate.

All School Fees are payable through School Cash Online.

CRIME STOPPERS

Any student who has information regarding any criminal activity can call the Crime Stoppers at 1-800-222-TIPS (8477). Anonymity is guaranteed and the caller may be eligible for a reward.



DANCES and other SPECIAL EVENTS

Due to the health and safety requirements for Covid 19, dances and other special events are not permitted at this time. When they are permitted, students must follow the guidelines listed below:

The date and cost for each dance or special event will be announced in advance. Tickets must be bought in advance - there are no ticket sales the day of a dance or special event. Times for admittance to the dance or special event will be clearly posted. Guests from other schools *may* be able to attend certain dances or special events. To get permission for a guest to attend a school function, an *Application for a Guest to Attend a School Function Form* must be completed by the guest and be approved by their home school's administration.

Conduct at school dances and special events must respect the rights of others at all times. Students are not allowed to access their lockers or leave the building during these events; students will not be re-admitted if they leave. All students and guests must show photo ID at the door to gain admittance. Students must accompany their guests. Bags will be searched at the door. The school dress code applies. All backpacks, purses and coats will be checked at the door and picked up at the conclusion of the dance. Drinks, including water bottles, will be confiscated at the door.

There will be no refunds issued to those who are removed from the event. Students removed from an event must be picked up by a parent/guardian. Any guest removed will be accompanied by their PRSS sponsor.

Students under suspension will not be permitted to attend school dances or special events.

ELEVATORS

The elevators are only available to authorized students or staff members (normally those with medical conditions making the use of stairs difficult or impossible). Permission to use the elevators can be requested in the main office.

ENGLISH LANGUAGE LEARNERS

English Language Learners are students whose first language is a language other than English or is a variety of English that is significantly different from the English used in Ontario schools. Settlement Workers in Schools (SWIS) connect newly arrived families to services and resources in the school and community. A consent form is required before contacting a SWIS worker. Please inquire in the Guidance Office for more information about support for newcomers and English Language Learners.

ENVIRONMENTAL RESPONSIBILITY

All staff members and students are encouraged to be aware of their environmental impact on the school community and to help reduce the impact we have on our natural environment. To that end, a number of different environmental education programs exist for our classrooms, school, and larger community. Resources are available from the Ministry of Education under the *Acting Today, Shaping Tomorrow* policy framework for environmental education to help implement these programs. Among those initiatives include school-wide recycling of bottles, cans, fine paper, newspapers, discarded notes, and cardboard; participation in Earth Hour and community clean-up events; and curriculum-specific activities related to the environment.

E.Q.A.O. ASSESSMENTS

Every year the Ministry of Education administers province wide assessments in both literacy and mathematics at all secondary schools. All students are required to write these assessments in their respective grades or while taking the related course. **Attendance for both assessments is mandatory and a Ministry requirement.**

EQAO MATHEMATICS ASSESSMENT (GRADE 9)

The Provincial Assessment of Mathematics occurs each year in Grade 9. All students enrolled in a Grade 9 Applied or Academic math course are required to take the test. Portions of the assessment may be counted as part of the student's summative mark. **The test will be written at the end of each quadmester for students enrolled in a Grade 9 math course.**

EQAO LITERACY TEST (GRADE 10+) April 8, 2021

All students are required to successfully complete the provincial literacy requirement as part of their graduation requirements. The Ontario Secondary School Literacy Test (OSSLT) is first written in Grade 10. All courses contain components that support students in their preparation to write the Literacy Test. Special test preparation sessions are held for all grade 10 classes. Students with IEPs are provided with Academic Resource support. Students who are unsuccessful will receive remediation and can either complete a Literacy Course or write the test a second time to satisfy the graduation requirements.

FIELD TRIPS

Due to the health and safety requirements for Covid 19, field trips will not be permitted at this time. When they are permitted, students must follow the guidelines listed below:

Written permission from parents or guardians is required for students to participate in any field trip. Students must inform classroom teachers about the class(es) that will be missed and make arrangements to complete work missed with the teachers. Students must dress and behave appropriately for trips away from the school since they act as an ambassador for our school in the larger community. All school rules apply during field trips. Students may be excluded from attending field trips due to poor attendance or behaviour during regular school time and/or during previous field trips.

*All school-sanctioned excursions will be communicated on DDSB forms with an administrator's signature. Be aware that private companies/individuals may promote excursions that are not DDSB or school sanctioned. These often occur during March Break, on long weekends and at year end.

FIRE ALARM

Each room has a fire exit route (and an alternate) posted for use during fire drills. When the alarm sounds students must exit the building immediately **and maintain physical distancing protocol**. They should move at least 30 metres from all school buildings to a designated area. Students must stay with their class. All roadways must be clear for emergency vehicles. It is a criminal offence to sound a false fire alarm. Students are not permitted to leave school property or to smoke or vape during a fire alarm or drill.

GRADUATING STUDENTS

Students who are on track to complete the graduation requirements in the current school year must pay special attention to policies, procedures, and deadlines laid out by the school to ensure all records can be reviewed, any applicable awards are considered, and preparations for the graduating commencement ceremonies can be made in a timely fashion. Please check in at the Guidance Office for details on graduating, applying to awards, making post-secondary school plans, becoming valedictorian, and other graduation-related matters.

GUIDANCE



Students should arrange an appointment for:

- | | |
|--------------------------------------|---|
| • Career and Educational Planning | • Specialized Programming (Co-Op / Specialist High Skills Major/ Dual Credit) |
| • College and University Application | • Personal Counselling/Services |
| Procedures | • Referrals to Community Agencies |
| • Course selection and timetable | • Summer School/Night School |
| counselling | |
| • Ontario Student Transcripts | |

Inquiries to schedule an appointment with Guidance must be made outside of class time.

HOLD and SECURE

If a situation occurs in the community that does not pose an immediate danger to the safety of the school, police will contact the school to proceed to a Hold and Secure position. The exterior doors of the school will be locked and the doors and window blinds in all classrooms will be closed. Staff and students will continue their classroom activities **inside the building** until the situation has been cleared. For their own safety, staff and students must follow the instructions given by the school administration regarding any special procedures until the situation has been resolved.

HOMEWORK

Homework is an important and relevant learning activity that is related to the school program, and that takes place in a variety of settings in the home or in the community. When students complete homework, they acquire new knowledge and consolidate and reinforce learning in practical and meaningful ways.

Homework can be for completion, preparation, practice and application, and extension. At the high school level, one could expect between 60 and 120 minutes per night, with the understanding that times will vary from individual to individual, at various times within school year.

IDENTIFICATION

Students must correctly identify themselves with their full names when requested to do so by any staff member. Students will accompany staff to the office, and leave an area when asked, all without question. Failure to do so may result in suspension. Visitors must sign in at the office and are required to wear

identification cards provided by the school at all times while on school property or in the school building.

LIBRARY

The Library/Learning Commons is excited to be opening up again this year and is looking forward to seeing you soon.

Lunchtime:

The LC has seating for eating lunch, with two people able to use each table and social distancing protocols in place. Once the library is at capacity, no more students can be allowed in for lunch time eating until space is available. Please do not attempt to change seating arrangements as the tables and chairs have been placed that way for your safety. The benches in front of the library are for student use too, with one person allowed at each end for a maximum of two people allowed on each bench.

Study areas will be opened up for lunch time use during the second half of lunch. Study booths will be for use by one person at a time for individual work and are not to be used for eating.

Class Periods:

Books and other library materials will be available for use and signout by classes during periods when the library is open. Where possible, you'll be able to browse through and reserve books online rather than through the shelves and then pick them up. We will also be offering online resources including books. The physical library will only be open for use by teachers with their classes and is not open for use by students on spare.

LOCK DOWN

If a situation occurs in the school which poses an immediate danger to the safety of the school community, an announcement will be made that the school is proceeding to a Lock Down situation. Students are to stay in their classroom and follow the instructions of their teacher. Any person in the hallway must report to the closest classroom and identify themselves to the teacher. People in the cafeteria must enter the servery.

Students are not allowed to use personal electronic devices unless authorized by the Administration.

Lock Down drills are held periodically throughout the school year to help prepare staff and students should the school ever be in a real Lock Down situation.

LOCKERS

Due to the health and safety requirements for Covid 19, lockers will not be assigned for use at this time. When they are permitted for use, students must follow the guidelines listed below:

All students are assigned a locker each school year. The locker should be secured with a Dudley combination lock when it is assigned or it will be re-claimed and re-assigned. Students are responsible for both the inside and outside of that locker and may seek assistance from the custodians to keep it clean of any markings.

Repair charges will be levied where students purposefully or carelessly damage lockers. Students who deface lockers may be required to do additional clean-up or may be referred to the office for further disciplinary action.



The locker number and combination must be on record in the office in the event of an emergency. For personal protection, locker combinations should not be given to anyone else, and students should ensure that locks have been properly secured before leaving them. **Valuables should not be brought to school!**

Students are not to trade or abandon lockers as **they are responsible for the locker that they have been assigned**. Students may not use a locker that has not been assigned to them. Any problems with a locker or change of locker information (e.g., new lock combination, discontinuing use, change of locker, etc.) must be

reported immediately to the main office. Items left in lockers beyond the FINAL DAY OF June exams will be donated to local charities.

The locker is the property of the Durham District School Board, and is not the property of the student. Lockers must only be used to store school related materials and authorized personal items. Students are responsible for the contents of their lockers. Illegal or unsafe items stored in lockers may lead school consequences and/or criminal charges. Administration has the authority, with reasonable suspicion, to search personal property and lockers. The right to search is established to allow school administration to provide a safe and secure learning environment. Principals have the right to seize contraband material. Illegal contraband will be held by an Administrator for evidence in disciplinary proceedings, and will be turned over to police. The parent/guardian of a minor student or the student, if he or she is 18 years of age or older, shall be notified by the school administration if items are removed from his/her locker.

Students in grade 9 and 10 will be assigned their own locker and students in grades 11 and 12 are expected to share.

LOST and FOUND

Found articles are to be turned in to the main office, where a lost and found box is located. Texts and notebooks will be returned to the subject teacher. Unclaimed items will be given to local charities.

MEDICATION and MEDICAL CONCERNS

Students requiring medication are to bring to school only the required dosage for one school day at a time. Parents and guardians are requested to ensure that this procedure is followed. No persons shall give any medication to another person. This practice could be grounds for suspension or expulsion. The school does not normally store, distribute, or administer any medications for students.

It is the responsibility of students to inform the office if he/she/they have any serious allergies or prevalent medical conditions. When the school is made aware of a medical condition, students and parents will be contacted to co-create a plan for care if necessary. New students with prevalent or newly developed medical conditions should have their parents / guardians inform the office to update their information.

For students that have them, medical alert bracelets are to be worn at all times.

Ryan's Law (2015): Every student shall be permitted to carry his/her own asthma medication.

Sabrina's Law (2006): Students with severe anaphylactic allergies must have a safety plan in place.

Parents/Guardians are asked to provide an additional epi-pen for storage in the main office in case of emergency. (See also *Allergies*.)

MENTAL HEALTH AND WELLNESS

The Durham District School Board is committed to cultivating a safe and supportive environment that promotes staff and student mental wellness in its continuous effort to improve student achievement. Students are encouraged to discuss questions about their mental health and well-being with a guidance counsellor.



OPENING EXERCISES

On each regular instructional day, the DDSB *Indigenous Land Acknowledgement* (p.1) will be announced throughout the school. This will be followed by the playing of *O Canada*. All students are expected to stop moving, to stand at attention if they are able, and to listen attentively.

PARKING

Students may park their cars around the perimeter of the staff parking lot and must register their vehicle information with the office. Visitor parking and the staff parking lot are not for student use. Stopping and parking is not allowed along the driveway as this is a bus route. Those waiting to pick-up students are asked to park in a spot in the student parking lot. All traffic signs on school property must be respected. Students are not to sit in cars on school property at any time. Loud music from parked cars or cars waiting to pick up students disturbs the learning environment.

PHOTOCOPYING and PRINTING

Due to the health and safety requirements for Covid 19, photocopying and printing will not be permitted at this time.

POLICE LIAISON

The Community Relations Unit of the Durham Regional Police Service operates a police-school liaison program. This program is a proactive initiative to develop and build trust, respect and a mutual understanding between police and youth. The school police liaison officer visits the school regularly to discuss law enforcement issues with students and staff, and to promote anti-violence, drug awareness, impaired driving awareness, and safe schools.



POSTERS and FLYERS

All posters being displayed in the school must be approved by an administrator before they are posted. Posters must **NOT** be posted on doors or windows, in stairwells or on wall wraps. Posters related to a specific event must be removed promptly after the completion of the event. All flyers to be distributed in the school must be approved by an administrator before they are distributed. If the flyer is related to a community event (i.e., a non-school event), its distribution must also be approved by the Operations Department at the board office.

PROGRESSIVE DISCIPLINE

The Durham District School Board expects the use of Bias-Aware Progressive Discipline as the means to support the Code of Conduct. Bias-Aware Progressive Discipline incorporates a Whole-School Approach that utilizes a continuum of prevention programs, interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote and foster positive behaviours. When inappropriate behaviour occurs, disciplinary measures may be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive.

Progressive discipline is an approach that makes use of a continuum of prevention programs, interventions, supports, and consequences, building upon strategies that incorporate skills for healthy relationships and promote positive behaviours.

The goal of discipline is to support a safe, inclusive, and accepting learning and teaching environment in which every student can reach their full potential. All inappropriate student behaviour including bullying will be addressed.

Consequences for unacceptable behaviour may range from initial intervention strategies such as counseling, peer mediation and conflict resolution programs and parental communication to detention, behaviour contracts, restorative practices, support responsibility agreements, restitution, community service, suspension, and expulsion.

Our school's Code of Conduct guides discipline within the school and the determination of consequences for inappropriate behaviour. Mitigating factors are always considered before determining consequences.

For more information on Bias Aware Progressive Discipline please see the following link:
<https://www.ddsb.ca/en/family-and-community-support/progressive-discipline.aspx>

RAILROAD SAFETY

Railway tracks and bridges are private property and any unauthorized person who is on railway property which is not designated as a crossing, is committing an offence under the law. Local and railway police services enforce the law on and near railway tracks to ensure there is no trespassing, vandalism, and/or tampering with equipment. Fines of up to \$10,000 and jail time are possible consequences for violating the *Railway Safety Act*.

CREED AND RELIGIOUS ACCOMMODATIONS

Pine Ridge Secondary School follows the Durham District School Board's *Accommodating Creed in Schools: An Inclusive Design Approach* (2018-2021). This document has been produced in compliance with requirements of Ontario's Equity and Inclusive Education Policy within the contexts of the *Canadian Charter of Rights and Freedoms* and the *Ontario Human Rights Code*. The document is available for viewing at <https://www.ddsb.ca/en/about-ddsb/resources/Documents/Equity/Accommodating-Creed-in-Schools-.pdf>.

Creed Accommodations at Pine Ridge SS

Our School is committed to creating learning and working spaces that are inclusive of creed accommodation requirements. If you anticipate that you or your family might require religious or creed accommodation at any point during the school year, we ask that you inform the administration at the school as early as possible, preferably at the start of the school year. Areas that you might consider include, but are not limited to, the following:

- Observation of religious holy days and celebrations
- Accommodation in, or exemption from, specific areas of the curriculum or other school activities
- Religious attire
- Modesty requirements in physical education
- School opening and closing exercises
- Prayer
- Dietary requirements

You are also welcome to speak to our school administrators about unanticipated religious accommodation needs as they arise.

REPORT CARDS

Similar to last year, we will move to an alternative reporting structure while we are in quadesters that will streamline getting feedback to families at mid-term. We will continue with the decision to shift the initial report in each quadmester away from a formal Provincial Mid-Term Report Card to an internal progress update that can be accessed via Parent Portal. This will mean that all teachers will still communicate progress of student learning including learning skills.

SAFE SCHOOL PROCEDURES

Our school is committed to providing a safe and a secure learning environment for students and staff. The school has a Safe and Accepting Schools Team involving students, staff members, community members, parents and guardians. The Team reviews policies and procedures established by the Board. Regular contact is made with the school's Police Liaison Officer and Durham District School Board personnel to discuss strategies associated with providing a safe school environment. Procedures in the Code of Conduct follow the Ontario Schools Code of Conduct and the *Education Act* established by the Ministry of Education.

SCHOOL CLOSURE

In the event of a heavy snow/ice storm, families will be advised as soon as possible, through the Board Website

(www.ddsb.ca) or local radio stations, if schools are to be closed. The statement will be either: “Transportation services have been cancelled but schools are still open” or “Schools are closed for the day and parents are requested to keep their children at home”. In the event of an emergency school closure during the examination period, the exam schedule will be adjusted accordingly.

SCHOOL COMMUNITY COUNCIL

The School Community Council (SCC) is composed of parents and guardians, community members, staff members, administrators, and students. The role of the SCC is to provide input on a wide range of topics that affect school life. Interested parties should check the school calendar and website for exact dates and times.

Elections will occur at the first meeting of the year on September 28, 2020.

SECURITY CAMERAS

Security Cameras are in operation for the safety of students, staff, and visitors. Persons on school premises are subject to video recording.

STUDENT IDENTIFICATION CARDS

All students will receive a Student ID Card with a photo and a personal bar code. The card will allow students to identify themselves on the school bus, to gain access to special events and will allow special privileges. The student identification card is also used as a Library card. This card must be presented to borrow materials and to work on the computers.

STUDENT LEADERSHIP

The development of leadership skills takes many different forms at high school and may include student government, ambassadors, leadership courses, and/or leadership camps. Student leaders help plan and organize events, prepare Grade 8 students for the transition to high school, and represent the school in the larger community. Please inquire in the Guidance Office for the different leadership opportunities that may be available to you.

STUDY PERIOD

Due to the health and safety requirements for Covid 19, students are asked to stay home for their study period and access the school's online academic support classrooms.

TELEPHONES / CELL PHONES

Office phones are for signing out and emergency use only. Cell phones may be used before or after school, or at lunch OUTSIDE of the school building.



TEXTBOOKS, LIBRARY BOOKS, etc.

Students are responsible for all textbooks, library books, Chromebooks and any other equipment issued by the school. Students are expected to pay for their replacement if school property is lost or damaged prior to the commencement of a new semester. Failure to return texts or make proper restitution may result in report cards, timetable changes, transcripts, and textbooks, being withheld. Found or recovered texts that have already been paid for may be fully or partially refunded if they are in satisfactory condition for use.

TIMETABLES

All students must maintain a full timetable unless authorized by the administration (usually for medical reasons supported by a doctor's note). A full-time workload prepares students for the rigors of college/university studies or for the workplace, and a higher credit count gives students more options for the future. Students must have achieved 24 credits before they are allowed to apply for a study period in place of one of their courses. Students who wish to make changes to timetables should take note that:

- They must follow their current schedule until a new one has been issued.
- They must follow the posted timetable change request schedule.
- **A timetable change can only be accommodated if there is parent or guardian approval, the appropriate pre-requisite courses have been obtained, and space in the desired course exists.**
- Students registered in a Semester 1 course may not re-register for the same course for Semester 2.
- Auditing of courses is not permitted (i.e., sitting in without being registered in the course).

VALUABLES

Valuable items should not be brought to school. The school is not responsible for the loss or theft of personal items.

Precautions can be taken to safeguard items such as using a Dudley lock with a protected hasp on lockers and keeping the combination private; not taking any belongings (other than change of clothes) into Phys Ed classes – and, even then, not leaving them in the change rooms; and locking bicycles only to the racks provided.



VISITORS AND TRESPASSERS

Due to the health and safety directives from Public Health and the DDSB, all individuals wishing to visit the school must call ahead to book an appointment. To maintain the safety of staff and students visitors without an appointment will not be permitted in the school. The main office number is 905 420 1885.

Whenever possible, appointments will occur over the phone. We appreciate your cooperation in keeping our school community safe during this time.

Assessment and Evaluation

The primary purpose of assessment, evaluation, and reporting is to provide feedback to students, parents and teachers “that directs instruction in the classroom towards improving student learning”. In May 2010, the Ministry of Education released the document entitled *Growing Success*. This document sets policy and recommends practice in regard to assessing student work to inform teaching practice, evaluating student work and reporting on student progress. It promotes fair, transparent, and equitable assessment, evaluation, and reporting practices in Ontario schools with the aim of maintaining high standards, improving student learning, and benefiting students, parents/guardians and teachers in elementary and secondary schools.

Parents/guardians and students are issued two Provincial Report Cards per semester. Student work habits and study skills are reported in six areas: Responsibility; Organization; Independent Work; Collaboration; Initiative; and Self-Regulation. The assessment of students consists of the assessment as learning, assessment for learning, and assessment of learning. The assessment and evaluation is based on big ideas, success criteria, learning goals, and professional judgment.

EXAMINATIONS

Due to the health and safety requirements of Covid-19 and the current Quadmester timetable, students will not write final exams at the end of the quadmester. Evaluations for courses will be based on course work.

FULL DISCLOSURE

All students taking grade 11 and 12 courses will be subject to a Full Disclosure policy. If a student is in a course five school days after the midterm-reporting period the course mark will appear on the transcript, even if it is dropped. Colleges and Universities may use this information for making admission and scholarship decisions.

HONOUR ROLL and AWARDS

Full-time, secondary school students have the opportunity to earn a Durham District School Board Honour Roll Certificate in each of Grades 9, 10, 11 and 12. A secondary school student will have earned a Durham District School Board Honour Roll Certificate in their grade from July to June if they have achieved the following:

- Grade 9-11: An aggregate of at least 80% eight credits earned.
- Grade 12: An aggregate of at least 80% six credits earned.

Additional awards are available to students who have demonstrated excellence throughout the school year at the annual awards assembly and graduation commencement. Please inquire in the Guidance Office for more details.

LATE ASSIGNMENTS

It is the responsibility of the student to seek assistance from the subject teacher when he / she is unable to complete a task / assignment due to insufficient knowledge or skill. It is not acceptable to advise a teacher of difficulty the day before or on a due date. Every assignment provides evidence of learning and deducting marks for late assignments could misrepresent the student's true level of achievement. However, there should be clear boundaries on student behaviour and known consequences for not submitting assignments for evaluation or for submitting them late.

Students are responsible not only for their behaviour in the classroom and the school but also for providing evidence of their achievement of the overall expectations within the time frame specified by the teacher, and in a form approved by the teacher.

Students must understand that they are expected to speak with their teacher in advance of a deadline if they are unable to submit their assignment on time.

It is expected that teachers and school teams will use a variety of strategies (such as those listed below) to ensure that students submit their assignments for evaluation and meet timelines.

- Asking the student to be accountable in clarifying the reason for not completing the assignment;
- Helping students develop better time-management skills;
- Collaborating with other staff to prepare a calendar of major assignment dates for every class;
- Planning for major assignments to be completed in stages, so that students are less likely to be faced with an all-or-nothing situation at the last minute;
- Maintaining on-going communication with students and/or parents about due dates and late assignments, and scheduling conferences with parents if the problem persists;
- In secondary schools, referring the student to the Student Success team or teacher;
- Setting up a student contract;
- Using counselling or peer tutoring to try to deal positively with problems;
- Reviewing the need for extra support for English language learners;
- Reviewing whether students require special education services;
- Requiring the student to work with a school team to complete the assignment;
- Providing alternative assignments or tests/exams where, in the teacher's professional judgement, it is reasonable and appropriate to do so;
- Deducting marks for late assignments, up to and including the full value of the assignment.

The window of opportunity for submission of work will be posted by the teacher and where possible, be established in consultation with the student. These deadlines will be clearly communicated to students and where appropriate to parents/guardians.

Despite on-going assessment for and as learning, some students may not submit a major assignment within the given time period. The teacher may determine an absolute deadline for submission of work for evaluation. It is possible that marks may be deducted for late assignments up to and including the full value of the assignment. Teachers will ensure that mark deduction will not result in a percentage mark for the report card that, in their professional judgement, misrepresents the student's actual achievement.

PLAGIARISM and CHEATING

On essays, assignments, and projects, students must acknowledge the work of others. The Library has Bibliographic Style Sheets which will guide students in the acknowledgement of ideas. On tests and exams, students must not copy another student's work or use unauthorized crib notes. In cases where there is a suspicion of plagiarism or cheating, the teacher will notify the office and discuss the issue with students and parents or guardians. **All students are responsible for reporting the plagiarism of their own work as soon as they become aware of it.**

For incidents where a student is found to have plagiarized or cheated, depending on the student's grade level, maturity, and individual circumstance combined with the degree of intent, number and/or frequency of the incidents, consequences and interventions may include:

- | | |
|---|---|
| • plagiarism education session(s) | • mark reduction |
| • re-submission with proper citation | • mark of zero |
| • repeat of the assignment and/or that part of the assignment that is plagiarized | • administrative and parent or guardian involvement |
| • substitution of an alternate and equivalent assignment | • increased monitoring of future assignments |
| • rewriting with staff monitoring | • detentions and/or suspension |

TESTS


It is the responsibility of each student to know tests dates, prepare for them, and write them on the set date. If a test is missed due to illness, legal issues, or another substantiated reason, it is the student's responsibility to provide a note from his/her parent or guardian to the subject teacher indicating the reason for the absence and the awareness that a test was missed. It is also the student's responsibility to make alternate test date arrangements with the subject teacher. A student may receive a mark of zero if he/she skips the class on the test day.

PRSS Code of Conduct

To function effectively as a school community, it is necessary to adhere strictly to the Code of Conduct. The Code of Conduct for our school is developed by the Safe and Accepting Schools Team which has representation from staff members, students, and the school community. The school's Code of Conduct is governed by the Ontario Schools Code of Conduct and follows the applicable policies, regulations, and procedures of the Durham District School Board. The Code of Conduct is grounded in the Ontario Human Rights Code as well as the DDSB Human Rights Policy. It is designed to provide a framework to ensure that the school is a safe, productive learning environment for all. We ask families to review this Code of Conduct so that all parties are familiar with school expectations and procedures. The Code of Conduct is subject to change at any time, based on directions from the Ministry of Education or the Durham District School Board.

GENERAL CONDUCT

Expectations	Principle / Rationale	Process / Practice
<p><u>Appropriate and Respectful Behavior:</u></p> <ul style="list-style-type: none"> -Students are expected to be courteous and show respect towards everyone including fellow students, invited guests, supply teachers, support staff etc. - Students must identify themselves and/or report to the office when requested by any school staff member (teacher, admin, support staff). - Students are expected to cooperate with all staff members. - Students are expected to remain seated until the bell rings at the end of class and are not to line up at the door. - Students are expected to refrain from inappropriate displays of affection, gambling, use of profane or improper language and conduct detrimental to the moral tone of the school or the physical and mental well-being of others. - Any school community member who experiences or witnesses abuse of power, harassment, discrimination or unfair treatment shall report it to administration. 	<ul style="list-style-type: none"> -The rules, policies and procedures are designed to create a safe and positive environment for learning. -Cooperation with school staff is required for the safety of everyone. 	<p>Disrespectful and/or inappropriate behavior will be met with progressive discipline. This may result in:</p> <ul style="list-style-type: none"> -counseling by a teacher -referral to a Vice-Principal or Principal -parent notification -detentions -exclusion from class, class excursions, and/or activities -restorative conferences and/or suspension
<p><u>Conflict (Physical and Verbal):</u></p> <ul style="list-style-type: none"> - Students who are experiencing difficulty are expected to bring their concerns to the attention of staff so that staff can help resolve the issues before they escalate. - Students are expected to report concerns about conflicts to the office. -Students involved in disruptive conflict (such as verbal abuse, harassment, threats, profanity) will be referred to the office. -Bullying will not be tolerated. --Students who are directed to the office by any staff member are required to do so promptly. 	<ul style="list-style-type: none"> -Conflicts in a school setting disrupt the school and community and create an unsafe and unwelcome environment for learning. -Verbal and physical abuse is unacceptable conduct both in the school and in the community. -DDSB has a policy on bullying. 	<ul style="list-style-type: none"> -Students shall contact a teacher, counsellor, or administrator immediately. -Students encouraging conflict will face progressive discipline. - Students are expected to clear an area of conflict when asked to do so. - Students involved in conflict will have an interview with the vice-principal/principal and are subject to progressive discipline.. -Any physical conflict will result in consequences for those involved.

-Fighting or play fighting is not acceptable.		
<p><u>Good Neighbour Policy:</u></p> <p>-Students are expected to be respectful of our community and personal property of our neighbours.</p> <p>-Students should not loiter, use inappropriate language and make proper use of waste disposal for their garbage.</p> <p>-Students should refrain from trespassing on the property of all elementary and secondary schools during the school day.</p>	-As part of the community, our students should respect our neighbours desire to enjoy clean, and safe surroundings.	-Offsite behavior which has a negative impact on the school (including Cyber bullying and conflict on Social Media) may result in progressive discipline and/or legal consequences.
<p><u>Litter, Graffiti, and Tagging:</u></p> <p>-Students are expected to do their part to ensure litter gets recycled, or thrown into the garbage.</p> <p>-Students are expected to respect all school property by not being involved in any kind of vandalism. This includes writing/drawing on walls, lockers or other school property, including school buses.</p> <p>-Tagging is not permitted on any surface at school.</p> <p>-Students are expected to contact the office or Crimestoppers if they are aware of someone who is vandalizing or tagging the school.</p>	-Respect for the school and for school property is an expectation of each member of our school community.	<p>-Students littering on school grounds or adjacent areas such as the forest and neighbours' properties may face progressive discipline.</p> <p>-Students involved in vandalism and/or tagging will be subject to progressive discipline. They may be suspended or subject to criminal charges.</p>
<p><u>Safety</u></p> <p>-Weapons of any kind, laser pointers, water guns, cap guns, toy guns, firecrackers, party snappers, finger boards, etc. are not to be brought to school.</p> <p>-Alcohol and drugs not prescribed for medicinal purposes are not to be brought to school nor can anyone be under the influence of alcohol and/or drugs not prescribed for medicinal purposes while at school.</p> <p>-Skateboards, scooters, roller blades, hoverboards or any other item deemed to present a potential safety concern to any student are not to be used anywhere on school property.</p> <p>-Equipment must be carried on the school property and stored in the student's locker, so the equipment must fit in the student's locker.</p>	<p>-All staff and students have the right to a safe and comfortable school environment.</p> <p>-Student safety and property damage are a primary concern.</p> <p>-Compliance with Provincial and Federal law.</p> <p>-Student safety, school board liability and property damage.</p>	<p>-Rollerblades, skateboards and scooters will be confiscated.</p> <p>-Parents/Guardians will be notified</p> <p>-Persistent infringements of these expectations may result in progressive discipline.</p> 

<p><u>Smoking, Vaping, Alcohol, Drugs and Intoxicating Substances:</u></p> <p>-It is a violation of the School code of Conduct to smoke or vape (regardless of the substance) on school property at any time. Smoking includes the carrying or holding of lighted cigars, cigarettes, pipes or any other lighted or electronic device. Examples may include but are not limited to E-cigarettes, herbal cigarettes, chew, snuff, and snus.</p> <p>-Students are not permitted to smoke or vape during class time or between classes.</p> <p>- Students who are of legal age to smoke or vape may do so off school property outside of scheduled class time only (i.e., before school, at lunch, and after school).</p> <p>-Alcohol and drugs not prescribed for medicinal purposes are not to be brought to school nor can anyone be under the influence of alcohol and/or drugs not prescribed for medicinal purposes while at school.</p>	<p>-The <i>Smoke-Free Ontario Act</i> prohibits smoking and the supplying/ selling of tobacco products to anyone under the age of 19 years anywhere on school property 24 hours a day, 7 days a week.</p> <p>-The use of alcohol by a minor or the use of illicit drugs is a criminal offence.</p> <p>-The DDSB Substance Abuse Policy applies to students on school property or in activities under the jurisdiction of the DDSB.</p>	<p>- When a smoking infraction occurs, the school sends an incident report to the Tobacco Enforcement Officer who may impose a fine or issue a court summons.</p> <p>-The Tobacco Enforcement Officer has the authority to come on to school premises without any prior warning and to issue a ticket or court summons to any member of the community who commits an infraction.</p> <p>-A student involved with alcohol / illegal drug use or possession will be subject to a suspension.</p> <p>-Police will be involved.</p>
<p><u>Equity and Inclusion:</u></p> <p>Students are expected to respect differences in others and to treat one another with dignity, fairness and respect.</p> <p>-Any behavior which insults, degrades, harasses or discriminates another based on the following: dimensions of identity and their intersections: ancestry, culture, dis/ability, ethnicity, gender, gender identity, language, race, religion, sex, sexual orientation, and socio-economic status, will not be tolerated.</p> <p>-Students and staff are expected to report any inappropriate behavior which disrupts the social harmony of the school.</p>	<p>-Students and Staff are committed to embracing all identities and social realities, while maintaining positive, safe and inclusive environments for all students and staff. These are principles of equity and inclusive education as outlined in the DDSB Equity and Inclusive Education Policy 4107.</p>	<p>-Students will be subject to progressive discipline. Consequences will vary from counselling to suspension and expulsion.</p> <p>-Parents and guardians will be contacted.</p>
<p><u>Throwing Objects (Including Snowballs):</u></p> <p>For safety reasons, the throwing or tossing of any object is not acceptable.</p> <p>Any object (snowball, water bottle, pencil, etc. can be considered dangerous when thrown.</p>	<p>Students and staff have a right to a safe and comfortable environment.</p>	<p>Misconduct will result in progressive discipline.</p>
<p><u>Violent Incidents:</u></p> <p>-Acts or threats of aggression, intimidation and violence will not be tolerated.</p> <p>-All incidents of aggression, intimidation, and violence must be reported to staff and administration.</p> <p>-Students must cooperate fully with all school investigations.</p>	<p>-Students are expected to demonstrate respect for themselves, for others and for the responsibilities of citizenship..</p>	<p>- Inappropriate behavior at school, or in the community where there is a direct link to the school, will result in disciplinary procedures. See the Ontario Schools Code of Conduct.</p> <p>Fair Notice and Process that a Community Threat Assessment and Intervention Protocol may be established in</p>

	<p>-Students and members of the community have a responsibility to help maintain a safe environment and prevent intimidation and violence in schools.</p> <p>-Our community is a safe place because students do bring issues forward and they are investigated and handled appropriately.</p>	<p>extenuating circumstances. (See School website for further information.)</p>
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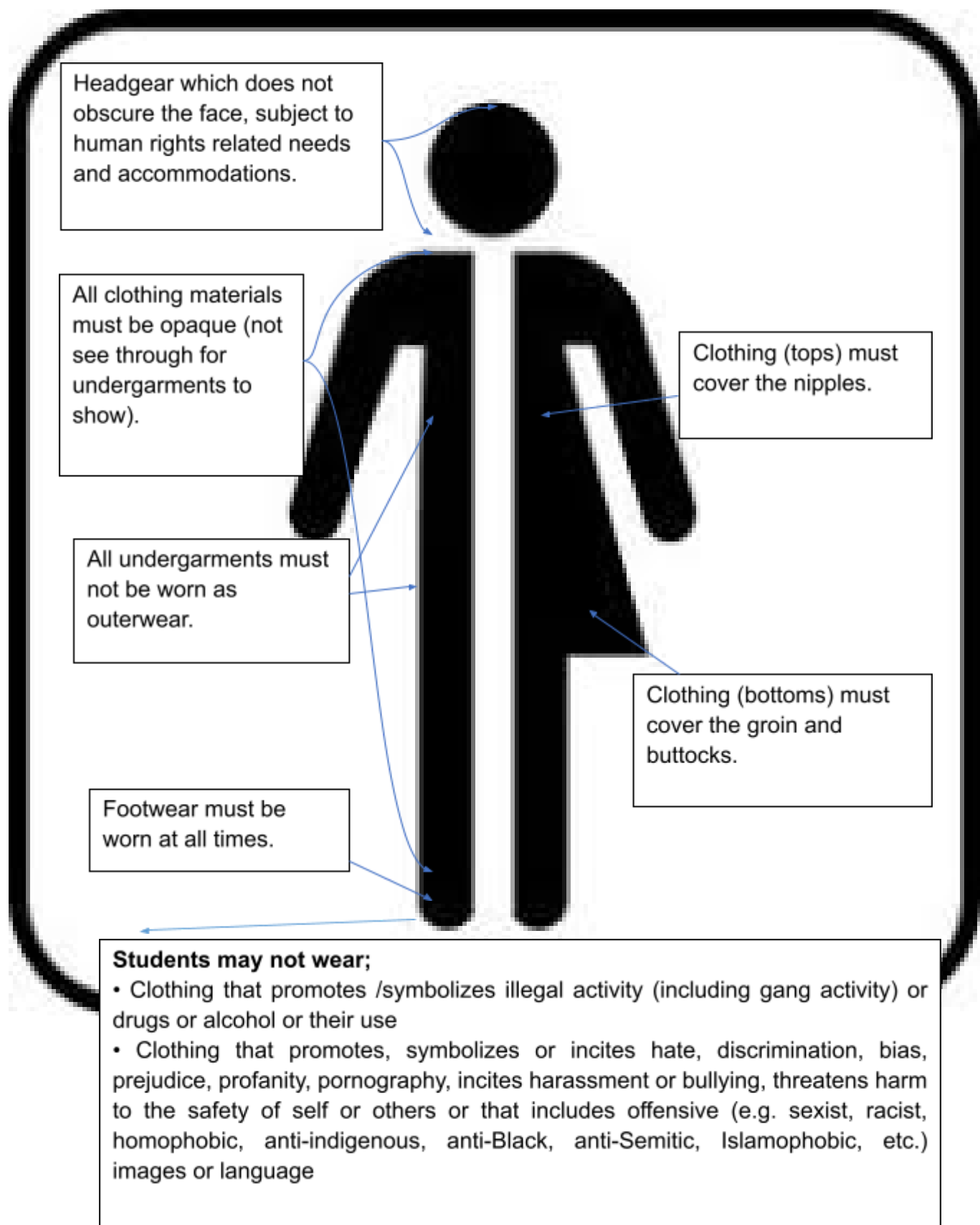
Personal Electronic Devices (PEDs) / Cell Phones /Music or Gaming Devices / Other:

Expectation	Rationale / Reason	Process/ Practice
<p>On-line activity by staff, students and parents/guardians that is directly or indirectly related to the school should comply with the School Code of Conduct, in particular that a school is a place that promotes responsibility, respect, civility and safety in the teaching and learning environment.</p> <p>PEDs may be used in the cafeteria and hallways before school, at lunch and after school only.</p> <p>PEDs may NOT be used during class time unless permitted by the teacher as a learning tool.</p> <p>The taking of photos, filming or recording, or the broadcasting of live audio and/or video while at school or at a school related activity, is prohibited unless approved by the DDSB (or school), and/or where proper consents have been obtained, as may be appropriate.</p> <p>Unauthorized video or audio recording of any students or school staff for any purpose is prohibited unless approved by the school and/or where proper consents have been obtained.</p>	<ul style="list-style-type: none"> • PEDs used inappropriately during class time are disruptive to the teaching and learning environment. • The privacy and personal dignity of others could be violated by PEDs to text message, social network, and/or share digital media. • Inappropriate comments made on social media can lead to conflict and in some instances may be considered cyberbullying. • DDSB policy. 	<ul style="list-style-type: none"> • Devices used inappropriately will be confiscated by teachers / Administrators. • Students will be subject to progressive discipline and/or legal consequences. • Outlets in classrooms are only to be used for the purposes of educational activities. Students are not to be charging their PEDs during class time. <p>The school will not be held responsible for lost items that have been confiscated as a result of students' failing to comply with the policy.</p>

DRESS CODE:

Expectations	Rationale	Process / Practice
<p>While on school property or during school events, students will dress in a manner which is appropriate for the workplace/ classroom.</p> <p>Students must wear;</p> <ul style="list-style-type: none"> • Clothing which includes both a top and bottom layer • Footwear <p>Students may wear;</p> <ul style="list-style-type: none"> • Any clothing that supports a human rights related need or accommodation • Clothing (tops) that expose arms, shoulders, stomach, midriff, neckline, cleavage, and straps but will cover nipples • Clothing (bottoms) that expose legs, knees, thighs, hips and expose waistbands but will cover groin and buttocks • Any headwear that does not obscure the face, subject to human rights related needs and accommodations <p>Students may not wear;</p> <ul style="list-style-type: none"> • Clothing that promotes /symbolizes illegal activity (including gang activity) or drugs or alcohol or their use • Clothing that promotes, symbolizes or incites hate, discrimination, bias, prejudice, profanity, pornography, incites harassment or bullying, threatens harm to the safety of self or others or that includes offensive (e.g. sexist, racist, homophobic, anti-indigenous, anti-Black, anti-Semitic, Islamophobic, etc.) images or language • Clothing (tops) that exposes nipples • Clothing (bottoms) that expose groin and/or buttocks • Clothing (mask/scarf) that obscures the face (unless required to meet human rights related needs or accommodations) or public health requirements • Undergarments as outerwear • Transparent clothing that fully exposes undergarments • Swimwear unless required for curricular or co-curricular approved activities <p>Uniforms: Students taking Physical Education, Hospitality and Technical classes must have the approved clothing to participate in class.</p> <p>Shoes: Students must wear shoes at all times. Open toed shoes, sandals, flip flops are not permitted in most technical courses.</p>	<p>Pine Ridge is committed to ensuring that school-level student dress codes:</p> <ul style="list-style-type: none"> • consider and address the disproportionate and negative impacts that dress code policies may have on specific groups of students based their identities • are progressive and honour the diverse needs and identities and safety of all students and staff • consider and address any safety issues related to the dress code <p>The Student Dress Code also complies with legislative requirements and support the District's commitment to human rights, equity, anti-oppression, anti-racism, non-discrimination, and equitable and inclusive education.</p> <p>For reasons of health, safety and school tone, staff and students must be appropriately dressed.</p> <ul style="list-style-type: none"> • Our school community is inclusive and respectful of a broad range of cultures and beliefs. • Assists in the identification of visitors and trespassers. • All students and staff have a right to a safe and comfortable working environment. 	<p>Students will be asked to change before returning to class.</p> <p>In the event that students do not have a change of clothes, attire will be provided.</p> <p>Some students may be sent home to acquire appropriate clothing.</p> <p>Persistent violation of the dress code will result in progressive discipline.</p>

Pine Ridge Secondary School DRESS CODE:



Computing and Information Technology Facilities and Resources: ACCEPTABLE AND SAFE USE PROCEDURE

The Durham District School Board is pleased to provide students with access to a variety of computing and information technology facilities and resources. The facilities and resources are provided for educational purposes to help students to achieve learning outcomes, research requirements, and assist with career preparation.

DDSB computing technology is made available to students to support their learning, research requirements, and career preparation. DDSB technologies allow all schools to offer Internet access to their students. The Internet is a vehicle for accessing a global network of information resources for teaching and learning. Students may use the Internet to locate and retrieve information and communicate learning with others.

Students are encouraged to report Cyber-bullying to parents/guardians and teachers. Cyber-bullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others. Cyber-bullying can happen through the use of e-mail, cell phone text, multi media messages, instant messaging, defamatory Web logs (Blogs), personal Web Sites, and on-line personal polling sites. It is a crime to publish a "defamatory libel" (i.e. writing something that is designed to insult a person or likely to injure a person's reputation by exposing him or her to hatred, contempt or ridicule). It is also a crime to repeatedly communicate with someone causing him or her to fear for his or her or someone else's safety. Students engaged in Cyber-bullying will be subject to discipline according to the Schools Code of Behaviour and Safe Schools Act. Police may be contacted.

Cyber-bullying often takes place off school property and/or outside school hours. Normally this cyber-bullying is not a school matter but a parent, community, and/or police matter. On occasion this type of Cyber-bullying can have an impact on the school and negatively affect safety and learning. When this type of Cyber-bullying affects the school climate it becomes a concern for school administrators and teachers.

Students are encouraged to be media literate. Internet resources may contain material that may be questionable, objectionable, or illegal. Students re-visiting unacceptable sites will be subject to discipline according to the Schools Code of Behaviour. Cellular phones (and other electronic signaling devices) are disruptive if they are activated in class. Incoming signals distract the student's attention away from the instruction and can interfere with both teaching and learning.

The DDSB utilizes Internet filtering software. This software blocks access to specific unacceptable sites known to contain violence, sexually explicit acts, hate crimes information, pornography, racist and other extremist viewpoints, cults, etc. No software is capable of blocking all unacceptable Internet sites.

Teachers and students are instructed on the safe and acceptable use of the Internet and other DDSB computing technology. Teachers will supervise students use of the Internet as they supervise student use of all other school resources.

All students are expected to abide by the DDSB Acceptable and Safe Use Procedure included with this letter. Misuse and/or abuse of the facilities and resources are subject to consequences as defined and explained in their schools' Student Code of Behaviour. Use of the Internet is governed by the Regulation 5500, the Student Code of Conduct, which states that "a student may be suspended or expelled from his or her school, expelled from attending any school in Ontario, and/or prohibited from engaging in school-related activities if the student commits an infraction of the Code of Conduct while he or she is at school, engaged in a school-related activity, or engaged in conduct that has a relationship to the school, school community,

In addition, use is governed by all relevant federal (e.g. Copyright, Freedom of Information, Protection of Privacy Act, the Criminal Code, the Youth Criminal Justice Act, Canadian Human Rights Act), provincial (e.g. Education Act, Child and Family Services Act, Safe School Act, the Health and Safety Act, Human Rights Code), DDSB (e.g. Policies and Procedures, Central File 06/07-28), and local school (e.g. School Code of Behaviour) laws and regulations. Use of DDSB computing technology for unacceptable, illegal, political or private commercial purposes is strictly prohibited. The onus is on the user to know and to comply with these laws and regulations.

We look forward to providing students with the opportunity to use the school's computing and information technology facilities and resources in a safe and meaningful way.

PRSS COMPUTERS: ACCEPTABLE AND SAFE USE PROCEDURES

Pine Ridge Secondary School provides computer resources for the use of all students in support of legitimate educational pursuits of the school. Computer resources include hardware and software of many kinds, networks, accounts and Internet access. The Internet can provide access to diverse and unique resources including: access to many university and government libraries and library catalogues; information and news from countless federal and international agencies and governments; public domain software and shareware of all types. Such open access is a privilege, and requires students be responsible for ensuring that these resources are used in an effective, efficient, ethical and lawful manner, and only with the permission of a staff member.

ACCEPTABLE USE

- Students will use the computing and information technology facilities and resources as prescribed or approved by their school and teacher.
- Students will accurately cite information from the Internet. Students will not plagiarize.
- Students will abide by copyright laws and will not download and disseminate copyrighted materials without the copyright holder's or original author's permission.
- Students will not share passwords or data.
- Students will report immediately all instances of hardware or software damage or changes.

SAFE USE

- Students will not post any personal information about themselves or others.
- Students will inform the teacher immediately when accidental access to inappropriate materials or with unacceptable users has been made.

APPROPRIATE USE

- Students will not download or stream music or videos.
- Students will be polite and will not use language that is unacceptable in the classroom, including language that is racist, sexist, harassing, violent, or otherwise unacceptable.
- Students will not send messages containing information that would cause discomfort to themselves or others if it were written on a classroom blackboard or other public place.
- Students will not use the computing and information technology facilities and resources in ways that will disrupt the functionality of the system or other users.

RECOURSE FOR ABUSE/MISUSE

- Students who do not follow this procedure AND those rules provided by their teachers and the School Code of Conduct will have their computing and information technology privileges suspended pending review. Recourse and disciplinary measures are outlined in the School Code of Conduct in the "Student Agenda".
- Legal recourse may also be applied for criminal activities.

RELIABILITY / ACCURACY

- While the Durham District School Board (including your school) strives to maintain the efficient operation of the computing and information facilities and resources, it does not guarantee their reliability. Additionally, the Durham District School Board (including your school) does not guarantee the accuracy of information found on the Internet.

STUDENT LIMITATIONS AND EXPECTATIONS

1. Pine Ridge Secondary School Code of Conduct, as described in the student agenda, applies to the use of any computer resources, including use of the Internet.
2. The use of computer resources is a privilege, not a right, which may be revoked at any time for inappropriate use.
3. Computer resources are to be used only for the purposes of school-related activities and are not to be used for commercial or non-school related activities.
4. Inappropriate use of computer resources may result in discipline up to and including suspension from the school or expulsion from the Board.
5. Students will not access, send, print, store or distribute inappropriate material. Examples of inappropriate material include, but are not limited to, the following:
 - Content which is sexual, pornographic, racist, violent, satanic, militant or extremist.
 - Material orientated towards illegal activities, drugs, cults, gambling,
 - Fraudulent, harassing or obscene messages or materials. Mass mailings are not permitted.
 - Content deemed inappropriate by school administration.
6. Students will not be allowed to access chat groups, chat lines, Usenet New Groups or e-mail.
7. Students accessing material obtained from any source will not plagiarize this material in any school assignment or project, or aid other students in plagiarizing material.
8. Students will not attempt to circumvent data protection schemes or uncover security loopholes.
9. Students will not violate terms of applicable software licensing agreements and copyright laws.
10. Students will not knowingly run or install on any computer system or network, or give to another person a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan horses, and worms.
11. Students are responsible for proper password protection and an account assigned to a student must not be used by others.

DDSB Code of Conduct

The Durham District School Board is committed to the development of positive school climates in schools in which all members of the school community have the right to be safe, feel safe, included, accepted, and actively promote positive behaviours and interactions.

The Code of Conduct for the Durham District School Board reflects the provincial Code of Conduct.

Purposes of The Code

The purpose of this provincial Code of Conduct is as follows:

1. To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
2. To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
3. To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
4. To encourage the use of non-violent means to resolve conflict.
5. To promote the safety of people in the schools.
6. To discourage the use of alcohol, illegal drugs and, except by medical cannabis user, cannabis.
7. To prevent bullying in schools.

STANDARDS OF BEHAVIOUR

The Durham District School Board and our school support the provincial standards of behaviour which include respect, civility, responsible citizenship and physical safety.

Respect, Civility and Responsible Citizenship

All school members must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, or disability;
- 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;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- not swear at a teacher or at another person in a position of authority.

Safety

All members of the school community must **not**:

- engage in bullying behaviours;
- commit sexual assault;
- traffic in weapons or illegal drugs;
- give alcohol or cannabis to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;

- be in possession of, or be under the influence of alcohol, cannabis (unless the individual has been authorized to use cannabis for medical purposes), and illegal drugs;
- provide others with alcohol, illegal drugs, or cannabis (unless the recipient is an individual who has been authorized to use cannabis for medical purposes);
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or a property located on the premises of the school.

ROLES AND RESPONSIBILITIES: The Durham District School Board and our school accept the provincial direction regarding individual roles and responsibilities. In addition to school staff, students and parents, other members of the public, who interact with members of the school community while present in or on school property or premises, have a responsibility to respect others in the school and to conduct themselves accordingly.

Principals and Vice Principals

Under the direction of their school boards, principals take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care for the school community and a commitment to student achievement and well-being in a safe, inclusive, and accepting learning environment;
- holding everyone under their authority accountable for their own behaviour and actions;
- empowering students to be positive leaders in their school and community;
- communicating regularly and meaningfully with all members of their school community.

Teachers and School Staff

Under the leadership of their principals, teachers and other school staff maintain a positive learning environment and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and other school staff uphold these high standards when they:

- help students work to their full potential and develop their sense of self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent and fair standards of behaviour for all students;
- demonstrate respect for one another, all students, parents, volunteers, and other members of the school community;
- prepare students for the full responsibilities of citizenship.

Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn
- shows respect for themselves, and for others, and for those in positions of authority
- refrains from bringing anything to school that may compromise the safety of others
- follows the established rules and takes responsibility for their own actions

Parents

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe, inclusive, accepting, and respectful learning environment for all students. Parents fulfill their role when they:

- are engaged in their child's school work and progress;
- communicate regularly with the school;
- help their child be appropriately dressed, and prepared for school
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;

- become familiar with the provincial Code of Conduct, the board's Code of Conduct, and if applicable, the School Code of Conduct;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child.

Community Partners

Through outreach, existing partnerships may be enhanced and new partnerships with community-based service providers and members of the community (e.g., Elders, Senators, Knowledge Keepers) may also be created. Community-based service providers are resources that boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards and community-based service providers and of formalizing the relationship between them. These partnerships must respect all applicable collective agreements.

Police

The police play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the protocol developed with the local school board (refer to Procedure: *Police/School Board Protocol*. These protocols are based on the *Provincial Model for a Local Police/School Board Protocol, 2015*, developed by the Ministry of Community Safety and Correctional Services and the Ministry of Education.)

Activities Leading to Possible Suspension

A Principal shall consider whether to suspend a pupil if they believe that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

A Principal shall consider whether to suspend a pupil if they believe that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. uttering a threat to inflict serious bodily harm on another person*;
2. possessing alcohol, illegal drugs or, unless the student is a medical cannabis user, cannabis*;
3. being under the influence of alcohol or unless the student is a medical cannabis user, cannabis;
4. swearing at a teacher or at another person in a position of authority;
5. committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school**;
6. bullying; or,
7. any other activity that is an activity for which a principal may suspend a pupil under a policy of the Board.

Education Act 306(1)

Other suspendable infractions including but not limited to:

- a) possessing or dispensing controlled or intoxicating substances that are not prescribed for medical purposes**;
- b) being under the influence of illegal or legal, controlled or intoxicating substances that are prescribed or not prescribed for medical purposes**;
- c) smoking on or near school property; (as per the Smoke Free Ontario Act. Refer to Regulation: *Substance Abuse, Students*)
- d) committing vandalism**, destruction, damage to school property or to the property of others located on or in school premises;
- e) stealing property;
- f) engaging in intimidation, extortion*, harassment*, or verbal aggression;
- g) misusing or misappropriating school property or services, including computers and other technology systems;
- h) engaging in hate motivated incidents*;
- i) engaging in gang related activity*;

•

- j) possessing dangerous objects or substances, including for example laser pointers; gloves with studs on knuckles; or any other item deemed by the principal to be unsafe or a hazard to persons or property in the school;
- k) committing physical assault on another person**;
- l) engaging in or encouraging a fight;
- m) engaging in conduct that constitutes opposition to authority;
- n) demonstrating poor attendance that warrants disciplinary action;
- o) engaging in behaviour that is disruptive to the learning environment of the class or school;
- p) engaging in conduct that is detrimental to the moral tone of the school;
- q) wearing clothing/apparel that is inappropriate, offensive or violates the school Dress Code;
- r) engaging in unauthorized gambling or games of chance; (Bill 157, PPM 145)

(* require police involvement as outlined in the *Police/School Board Protocol*

**discretionary police involvement as outlined in the *Police/School Board Protocol*)

Please refer to the *Police/School Board Protocol* for further direction.

Activities Leading to a Suspension, Investigation, and Possible Expulsion

A Principal shall suspend a pupil if they believe that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. (a) possessing a weapon*;
(b) possessing a firearm*;
2. using a weapon to cause or to threaten bodily harm to another person*;
3. (a) committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner*;
(b) assault/physical intimidation of an employee*;
4. committing sexual assault*;
5. trafficking in weapons or in illegal drugs*;
6. committing robbery*;
7. giving alcohol or cannabis to a minor**;
8. bullying, if, (a) the pupil has previously been suspended for engaging in bullying, and
(b) the pupil's continuing presence in the school creates an unacceptable risk to the safety of another person.
9. any activity listed in subsection 306 (1) of the Education Act that is motivated by bias, prejudice or hate, based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.
10. any other activity that, under a policy of a board, is an activity for which a Principal must suspend a pupil and conduct an investigation to determine whether to recommend to the board that the pupil be expelled.

Other suspendable infractions including but not limited to:

- a) assault causing bodily harm of an employee*;
- b) committing an act of vandalism which can be regarded as particularly egregious, due to factors such as seriously compromising the learning environment, or posing a significant safety risk to others*;
- c) hate motivated violence*;
- d) gang related violence*;
- e) trafficking in controlled or intoxicating substances not prescribed or dispensed for medical purposes (which may include prescription/non-prescription and legal/illegal drugs)*;
- f) uttering threats or threatening conduct intended to intimidate**;

- g) engaging in harassment*;
- h) ongoing conduct that is so refractory (persistent) that the student's presence in the school or classroom is considered by the principal to effect a danger or possibility of harm, physical or emotional, to others in the school or to the reputation of the school.

(* require police involvement as outlined in the *Police/School Board Protocol*)

**discretionary police involvement as outlined in the *Police/School Board Protocol*). Please refer to the *Police/School Board Protocol* for further direction.

Mitigating and Other Factors

In considering whether to suspend a pupil for engaging in an activity described above, a Principal shall take into account the following mitigating and other factors:

Mitigating Factors

1. The student does not have the ability to control his or her behaviour;
2. The student does not have the ability to understand the foreseeable consequences of his or her behaviour;
3. The student's continuing presence in the school does not create an unacceptable risk to the safety of any person.

Other Factors

The following criteria shall be taken into account if they would mitigate the seriousness of the activity for which the pupil may be or is being suspended or expelled:

1. the pupil's history;
2. whether a progressive discipline approach has been used with the pupil;
3. whether the activity for which the pupil may be or is being suspended or expelled was related to any harassment of the pupil because of their race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment;
4. how the suspension or expulsion would affect the pupil's ongoing education;
5. the age of the pupil; or
6. in the case of a pupil for whom an individual education plan has been developed,
 - i. whether the behaviour was a manifestation of a disability identified in the pupil's individual education plan,
 - ii. whether appropriate individualized accommodation has been provided, and
 - iii. whether the suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behaviour or conduct.

Human Rights Factors

Human Rights Factors shall be taken into account when considering whether or not a student is or is not being suspended or expelled:

- | | |
|-------------------|----------------------|
| ● Race | ● Sex |
| ● Ancestry | ● Sexual orientation |
| ● Place of origin | ● Gender identity |
| ● Colour | ● Gender expression |
| ● Ethnic origin | ● Age |
| ● Citizenship | ● Marital status |
| ● Creed | ● Family status |
| | ● Disability |

A pupil who is suspended may not be on school property or engaged in any school-related activities for the duration of the suspension. Guidelines from the Ministry of Education direct school officials when to place suspension/expulsion documents in a student's Ontario School Record (OSR).

PRSS Online Code of Conduct

Acceptable and Expected Behaviour	Unacceptable Behaviour
<ul style="list-style-type: none"> ● Be present and prepared for class on time for class 10 am to 12:30 (in class); AND 1:30-2:45 (online portion) daily ● Stay on topic whether in-class or online ● One person speaks at a time ● Edit your posts before you add any comments to a chat ● Treating one another with dignity and respect ● Respect the differences of others' including their opinions ● Respect the rights of others ● Be an active and engaged participant in class and online ● Complete and submit daily assignments ● Respect the learning environment (keep it conducive to learning) ● Highly personal conversations are best to be set up for outside of class time ● Be creative, think outside the box ● Take healthy risks: share your insights and ideas with the class ● Ask questions of clarification: chances are you're not the only one who has that question ● Help one another ● If you will be absent, let your teacher know right away and arrange a time to catch up with a buddy, or staff member ● If you are late, come straight to class ● Stop the spread (follow Covid-19 protocols) ● If you need to use the washroom, only use the ones designated to our class and be sure to have your washroom times logged for the purposes of contact tracing ● Wear clothing as outlined in the DDSB dress code as appropriate for school ● Turn on your camera while participating online and make sure what is seen on video is appropriate for school 	<ul style="list-style-type: none"> ● Consuming or being under the influence of drugs or alcohol including marijuana, online or in class ● Using swear words, profanity, inappropriate topics/words for a classroom setting ● Sharing passwords or other private information, assuming another's identity ● Recording with video or audio, copying chat shares ● Taking pictures of other members of class or staff without their permission ● Bullying or aggressive behaviour, threatening or intimidate others, engaging in behaviours motivated by hate or bias ● Vandalism that causes damage to school property/servers ● Disturbances that interrupt or disquiets the proceedings of the school, a class, or any learning environment, including online ● Engage in any behaviour that would be considered as conduct injurious to the moral tone of the school or injurious to the physical or mental wellbeing of other ● Knowingly upload any file/program that contains a virus, malware or other malicious code ● Reproduce course content including assessments, electronic mail correspondence, digital captures, discussion or chat threads in any fashion without explicit written permission from the school principal ● Use anyone else's login account ● Write, use, send, download or display any information that is hostile, insulting to others, obscene, threatening, or otherwise offensive. ● Discuss in any open forum information that is critical of another student or teacher. Forums/chat threads are not appropriate mediums for private correspondence.

CONCLUSION

When staff, students, and families work together, a positive and productive learning environment is established at our school where goals are set and achieved. The Code of Conduct establishes the level of behaviour expected for all so that we have the best possible school where success and achievement are reached through cooperation, courtesy, and respect. Please review this Code of Conduct at the beginning of the school year and keep it in a safe place where it can be referenced if necessary.

Graduation Requirements

What do you need to graduate from high school?

18 compulsory credits

Students must earn the following compulsory credits to obtain the Ontario Secondary School Diploma:

4	credits in English (1 credit per grade)*
3	credits in mathematics (1 credit in Grade 11 or 12)
2	credits in science
1	credit in Canadian history
1	credit in Canadian geography
1	credit in the arts
1	credit in health and physical education
1	credit in French as a second language
0.5	credit in career studies
0.5	credit in civics

In addition, students must complete:

✓	12 optional credits [†]
✓	40 hours of community involvement activities
✓	the provincial literacy requirement

Plus one credit from each of the following groups:

1	Group 1: <ul style="list-style-type: none"> English or French as a second language** a Native language a classical or international language social sciences and the humanities Canadian and world studies guidance and career education cooperative education***
1	Group 2: <ul style="list-style-type: none"> health and physical education the arts business studies French as a second language** cooperative education***
1	Group 3: <ul style="list-style-type: none"> science (Grade 11 or 12) technological education French as a second language** computer studies cooperative education***

* A maximum of 3 credits in English as a second language (ESL) or English literacy development (ELD) may be counted towards the 4 compulsory credits in English, but the fourth must be a credit earned for a Grade 12 compulsory English course.

** In groups 1, 2 and 3, a maximum of 2 credits in French as a second language can count as compulsory credits, one from group 1 and one from either group 2 or group 3.

*** A maximum of 2 credits in cooperative education can count as compulsory credits.

[†] The 12 optional credits may include up to 4 credits earned through approved dual credit courses.

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support every child
reach every student.



Time Management Tips



It's 10 p.m. – Do You Know Where Your Homework Is?

Does it seem like there's never enough time in the day to get everything done? Feel like you're always running late? Here are some tips for taking control of your time and organizing your life.

Make a "To Do" List Every Day.

Put things that are most important at the top and do them first. If it's easier, use a planner to track all of your tasks. And don't forget to reward yourself for your accomplishments.

Use Spare Minutes Wisely.

Get some reading done on the bus ride home from school, for example, and you'll kill two birds with one stone.

It's Okay to Say "NO."

If your boss asks you to work on a Thursday night and you have a final exam the next morning, realize that it's okay to say no. Keep your short and long-term priorities in mind.

Find the Right Time.

You'll work more efficiently if you figure out when you do your best work. For example, if your brain handles math better in the afternoon, don't wait to do it until late at night.

Review Your Notes Every Day.

You'll reinforce what you've learned, so you need less time to study. You'll also be ready if your teacher calls on you or gives a pop quiz.

Get a Good Night's Sleep.

Running on empty makes the day seem longer and your tasks seem more difficult.

Communicate Your Schedule to Others.

If phone calls are proving to be a distraction, tell your friends that you take social calls from 7-8 p.m. It may sound silly, but it works.

Become a Task Master.

Figure out how much free time you have each week. Give yourself a time budget and plan your activities accordingly.

Don't Waste Time Agonizing.

Have you ever wasted an entire evening by worrying about something that you are supposed to be doing? Was it worth it? Instead of agonizing and procrastinating, just do it.

Keep Things in Perspective.

Setting goals that are unrealistic sets you up for failure. While it's good to set high goals for yourself, be sure not to overdo it. Set goals that are difficult yet reachable.

Consider these tips, but personalize your habits so that they suit you. If you set priorities that fit your lifestyle, you'll have a better chance of achieving your goals.

Useful Phone Numbers:

Addiction Services (Pinewood)	905-571-3344	Frontenac Youth Services	905-579-1551
Alcoholics Anonymous	905-728-1020		
Assaulted Women's Helpline	1-866-863-0511	Girls Incorporated of Durham	1-877-447-5795
Autism Ontario (Durham Region)	1-866-495-4680	Housing (Durham Region Non-Profit)	1-866-463-6910
Bereaved Families of Ontario	1-800-969-6904	John Howard Society	905-579-8482
		Kid's Help Phone	1-800-668-6868
Bethesda House Women's Shelter	905-623-6050	Ontario Shores Centre for Mental Health	905-668-5881
Central Intake (Mental Health Services)	1-888-454-6275	Health Sciences	
Children's Aid Society (Durham)	905-433-1551	Police (Durham Regional)	905-579-1520
CMH Durham Intake services	905-436-8760 (x267)	Public Health Department (Durham)	905-666-6214
Community Legal Clinic	1-888-297-2202	Rape Crisis Centre (Durham)	905-668-9200
Crimestoppers	1-800-222-TIPS	Red Cross (Durham)	1-866-723-2933
Deaf Services (Durham)	905-579-3328	Rose of Durham (pregnant teens)	905-432-3622
Denise House (family violence)	905-728-7311	Sexual Health Clinic (Durham Health)	905-433-8901
Distress Centre Durham	1-800-452-0688	Transit (Durham Region)	1-866-247-0055
Durham District School Board	905-666-5500	Transit (GO)	1-888-438-6646
Durham Mental Health Crisis Line	905-666-0483	Youth Centre (Ajax)	905-428-1212
Durham Region Sexual Assault/Domestic Violence Care Centre	905-576-8711	Other:	
Durham Region Social Services			
Ontario Works	905-428-8982		
Information Durham	905-436-6610		
Eastview Boys and Girls Club	905-728-5121		
Eating Disorder Information Centre	1-866-633-4220		
Epilepsy Durham	905-430-3090		

CHARACTER Education



<p>TEAMWORK</p> <p>I work COOPERATIVELY, valuing the opinions of others, towards a common goal.</p> <p>I ENCOURAGE others to PARTICIPATE.</p>	<p>RESPONSIBILITY</p> <p>I am reliable and dependable to do my work.</p> <p>I take RESPONSIBILITY for what I do and say.</p> <p>I THINK BEFORE I ACT, understanding there are consequences for my actions.</p>	<p>RESPECT</p> <p>I treat others the way that I want to be treated.</p> <p>I am courteous and polite.</p> <p>I LISTEN to what people say. I don't insult, ridicule or name call.</p> <p>I PROTECT property and the environment.</p>	<p>PERSEVERANCE</p> <p>I am DETERMINED and work hard to finish what I start even if it is difficult.</p> <p>I complete all tasks to the BEST of my ability.</p> <p>I DO NOT GIVE UP when faced with challenges.</p>	<p>OPTIMISM</p> <p>I have a POSITIVE attitude.</p> <p>I look at challenges as opportunities for learning.</p> <p>I HAVE HOPE for the future.</p>
<p>KINDNESS</p> <p>I am sensitive to people's feelings.</p> <p>I HELP others in need. I am never mean or hurtful with my actions or words.</p> <p>I am CHARITABLE.</p>	<p>INTEGRITY</p> <p>I always try to do what's right, even when it is difficult.</p> <p>I am true to be my very BEST SELF.</p> <p>I live up to the highest ETHICAL standards.</p>	<p>HONESTY</p> <p>I am TRUTHFUL and SINCERE.</p>	<p>EMPATHY</p> <p>I respect and understand the feelings of others.</p> <p>I act with KINDNESS and COMPASSION.</p>	<p>COURAGE</p> <p>I face my fears with CONFIDENCE - being BRAVE.</p> <p>I FACE CHALLENGES directly.</p>

Important Dates 2022-2023

September 5, 2022	Labour Day Holiday (School Closed)
September 6, 2022	Semester 1 Begins
September 9, 2022	Photo Day
October 10, 2022	Thanksgiving Holiday (School Closed)
October 14, 2022	Photo Retake Day
October 24, 2022	P.A. Day
November 18, 2022	P.A. Day
November 30, 2022	Grad Photos Begin
December 16, 2022	Grad Photos End
December 19/20, 2022	Grad Photos Overflow
December 23, 2022	Winter Break (School Closed)
January 26, 2023	Day 1 of Exams
February 3, 2022	Semester 2 Begins
February 17, 2023	P.A. Day
February 20, 2023	Family Day Holiday (School Closed)
March 10 - 17, 2022	March Break (School Closed)
April 7, 2023	Good Friday Holiday (School Closed)
April 10, 2023	Easter Monday Holiday (School Closed)
May 22, 2023	Victoria Day Holiday (School Closed)
June 23, 2023	Prom
June 29, 2023	Commencement for 2020-2021 Graduates
June 30, 2023	PA Day

THIRD FLOOR - NORTH WING



THIRD FLOOR - SOUTH WING

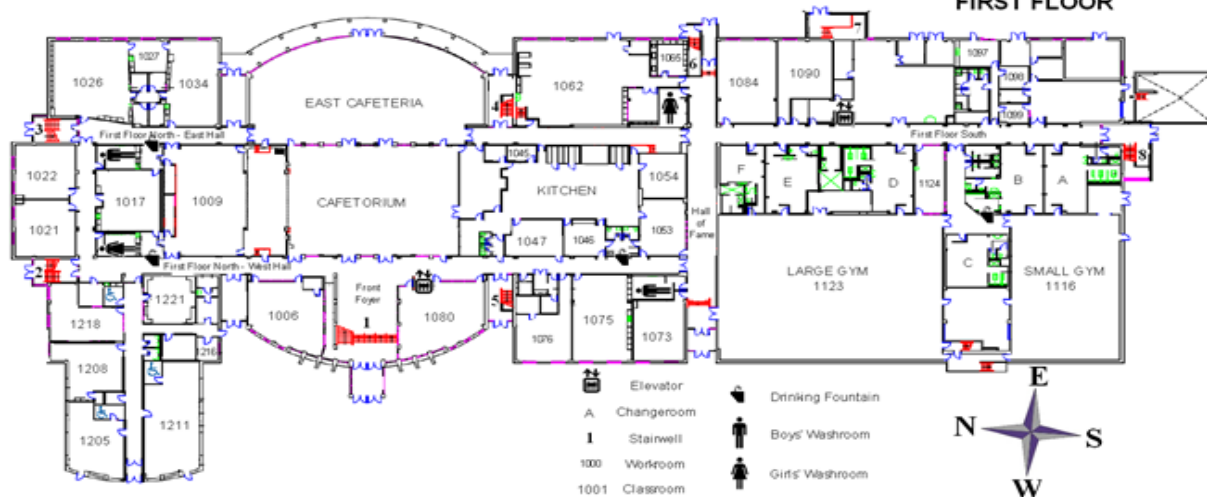


PLEASE NOTE: The two sections of the third floor do not connect. Please ensure you are accessing the appropriate stairwell from the second floor to reach your desired location.

SECOND FLOOR



FIRST FLOOR



- Elevator
- A Changeroom
- 1 Stairwell
- 1000 Workroom
- 1001 Classroom
- Drinking Fountain
- Boys' Washroom
- Girls' Washroom



