

Bowmanville High School

STUDENT & PARENT HANDBOOK

2019 - 2020 School Year



Bowmanville High School

IMPORTANT DATES 2019 / 2020

First Day of Classes	Sept 3	Semester 2 Begins	Feb 3
Grade 9 Orientation	Sept 3	Grad Photo Retakes	
Picture Day		Sem 1 Report Cards	Feb 7
Terry Fox Run	Sept 26	Family Day	Feb 17
PA Day (no classes)	Sept 27		
		March Break	Mar 13 - 20
Progress Reports	Oct 11	Progress Reports	Mar 23
Thanksgiving	Oct 14	Parents' Night	Mar 26
Parent's Night	Oct 17	Gr 10 EQAO Literacy Test	Mar 31
		Easter Break	Apr 10 - 13
TOKTW Day	Nov 6	Mid Term Reports	Apr 23
Picture Retake Day		PA Day (no classes)	Apr 24
Mid Term Reports	Nov 15		
PA Day (no classes)	Nov 22		
Grad Photos		Victoria Day Holiday	May 18
		Prom	May 28
Winter Break	Dec 23 – Jan 3		
		Athletic Awards	June 4
Classes Resume	Jan 6	Gr 9 Math EQAO	June 10, 11
Gr 9 Math EQAO	Jan 15, 16	Sem 2 Exams Gr 12	June 16 - 19
Gr 8 Parent Night	January 16	Sem 2 Exams Gr 9 - 11	June 18 - 23
Sem 1 Exams	Jan 23 - 31	Graduation	June 25
		PA Day (no classes)	June 26



*Please do not book activities (appointments, job interviews, vacations etc.)
during EQAO Provincial Assessments or end of semester Exams.
If there are scheduling problems, please contact the Principal.*

Regular Class Schedule

8:25 am	Warning Bell
8:30 – 9:45	Period 1
9:50 – 11:05	Period 2
11:05 – 11:55	Lunch
11:55 – 1:10	Period 3
1:15 – 2:30	Period 4



SCHOOL POLICIES AND PROCEDURES

KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD MISSION STATEMENT

At the Kawartha Pine Ridge District School Board, and at Bowmanville High School (BHS), we educate our students to excel in learning, to succeed in life and to enrich our communities.

STUDENT RESPONSIBILITIES

The Kawartha Pine Ridge District School Board firmly believes that everyone has the right to take part in a learning / working environment, which is inviting, safe and conducive to the provision of a quality education. To achieve this goal, Cobourg Collegiate Institute has clarified the following:

Students will:

- Arrive on time for all classes
- Come to class prepared to work with all required materials (i.e. pen, pencil, paper, notebook, textbook, phys ed uniform etc.)
- Complete all homework and assignments on time and to the best of their ability
- Leave coats, skateboards etc. in their lockers
- Not ask to leave the classroom in the first 20 minutes or last 20 minutes of the period
- Not ask to return to their lockers once class has begun
- Show respect for staff, fellow students and themselves
- Show respect for the property of others
- Not bring food and or drinks to class
- Not be in the hallways while classes are in session
- Notify the Main Office if they are to be absent from class for any reason
- If under 18, bring a note or have a parent call the Main Office if they were absent from school the previous day and notify the Main Office of any change of address or phone number
- If over 18, notify the Main Office of any absences from class
- **All students, must sign in and out through the Main Office if they arrive late for school or have to leave school early**
- Exit the building by 3:00pm unless they are participating in a scheduled after school activity

In addition, according to the Education Act, Regulation 298, Section 23:

A pupil shall:

- be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled
- exercise self-discipline
- accept such discipline as would be exercised by a kind, firm and judicious parent
- attend classes punctually and regularly
- be courteous to fellow pupils and obedient and courteous to teachers
- be clean in person and in habits

- take such tests and examinations as are required by or under the Act or as may be advised by the Minister
- show respect for school property
- when a pupil returns to school after an absence, a parent of the pupil, or the pupil where the pupil is an adult, shall give reason for the absence orally or in writing as the principal requires
- a pupil may be excused by the Principal from attendance at school temporarily at any time at the written request of a parent or the pupil where the pupil is an adult
- every pupil is responsible for his or her own conduct to the Principal of the school that the pupil attends,
 - on the school premises
 - on out of school activities that are part of the school program; and
 - while travelling on a school bus that is owned a board or on a bus or school bus that is under contract to a board

EXERPTS FROM THE KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD SAFE, CARING AND RESTORATIVE SCHOOLS POLICY (ES-1) AND ADMINISTRATIVE REGULATIONS (ES-1.1.1A)

Safe Caring and Restorative Schools Policy Statement

Excerpts from ES-1.1: Schools in the Kawartha Pine Ridge District School Board are places that promote academic excellence through the character attributes of respect, responsibility, honesty, integrity, empathy, fairness, initiative, perseverance, courage and optimism. These attributes provide the foundation for a safe and caring learning and teaching environment that enables every student to reach his or her full potential. A positive school climate exists when relationships are strong and all members of the school community feel safe, comfortable, cared for and included.

Restorative Practice is an overall approach where conflict and tensions are managed by repairing harm and strengthening relationships as a way of building school community. It focuses on repairing the harm caused by offending behaviour while holding the offender accountable for his or her actions. It provides an opportunity for the parties directly affected by such behaviour – victim, offender, and community – to express how they are affected and identify and address their needs that result from the offending behaviour, and seeks a resolution that affords reparation, healing and integration, and prevents future harm. Interventions occur along a continuum of restorative practices.

The Board’s Code of Conduct sets clear standards of behaviour that are firm and fair. These standards of behaviour apply not only to students but also to all individuals involved in the school system – parents, volunteers, and employees – weather they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate. These standards are as follows:

1. The Board and its school staff will neither tolerate nor accept actions that could have a negative impact on students’ ability to learn, healthy relationships, a school’s ability to educate its students, and/or on the school climate. These actions include:

- possession, use, threatened use, or trafficking of weapons [or replicas of weapons];

- possession, use , or trafficking of prohibited material or substances;
- bullying behaviours, discrimination, hate propaganda such as homophobia and other forms of behaviour motivated by hate or bias, assault, sexual assault, robbery, threatening or intimidation, being under the influence of alcohol or restricted drugs or providing alcohol or restricted drugs, or any other behaviours that infringe on the physical or emotional well-being of students, staff and/or community members' and
- damage to property in the school environment (including school property, school buses, another person's property).

2. The Board shall support consequences for unacceptable behaviour up to and including suspension and expulsion for:

- actions as directed by the Education Act, and
- actions that compromise a school's capacity to achieve respect, civility, academic excellence and a safe and caring learning and teaching environment, and/or are injurious to the moral tone of the school

3. The administrative regulations will be written to reflect the following guidelines:

- effective schools support the development of a safe and positive school environment through leadership, school climate, high expectations for learning, instructional and curriculum focus, assessment and evaluation for student success, parental/guardian/community involvement and support and staff development;
- each individual is important and unique and should be empowered to contribute positively to the school community;
- responsibility, accountability and ownership for a safe learning environment must be assumed by all members of the school community; prevention and intervention programs are essential to teaching appropriate behaviours and self-discipline. The range of interventions, supports and consequences utilized will be developmentally appropriate and include opportunities for individuals to learn from mistakes, restore relationships and improve behaviour;
- educators and community members have a responsibility to work in partnership to develop responsible citizens;
- education of students, staff, parent(s)/guardian(s) and school-community members is necessary in order to understand and respond to societal violence; and
- the fair treatment of others, regardless of their race, ancestry, place of origin, colour, ethnicity, citizenship, religion, gender, sexual orientation, socio-economic status, age or disability is an expectation from all school members.

4. Each school must have in place a Safe, Caring and Restorative Schools team which will be composed of one student, one parent, one teacher, one support staff member, one community partner and the principal. An existing committee such as the School Council may take on this role.

SCHOOL CODE OF CONDUCT

Rationale

Everyone has the right to be safe and to feel safe, welcome and included at school.

Responsibilities

- Safety is everyone's responsibility.
- Everyone in our school community is responsible for promoting safe, caring relationships that respect human dignity.
- Everyone is responsible for preventing harm.
- Students, staff, volunteers, parents and guardians have additional responsibilities unique to their roles.

Standards of Behaviour

- We value one another and treat each other with respect and dignity.
- We educate our students to be caring, responsible community members who protect everyone's physical, social, academic and emotional well-being
- Bullying and harassment in any form are wrong and hurtful. Bullying is aggressive and typically repeated behaviour that is intended to cause harm, fear or a negative environment for another individual. Bullying is an abuse of power, authority or control over another person or group. It is never acceptable.
- Everyone has a role to play as we work together to prevent, identify and respond to bullying and exclusion. We all are accountable for our actions.
- Where bullying does occur, we respond in a manner that is fair and appropriate, to build relationships that are respectful. Restorative practice is one strategy we use to prevent, and repair the harm caused by, bullying and exclusion.
- We also use progressive discipline to prevent and respond to behaviour that violates this Code of Conduct. Consequences for unacceptable behaviour may range from warnings, to suspension or expulsion.

1. School Code of Conduct

The Kawartha Pine Ridge District School Board (KPR) believes that everybody has the right to be safe, and to feel safe, welcome and included, in the school community. This School Code of Conduct reflects the guiding principles of the Board's Safe, Caring and Restorative Schools Policy and the Ontario Code of Conduct. It supports a common understanding for safe learning and working environments, where everyone is treated with respect, fairness and dignity. It also helps to prevent bullying in schools. The School Code of Conduct applies to students while they are at school, engaged in a school-related activity, or in other circumstances where the activity affects the school climate.

2. School Code of Conduct Responsibilities

2.1 Common School Community Member Responsibilities

- safety is everyone's responsibility.
- everyone in our school community is responsible for promoting safe, caring relationships that respect human dignity.
- everyone is responsible for preventing harm.
- students, staff, parents and guardians have additional responsibilities unique to their roles.

2.2 Additional Student Responsibility

- exercise self-discipline, follow the established rules and accept responsibility for their actions, based on age and individual ability
- come to school prepared, on time, ready to learn and support a positive learning environment
- show respect for themselves, for others and for those in authority

- refrain from bringing anything to school that may compromise safety, inclusion or respect for the dignity of another member of the school community.

2.3 Additional Staff Responsibilities

- help students achieve their full potential and develop their self-worth
- assess, evaluate and report student progress
- communicate regularly and meaningfully with students, parents or guardians
- discipline fairly and consistently, taking any mitigating factors into account, as required by school board regulations on Discipline/Promoting Positive Student Behaviour/Code of Conduct, and the School Code of Conduct
- be on time and prepared for all classes and school activities
- prepare students for full responsibilities of membership in their community/society
- safeguard students from persons or conditions that interfere with the learning process
- understand and minimize any biases that may affect student-teacher relationship

2.4 Additional Parent/Guardian Responsibilities

- attend to their child's physical, social, academic and emotional well-being
- show an active interest in their child's school work and actively support student progress
- communicate regularly with the school
- help their child be neat, clean, appropriately dressed and prepared for school
- ensure their child attends school regularly, is on time, and gets to and from the school or bus stop safely
- promptly report to the school their child's absence or late arrival
- become familiar with the Code of Conduct and school rules
- encourage and assist their child in following the rules of behaviour
- assist school staff in dealing with disciplinary issues for their child

3. Standards of Behaviour

3.1 Respect, Dignity, Civility, Equality and Responsible Participation in School Life

We value one another and treat each other with respect and dignity. We educate our students to be caring, responsible community members who protect everyone's physical, social, academic and emotional well-being. Everyone in the school community must:

- respect differences among people, their ideas, opinions, experiences and perspectives
- treat one another with dignity at all times, especially when they disagree
- respect and treat everyone 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, disability or language
- respect and comply with federal, provincial and municipal laws
- demonstrate the character attributes set out by the school board
- respect the rights of individuals and groups
- show proper care and regard for school and student property
- take appropriate measures to help one another
- address behaviours that are disrespectful, unwelcoming or that exclude anyone
- use non-violent means to resolve conflict
- dress appropriately with regard to exposure, cleanliness and message
- respect persons who are in a position of authority
- respect the common goal to work in a positive environment of learning and teaching

3.2 Physical and Emotional (Psychological) Safety

To protect the physical and psychological safety of everyone at school, we will not tolerate:

Weapons

- possession of any weapon or replica weapon, such as firearms
- use of any object or means to threaten or intimidate another person
- causing injury to any person with an object

Alcohol and Drugs

- possessing, being under the influence of, or providing others with, alcohol or restricted drugs

Physical Aggression

- inflicting or encouraging others to inflict bodily harm on another person

Non-physical Aggression

- emotional, sexual, homophobic, racist, sexist, faith-based, ability-based or social status-based actions that hurt an individual or group, whether intentional or not
- threatening physical harm, bullying or harassing others
- using any form of discrimination, stereotype, prejudice, harassment, hate/bias-motivated act.

Further to these standards of behaviour, all school members are expected to seek staff assistance, if necessary, to resolve conflict peacefully.

Bullying and harassment in any form are wrong and hurtful. Everyone has a role to play as we work together to prevent, identify and respond to bullying and exclusion. We all are accountable for our actions. Where bullying does occur, we respond fairly and appropriately, to build respectful relationships. Restorative practice is one strategy we use to prevent, and repair the harm caused by, bullying and exclusion.

Bullying, by definition: is aggressive and typically repeated behaviour by a pupil where:

- the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would likely to have the effect of:
 - causing harm, fear, or distress to another individual, including physical, psychological, social or academic harm to the individual person's reputation or harm to the individual's property; or
 - creating a negative environment at a school for another individual
- the behaviour occurs in a context where there is a real or perceived power to imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education.
- the behaviour includes the use of any physical, verbal, electronic, written or other means.

Cyber-bullying includes bullying by electronic means including:

- creating a web page or blog in which the creator assumes the identity of another person
- impersonating another person as the author of content or messages posted on the Internet

- communicating inappropriate material electronically to more than one individual, or posting material on a website that may be accessed by one or more individuals.

Bullying, in any form, has negative effects on:

- a student’s ability to learn
- healthy relationships and the school climate
- a school’s ability to educate its students

We will not accept bullying on school property, at school-related activities, on school buses, or in any other circumstances (e.g., online) where bullying has a negative effect on school climate.

4. School Code of Conduct Rules

- students must be allowed to learn.
- teachers must be allowed to teach.
- the following behaviours are not acceptable for anyone in the school community:
 - physical, verbal, electronic, written, or other means of sexual or psychological abuse (e.g., sarcasm, ridicule, humiliation)
 - assault
 - bullying
 - actions motivated by hate, bias or discrimination (e.g., on grounds 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).
 - damage to property in the school environment (including school grounds, buses, trips.)

The principal may apply these rules when the pupil’s conduct outside school negatively impacts the school.

5. School Code of Conduct Procedures

5.1 Signage

- Signs will be posted directing visitors to begin their visit at the office

6. Strategies to Promote Positive Student Behaviour

6.1 Prevention Strategies

Schools in the KPR Board promote academic excellence through the character attributes of respect, responsibility, honesty, integrity, empathy, fairness, initiative, perseverance, courage and optimism, to enable all students to reach their full potential. Schools also use restorative practice, an approach that manages conflict by repairing harm and strengthen relationships. It holds the individuals causing harm accountable for their actions, and it allows everyone – the person harmed, the person causing harm and others affected – reintegration, while preventing future harm. It may include responses ranging from informal conversations or meetings, to formal restorative conferences.

In addition, the Board’s Code of Conduct sets clear standards of behaviour that are firm and fair. These standards apply to everyone in the school system – students, parents, guardians, volunteers, and employees – whether on school property, on school buses, at school-related events or activities, or in other circumstances that could affect school climate. Prevention strategies are designed to:

- establish a positive school climate
- maintain effective classroom management and discipline
- encourage, reinforced and reward positive behaviour
- promote social skills development

- provide information regarding anger management programs
- use peer counselling and conflict resolution
- use effective, respectful home-school communication

6.2 Supportive Intervention Strategies use:

- “teachable moments” (using a current situation or news story to teach students a valuable skill or lesson)
- verbal reminders, redirection and reinforcement
- interviews, discussion and active listening
- offering positive choices to support positive behaviour /citizenship
- problem solving techniques including restorative practices
- contracts for expected behaviour
- appropriate outside agency support
- school/board/community resources
- understanding of individual and group interactions and power imbalances within society
- learning and information-sharing to better understand people and situations

6.3 Community Threat Assessment Protocol

The KPR school board also has a Community Threat Assessment Protocol (CTAP) in place with many local agencies and police services. When student behaviours pose a potential threat to safety or risk of serious harm, the CTAP helps principals take immediate steps to protect student well-being and respond to threatening incidents. Please speak with the principal for further information on this protocol.

7. Consequences for Unacceptable Behaviour

Consequences for unacceptable behaviour are appropriate to the individual, circumstances and actions. Schools use progressive discipline, with a range of responses, supports and restorative practices that promote positive behaviour and inclusive school cultures. Consequences are firm, fair, clear and appropriate to the student’s age and development. They include learning opportunities, to reinforce positive behaviours and help students make good choices. For students with special education needs, consequences and supports are consistent with the student’s Individual Education Plan (IEP). The Board, principals and vice-principals consider all mitigating and other factors, as required by legislation. Progressive discipline and restorative approaches are outlined in detail in the Safe, Caring and Restorative Schools Manual for administrators.

7.1 Consequences may include one or more of the following:

- warnings
- time-outs
- time-owed
- restricted privileges
- apology
- restitution (e.g., paying for damage, doing community service)
- suspension
- expulsion

7.2 The Principal, or their designate, will consider suspending a student if they believe that the pupil has participated in any of the following infractions:

- Uttering a threat to inflict serious bodily harm on another person.
- Possessing alcohol or illegal drugs
- Being under the influence of alcohol
- Swearing at a teacher or at another person in a position of authority
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school
- Bullying
 - Bullying, by definition, is aggressive and typically repeated behaviour by a pupil where:
 - the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of causing harm, fear, or distress to another individual including physical, psychological, social or academic harm to the individual person's reputation or harm to the individual's property, or creating a negative environment at a school for another individual.
 - the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability, or the receipt of special education
 - behaviour includes the use of any physical, verbal, electronic, written or other means
 - Cyber-bullying includes bullying by electric means including:
 - creating a web page or blog in which the creator assumes the identity or another person,
 - impersonating another person as the author of content or messages posted on the internet, and
 - communicating inappropriate material electronically to more than one individual or posting material on a website that may be accessed by one of more individuals
 - bullying adversely affects a student's ability to learn
 - bullying adversely healthy relationships and the school climate
 - bullying adversely affects a school's ability to educate its students
 - bullying will not be accepted on school property, at school related activities, on school buses, or in any other circumstances (e.g. on-line) where engaging in bullying will have a negative impact on the school climate.
 - Persistent opposition to authority.
 - Habitual neglect of duty
 - The willful destruction of school or Board property
 - The use of profane or improper language
 - Conduct injurious to the moral tone of the school or to the physical or emotional well-being of self or other in the school.
 - Being involved in a physical altercation

7.3 As required by law, a student **shall be suspended and considered for expulsion** on the following grounds:

- Possessing a weapon, including possessing a firearm.
- Using a weapon to cause or to threaten bodily harm to another person.

- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
- Committing sexual assault.
- Trafficking weapons or illegal drugs.
- Committing robbery.
- Giving alcohol to a minor.
- Bullying, if:
 - The pupil has previously been suspended for engaging in bullying
 - The pupil's continued presence in the school creates an unacceptable risk to the safety of another person.
- Any incidents including bullying, that is motivated by bias, prejudice or hate based on race, nationality or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any similar factor (e.g. socio-economic status, appearance).

7.4 In accordance with provincial directives, a student **may be suspended, and expulsion may be considered, if:**

- The pupil commits an infraction in the school community, which has an adverse effect on the school
- The pupil's pattern of behaviour is so "refractory" (unmanageable) that their pupil's presence is harmful to the learning environment
- The pupil has taken part in activities that:
 - Cause the pupil's presence to be harmful to the physical or emotional well-being of others in the school\
 - Cause extensive damage to property at the school or to property located on the premises of the pupil's school
- The pupil's pattern of behaviour has shown the pupil has not prospered by the instruction available, and the pupil persistently resists changing their behaviour.

Where illegal activities – including those noted above – take place, school also involve their local police service. The School Board- Police Protocol guides police involvement in the schools.

KPRDSB SAFE, CARING AND RESTORATIVE SCHOOLS: Discipline/Promoting Positive Student Behaviour/Code of Conduct (Regulation Code: ES-1.1.1A)

POSTIVITE STUDENT BEHAVIOUR/ Policy (Code Reference: ES-1.1)

NOTE: The Principal may also apply these rules to a pupil when the pupil's conduct outside the school environment negatively impacts the school.

Academic Assistance: Teachers are available by appointment at your request for assistance at lunch or after school.

Accidents / Student Insurance: Accidents of any nature must be reported promptly to the Main Office by student or teacher. It is recommended that students carry accident insurance, which is made available in September. All students involved in athletic programs are responsible for purchasing this insurance protection. The school provides the application forms, which are NOT to be returned to the school, but are to be mailed to the insurance company directly.

Announcements: All announcements for the day **MUST** be submitted to the appropriate Staff Advisor by 8:15 am on the day the announcements is to be broadcast. Announcements will be broadcast as part of the opening exercises at 8:30 am. Additional important announcements will be made over the PA at lunch and the end of the school day. All announcements will also be posted to the school website (<http://bowmanvillehigh.kprdsb.ca>) under “Announcements”.

Assemblies: Assemblies are held on a regular basis. Students are expected to **attend** and **respect visitors** to our school assemblies. Staff are expected to attend, sit with and supervise their students during assemblies.

Visitors: All visitors are to begin their visit by signing in at the Main Office.

Attendance: Attendance in all classes is critical to student success and achievement. Students must attend and arrive on time for all classes prepared to work with all required materials (ex. Pencil/pen, paper, notebook, textbook, Phys. Ed. Uniforms etc.)

Punctuality: The warning bell rings at 8:25 am indicating that students should proceed to their period 1 class. At their time music plays over the P.A. system as a reminder to students to students to move to period 1. At 8:30 am the final bell rings. Students should be out of the halls and ready to stand for the national anthem.

Reasons for Absence:

According to the Education Act, Section 21(2) a child is excused from attendance at school for a limited number of reasons. For most students at Bowmanville High School these reasons include: illness, medical appointments and family emergencies. According to the Education Act there are six legitimate reasons for which permission is granted for a student to be absent or leave the school:

- a) The child is receiving satisfactory home instruction.
- b) The child is ill or injured.
- c) Transportation is not provided by the board and there is no school that the child has the right to attend nearby.
- d) The child is receiving music instruction (only ½ day per week).
- e) The child is suspended, expelled or excluded from attendance at school.
- f) The child is away from school to honour religious holidays of the denomination to which the child belongs.

Absence from School:

A student who is absent is **expected** to have a parent/guardian call the school the day of the absence and explain the reason for the absence.

Appointments and Signing Out:

In accordance with the Safe School Policy, **the school must know where students are at all times. Students are not to leave the school until they have signed out at the Main Office.**

Students are **required** to provide the **Main Office** with a **note or telephone call** from a **parent/guardian to leave the school** or to sign out for any appointments. A student who has signed out must leave the school premises immediately. A student **MAY NOT** be signed out from a class in order to do other class work such as studying for a test or completing an assignment; this is equivalent to **TRUANCY**. If the student is 18 or older, approval **MUST** be sought from administration **BEFORE** leaving the school.

A student 18 years of age or older may assume responsibility for his or her attendance, but only for the above reasons; “**PERSONAL REASONS**” is not a valid excuse. If issues regarding arise and/or persist, administration may not approve the absence and issue appropriate consequences. Please note that the ability to sign oneself out is a privilege, not a right.

Co-op Students are required to notify their employer of an absence. Students who have a period 1 spare must not be in the halls during opening exercises or during period 1. Students on spares or having spare time shall go to the library, cafeteria or outside and are **NOT** to be in the halls.

If a student’s parent/guardian does not call the school the day of the absence a **note or phone call** from the parent/guardian must be presented to the office before the start of classes, on the day of return to school.

A student who does not bring a parent/guardian note or have a phone call in will be offered the opportunity to contact a parent/guardian. If contact is not made, the student will be assigned an appropriate consequence. A subsequent contact may remove the truancy from the school record.

If you are not in class you cannot benefit from the learning and sharing that takes place in the classroom. The majority of the learning takes place in the discussions and interactions within the classroom. Habitual absences have a negative effect on achievement in courses.

A policy of **progressive discipline** is in place at Bowmanville High School. Normally a student who is truant will meet with the Vice-Principal and an attempt will be made to notify parents/guardians. If tests/assignments are missed due to skipping, a mark of **zero** may be assigned.

Parents and teachers have a shared responsibility to address attendance and academic concerns. Consequences for persistent truancy may include but not limited to: contact with home, detentions (lunch and/or after school), referral to School Board Counsellor/School Retention Counsellor.

Detentions: Office detentions are assigned by the Principal or Vice-Principal only and are usually held at a time set by administration. Students are required to bring school work or reading material to their detention.

Notes: Students who forge notes may be suspended

Green Schools Guidelines: See Appendix A

Late to School: Students who are late arriving to school must sign-in at the main office. If a note explaining the lateness is reasonable, a consequence will not be issued. **Students are late when they arrive at school after the start of their first class regardless of the time of date that they arrive**

Late to Class: A student is deemed late to class if the student is not in his or her assigned seat the sound of the bell. Teachers may assign classroom detentions, call home. Require catch up work and may notify administration for habitual lateness. Tardiness is rude to those who are in class on time prepared to learn and can disrupt the learning taking place. Repeated tardiness will not be tolerated.

Illness: If a student becomes ill during the school day s/he MUST report to the MAIN OFFICE. Depending on the circumstances, the office staff may contact someone to take the student home. Should a student become ill over the lunch hour, the student MUST return to the school to sign out of MUST phone the school (905-623-4416) immediately to report the illness. A note from parents/guardians MUST be brought to the MAIN OFFICE upon return.

It is critical that the school be provided with current contact information for students. When a student is ill the school needs to be able to contact someone for the student.

Removal from Class: If a student is removed from class because of inappropriate behaviour, she/he must report to the **Main Office**.

Dismissal from Class: The bell is the first signal to the teacher that they may dismiss a class. It is **not** signal for students to immediately make their way out of their classroom; they are to await instructions from the teacher. **Students are to remain SEATED in the classroom until they are dismissed by their teacher.**

Bulletin Boards: All posters and advertisements placed on bulletin boards **must** be initialed by the principal or Vice-Principal.

Buses:

In order that the Board may provide transportation in an efficient, economical and safe manner, students are required to observe the following guidelines:

- expect transportation from their own designated bus stop to school and return only
- be at the pick-up point prior to the arrival of the bus;
- follow the recommended procedures when crossing the roadway;
- refrain from pushing or shoving when boarding or leaving the bus;
- inform the driver if anyone is known to be absent;
- remain seated and not distract the driver while the bus is in motion or during loading and unloading procedures of other students;
- keep feet under the seat, and back packs, etc. out of the aisles;
- open a window only with driver permission;
- refrain from tampering with the emergency door or equipment;
- keep head, hands and arms inside the bus;
- refrain from throwing anything in, out, or at the bus, at any time;
- not smoke or use non-prescribed drugs or alcohol, or consume food or beverage on any school bus at any time;

- refrain from fighting or using obscene language on the bus;
- maintain a clean bus by using the containers provided for any debris;
- no in-line skates/skateboards are permitted on school buses;
- refrain from bringing firearms, ammunition, explosives and all other dangerous, disturbing and annoying objects on school buses;
- be responsible for any willful damage to the bus;
- realize that the driver is in complete charge of the bus and will report any misconduct.

Remember, access to busing is a privilege, not a right and you may be denied the privilege of riding the bus for not observing regulations and instructions.

Bus Cancellations: STUDENTS ARE ASKED NOT TO CALL THE SCHOOL ON INCLEMENT WEATHER DAYS. An information hot-line and website give local students additional success to information on school bus delays and cancellations. Students/parents/guardians are asked to follow past practice and listen to their local radio stations; visit www.stsco.ca and click on the bus cancellations button; or call 1-866-433-4441 to check for cancellations

Snowballs: Students are not permitted to throw snowballs as a persons' safety may be jeopardized. Past injuries have included cuts, bruises and car accidents involving community members. Any student who throws snowballs will be suspended and police may be involved.

Text/Library Books: Text books/Library books are issued on loan and students are responsible for loss or damage beyond normal wear. Students must hand in borrowed textbooks before final evaluations are written. Students must have a valid student card in order to sign out a book. Student cards may be purchased through Student Council for \$5.00

Calendar: Please visit Bowmanville High School for a copy of the school calendar <http://bowmanvillehigh.kprdsb.ca>. Note the dates of the January and June examinations. **Please do not plan activities (appointments, job interviews, vacations, etc.) during these periods.**

Parking: Student parking lot is on the North side of the school. All vehicles are parked entirely at owner's risk, and the school assumes no responsibility for them. Unauthorized parking may result in a vehicle being removed.

Dances: Normal rules of the school apply for dances. In addition:

- In order to bring a guest student to a dance, student must fill out the appropriate form located at the Perch, bring it to the office and submit to Administration. Once Admin has reviewed and signed the form, student will be called down to pick the form back up. The hosting Bowmanville High School student will be held responsible for the conduct of their guest.
- Elementary school students are **not** allowed to attend dances at Bowmanville High School.

- If a student or guest leaves the school after coming into the dance, they will **not** be re-admitted.
- Students will NOT be admitted after 9:00 p.m. unless previous arrangements have been made
- Subject to the approval of the Principal or Vice-Principal, graduates of BHS may be added to the guest list.
- School administration reserves the right to refuse admission of anyone to a dance.

Dress Code: Clothes worn to school should be neat, clean, and appropriate for a learning environment. Message or pictures on clothing must be in good taste. It is our goal to assist students in developing self-respect and knowledge of what constitutes appropriate dress for different occasions. Students are required to wear clothing that is not revealing, and that which is free from any offensive reference to sex, race, gender, profanity, violence, alcohol or illegal substances.

Should a member of Bowmanville High School community not be meeting this dress code, one of the following choices will apply:

- An additional layer of clothing may be required
- Offending words, slogans or images will be covered or the clothing turned inside out
- A change of clothing may be offered (if available and appropriate)
- Parent/guardian contacted to bring a change of clothing
- Student may be sent home

In all matters of appearance, the administration will determine what is appropriate. The dress code will be reviewed annually by students, staff, and the School Council.

Evaluations:

- a) The school year is divided into two semesters: Semester 1 commencing September 4, 2018 and ending February 1, 2019; Semester 2 commencing February 4, 2019 and ending June 28, 2019
- b) In Semester 1, reports will be issued to all students in October, November and February. In Semester 2, reports will be issued in March, April and the first week of July.
- c) Promotion is by subject and a credit is granted when a final minimum mark of 50% is obtained.
- d) Subject class teachers will announce weighting formulas for each subject at the beginning of each semester.
- e) Formal EXAMINATIONS will be held during the period indicated under the Important Dates heading on Page 1.
- f) It is the student's responsibility to be aware these dates. Please do not schedule any appointments, holidays or family excursions during evaluation periods.
- g) Any student who is unable to write a formal examination (January and June) MUST meet with school administration
- h) June reports will be available at the Main Office during the first week of July 7:30-3:30 p.m.
- i) The last day to drop courses will be 5 school days after the issuance of the Mid-term report card.

Plagiarism: Plagiarism is the use of someone else's work and passing it off as your own. In doing research, you will be consulting the work of others and using their ideas in your own work. Research demands

honesty that when you want to quote directly, or you want to use another person's idea, you must give credit by citing the original source. Copying or simply rewriting without acknowledge the source constitutes plagiarism. Academic dishonesty, which includes submitting the same piece of work to different courses is also not acceptable. All plagiarized work will be referred to and Administrator, and will be handled according to Board Policy ES-4.1 Assessment, Evaluation and Reporting.

A STUDENT IS PLAGIARIZING OR CHEATING ON A MAJOR ASSIGNMENT/ISU WHEN SHE/HE:

- a) Turns in a paper written by another person
- b) Turns in a lab report that falsifies the way the experiment actually turned out
- c) Copies the work of another person without permission
- d) Has someone else rephrase part of an assignment, not merely proofread
- e) Fails to cite sources within the text of an essay, but has a bibliography
- f) Cites sources in an introduction, but does not include citation throughout the paper
- g) Collaborates with others in writing a paper, even though the teacher has said that each student should work individually

Plagiarism and cheating are serious academic offences. In community college and university, they often result in expulsion from school. When a principal determines that a student at BHS has cheated or plagiarized, there will be a continuum of behavioural and academic responses and consequences based on the grade level of the student, the maturity of the student, the number and frequency of incidents and the individual circumstances of the student. The Principal will keep records of all incidents of plagiarism, and all acts of plagiarism will result in contact with the Administration and the parent/guardian.

Fire Alarms: Students should check the Fire Route sign posted in each classroom. When the fire alarm sounds, assume that a fire is actually broken out and leave the building quickly via the exit indicated on the sign in each room. Remain outside and at least 20m from the building until advised to return by the ringing of the bell. In case of a fire, sound the alarm near the fire, contact the office if possible, and leave the building by the assigned routes in a quiet, efficient manner as indicated above.

False Alarm: 'Anyone who, willfully, without reasonable cause, by outcry, ringing bells, using a fire alarm, telephone or telegraph, or in any other manner, makes or circulates, or causes to be made or circulated, an alarm of fire, is guilty of an indictable offence and is liable to imprisonment for two years, or an offence punishable on summary of conviction' (Criminal Code). Students causing a false alarm to be sounded may be suspended and charged by the police.

Graduation: Graduation will be held on the date indicated under the heading Important Dates on Page 1 at 3pm.

Inline skates,

Skateboards,

Other Equipment: In-line skates/skateboards are not allowed on school buses, on school property or in the school. Students must exercise consideration for their own safety as well as that of others. Hackey-sacks, basket-balls, soccer balls, etc. are for outdoor use and are restricted to that area for the safety of other students. Failure to comply with expectation may result in confiscation of the equipment for parental pick-up at the school and escalating consequences.

Cafeteria: Students are asked to respect each other by maintaining a neat and clean eating area. Students must:

- a) Eat their lunches in the cafeteria
- b) Be responsible for cleaning up after themselves
- c) Use the recycling, compost and garbage bins as appropriate

School Privileges: It is the expectation that a full-time student taking part in school bands, sports, assemblies, etc. will maintain an exemplary level of behaviour, attendance and achievement. Failure to comply with this responsibility may result in the student's removal from the privilege of participating in these activities

Lockers: Students are not to share lockers or give anyone their combination.

A locker provides a place for books and articles of clothing when they are not being used, keep it locked. A Dudley combination lock (with serial number on bottom) must be used, and the serial number and combination must be recorded at the Main Office.

Students may access their lockers between periods as long as they are not late for class; however, it is recommended that students go to their locker before school only, during lunch and after school only.

No one is to go to their lockers during class time.

Students are not to write or post notes and/or stickers on the inside/outside of lockers with a pen, magic marker, etc. Damage to lockers should be reported to the Main Office at once.

Valuables (iPods, cellphones, calculators, watches, money, etc.) are brought to school at the students own risk.

Lockers are, and remain, the property of the Board at all times and are to be allotted, as equitably as possible, to students as a privilege, with the Board having full rights of access to each and every locker at any time without recourse to legal procedures.

Students must be cleaned out and the lock removed at the end of each semester. Articles found after that time will be removed and donated to the local Salvation Army.

Lost and Found: Found articles should be brought to the Main Office.

Medic Alert/Medications: If you have a medical condition, we strongly recommend that you obtain and wear a Medic-Alert bracelet, and make the Main Office aware of any medication you are taking on a permanent basis by completing the appropriate forms annually.

Phone Usage: There is a telephone in the Main Office which students may request to use. Students who are ill or need to leave the school are asked to come to the Main Office and a secretary will phone home.

Personal Electronic

Devices: IPod,

Cellphones, etc: Students are advised that all personal electronic devices are to be powered-off and stored away during instructional time. Instructional time is defined as time spent in the classroom, in assemblies and in other school-related activities; however, there are exceptions to this expectation. For example, students may use PEDs if they are an identified support for their peeling (e.g. part of an Individual Education Pan or an accommodation supported by the classroom teacher/principal or designate). Students may also use PEDs if they have the permission of their classroom teacher.

Students should also note that the Board and its schools are not responsible for lost, stolen or damaged personally-owned PEDs

Profanity/Fighting: It is our goal to develop the self-esteem and self-worth of students at Bowmanville High School

Profanity and/or fighting are forbidden since they indicated a lack of self-discipline and respect for each other. The violation of this policy will result in parent/guardian contact and suspension.

Trespassing: The school property is private and unauthorized individuals may be charged with trespassing. A student who is suspended/expelled is not permitted on school property and is thereby considered to be trespassing if they are on school property. Students who are not permitted to be on the property of any other school other than their home school during the course of the school day.

School Lockdown: Although infrequent, the possibility of a major violent incident in one of the schools is a reality. The level of preparedness to deal with such an

incident by school staff, students and police will have a
outcome of the incident.

major impact on the

Remember although police will be there to assist with training, implementation and drills, this plan is fully the responsibility of the school. If a major incident occurs, it is highly unlikely the police will be in the school at the outset of the incident. The entire school including staff, students, administration, and visitors must be prepared to implement this plan quickly and effectively. These types of incidents are over in a matter of minutes. The extent of the impact of such an incident will be dependent on the ability of the school to lock down as soon as possible.

School Staff: School staff, and in particular administrators, have the overall responsibility for the safety and well-being of students. Administrators during a violent incident have additional responsibilities in terms of working closely with the police.

Students: Students have a responsibility to be familiar with this plan and to respond quickly to the direction of staff during a crisis situation must come forward with that information immediately. In almost every incident of major violence at a school, it was later learned that a student(s) had prior knowledge of what was going to take place but failed to tell anymore. The “Code of Silence” must be broken in these types of situations.

Police:

Police are responsible to respond to and investigate violent incidents as defined in this plan. During a violent incident, police will assume command and control of the response and investigation but will liaise and work closely with school administration throughout the process.

Parents/Guardians:

Parents and guardians must be aware of the existence of this plan and shall reinforce with their children student responsibilities to follow directions during crisis and disclose any information they may have prior to or during a crisis situation.

School Lockdown Emergency Response Plan:

SCHOOL LOCKDOWN INCIDENT (Individual or situation posing threat to life, i.e., gun, knife, explosive, etc.) School Personnel (Teacher, custodian, student etc.)

1. Notify Office Staff. Keep the flow of information going if possible. Confirm situation. Ask questions to gain intelligence about situation if possible (who, where, what are the circumstances)
2. Confirm Violent Incident.
3. Announce School lockdown (inside/outside speaker). Initiate lockdown procedures.
4. Call 911. Describe violent incident. Stay on line.
5. Notify Principal/ Vice Principal/ Contact Teacher. Relay intelligence received.

Violent Situation:

For the purpose of this plan, a violent situation is defined as a situation involving an individual or situation posing immediate harm to life (i.e. has a gun, knife, explosives, etc.). Although every effort is made to ensure a safe school environment, staff and students need to be aware of the possibility that a

violent incident can occur at any time or in any location within/near a school. If you observe a violent situation or potential for harm, **DO NOT CONFRONT THE SUSPECT.**

It is critical to notify the office immediately. As well, if it is safe to do so without danger to yourself or others, obtain the following details for your report to the office:

- Location and number of suspects;
 - Suspect moving or stationary;
 - Identity;
 - Description of physical appearance (clothing, build, etc.);
 - Description of weapons;
 - Possible motive or threats made;
 - Any known injuries and location of casualties
- Note: Bomb threat are not covered under these procedures.

Upon hearing the School Lockdown announcement “Emergency-Initiate School Lockdown”, staff will immediately initiate lockdown procedures.

During lockdown procedures, occupants will disregard the fire alarm system and school bells unless otherwise informed. School Lockdown is in effect until cancelled by the Principal or designated person.

Lockdown describes the steps that school staff members take to ensure the safety and security of school occupants during a violent situation. These steps are outlined below. Every attempt should be made to respond quickly and calmly.

Inside School Building:

During the lockdown phase, staff will focus on taking care of students and ensuring they are directed out of harm’s way. To implement the lockdown phase, staff direct students to the closest secure area, remain with the students, and, if possible, lock doors to the area. Assess whether anyone is injured and the severity of injuries. Take appropriate measures to assist the injured without jeopardizing the safety of themselves or others.

Lockdown Procedures within Classrooms and Portables:

1. Students are to move away from doors and windows, remain quiet and follow staff/police instructions.
2. Individuals are to contact the office **ONLY** with vital information regarding incident.
3. Cell phones are not to be used by staff or students unless communicating vital emergency information (excessive cell phone use in other violent incidents has shut down access to vital communication lines).
4. Staff take attendance in class and complete an attendance report.
5. Disregard fire alarm system and school bells unless otherwise informed.
6. Staff, students and any other occupants are to remain in the secure location until notified by appropriate personnel on what actions to take.

Lockdown Procedures within Library, Cafeteria and Other Open Areas:

The Library will be treated the same as a classroom for the purpose of a lockdown. Students who find themselves in the cafeteria at the beginning of a lockdown should make their way to Room 108, if it is safe to do so. Students who are in other open area of the school (ex. Halls) when a lockdown is announced are to enter the nearest classroom and remain there until an announcement is made indicating that all is clear.

Outside School Building:

Not all students and staff will be inside the building when a violent incident occurs. If you are outside the building, follow the steps outlined below:

- DO NOT ENTER THE SCHOOL.
- Move as far away from the school as possible.
- Proceed to identified area if possible (report to Duke of Cambridge Public School, if it is safe to do so).
- Staff monitor that students and remains in the identified area.
- Staff take attendance.

Student Messages:

Messages will only be taken from parents/guardians for the purpose of EMERGENCY ONLY. Students are asked to come to the office as soon as their name is called.

Study Period:

If you have a study period scheduled, you are encouraged to make use of the Resource Centre or the Cafeteria for study purposes. **The halls are out-of-bounds while you have a scheduled study period.**

Substance Abuse/Use:

Students shall not consume, deliver, sell or have in their possession alcoholic beverages, narcotics or drugs while in school or on school property, or while attending a school activity. Students shall not be on school property or attend a school activity while under the influence of alcohol or drugs. Violation of this policy will result in appropriate disciplinary action which may vary from suspension to expulsion, depending on the nature of the offence. In addition, such activity will, in appropriate cases, result in initiating legal proceedings which include police involvement. Parent/guardian will be contacted immediately.

Tobacco Products Policy:

The Ministry of Health and Local School Board Regulations prohibit the use of tobacco products anywhere on school property. **Students are not to congregate on private property adjacent to the school.**

The Smoke-Free Ontario Act applies to all school properties in Ontario through section 9 subsection (1) & (2). Any person (meaning a student, staff, teacher, contractor, member of the community etc.) who smokes or holds lighted tobacco on school property is in breach of the Act. Details:

<http://www.e-laws.gov.on.ca:81/ISYSquery/IRL812.tmp//doc>

A violation of this policy may result in suspension and/or fine. A Provincial Offences visits the school on a regular basis and has the power to issue tickets for violations. The minimum ticket is \$305.00 and the maximum fine for a first offence is \$1000.00. Members of the administration have been given the

authority by the Provincial Offences Officer under the Smoke-Free Ontario Act to issue “witness statements” that would result in a ticket and fine.

Please note that supplying cigarettes to anyone under the age of 19, on or off school property is against the law. If you are under the age of 16, a summons will be issued to you and your parents/guardian to appear in court.

Failure to adhere to this policy will result in suspension, possible fines and parental contact.

Valuable Items:

Valuables, money or other valuable personal items should not be left in your locker, gym change rooms, music rooms, drama rooms or any other classroom. If, on occasion, it is necessary to bring such items to school, leave these items in the Main Office during the day for safe keeping. Such items must be picked up at the end of the school day and not left overnight.

Visitors:

Students planning on having visitors to the school are advised that they need to have a note from the visitor's parent and a note signed by each of their teachers indicating that they are willing to have the visitor in their class. In addition, these notes need to be approved by a member of the administration who will contact the visitor's parents and/or school **before** the visitor arrives at the school.

6. Strategies to Promote Acceptable Behaviour

Prevention Strategies establish a positive school climate; maintain effective classroom management; use of encouragement; reinforcement, and rewarding; promote social skills development; provide information regarding anger management programs; utilize peer counseling and conflict resolution; and/or use of home-school communication.

Supportive Intervention Strategies:

- Use of teachable moment;
- Use of verbal redirection, reminders and reinforcement;
- Use of active listening;
- Use of choices
- Use of restorative practices and other problem solving techniques;
- Use of behavioural contracts;
- Use of outside agencies;
- Use of interviews/discussion; and/or
- Use of school/ Board / community resources

7. Consequences for Unacceptable Behaviour

Consequences shall be appropriate to the individual, related to the circumstances and/or actions and progressive when appropriate and may include the following:

- Restorative practice;
- Warnings; time-outs; time-owed;
- Restricted privileges;

- Restitution, i.e. financial, community service;
- Suspension; and/or expulsion

In accordance with provincial directives, parent/guardian and pupils are advised that the following infraction will result in mandatory expulsion:

The pupil commits one (1) or more of the following infractions while at school or engaged in a school related activity:

- Possessing a weapon including a firearm, (including a replica)
- Using a weapon to cause or to threaten bodily harm to another person,
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- Committing sexual assault,
- Trafficking in weapons or in restricted drugs,
- Committing robbery, and/or
- Giving alcohol to a minor;

In accordance with provincial directives, parent/guardian and pupils are advised that the following infractions will result in suspension:

- The pupil commits an infraction in the school community, and the infraction has an adverse effect on the school;
- The pupil's pattern of behaviour is so refractory that their presence is injurious to the effective learning environment of the others;
- The pupil has engaged in activities that
- Cause the pupil's presence in the school to be injurious to the physical or emotional wellbeing of other pupils or persons in the school, and/or
- Cause extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school, and
- The pupil demonstrated, through a pattern of behaviour that the pupil has not prospered by the instruction available and that the pupil is persistently resistant to making the changes in behaviour which would enable the pupil to prosper.
- Uttering a threat to inflict serious bodily harm on another person,
- Possessing alcohol or restricted drugs,
- Being under the influence of alcohol,
- Swearing at a teacher or at another person in a position of authority, and/or
- 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.

In addition, the Kawartha Pine Ridge District School Board will also consider a suspension for the following infractions:

- Persistent opposition to authority,
- Habitual neglect of duty,
- The willful destruction of the school or Board property,
- The use of profane or improper language, and

- Conduct injurious to the moral tone of the school or to the physical or emotional well-being of self or others in the school

8. School Code of Conduct Expectations of Staff

If staff contravene the school Code of Conduct, consequences will follow related Board personnel policies, and professional standards.

9. Appeal Process

For others unable to follow the school Code of Conduct, the principal, in consultation with supervising superintendent, may exclude the individual through Section 265(m0 of the Education Act.

Student's Rights to Appeal:

Every student has the right to be respected as an individual and to be accorded the rights that are inherent in our society for all individuals. At the same time every student has responsibilities both to him/herself and to every other member of the school community.

Any student who feels that a decision made by someone in authority has been unfair may seek an interview with the Principal or Vice Principal and the person concerned for clarification. If still not satisfied, an appeal can be made to senior administration at the Board Office. A suspension may be appealed to the Board of Education.

10. Additional Services

Library:

Students may borrow items for personal use from the library. The library is open each day starting at 8:30am where students may work quietly during non-scheduled time or after school (most nights). Students are requested to return borrowed books **PROMPTLY** in order that other students may use them.

Guidance & Career Education:

This service is based on a “student request” system. Students may request a private interview with counsellors to discuss academic progress, career or personal matters. Guidance counsellors will be visiting Grade 9 students in September to explain how to arrange an appointment, as well as to introduce them to the services that they can access. Parents/guardians are invited to consult with the Guidance and Career Education Department at any time by contacting the school at 905-623-4416.

Community Support Staff:

Bowmanville High School can offer assistance/information to students/parents/guardians regarding Community Support Agencies through the Main Office and Career Education Department at any time by contacting the school at 905-623-4416. A sampling of these agencies includes, Kinark Child and Family Services, Firehouse Youth Centre, Children's Aid Society, and Ontario Provincial Police.

Co-Curricular Activities:

There is a wealth of research in education that points to enhanced success for those students who take part in activities offered by their school. At Bowmanville High School we have many athletic and non-athletic co-curricular events. All students are invited to participate.

Computer Use Policy:

The use of computer equipment and other technology at Bowmanville High School is exclusively for educational purposes. In accordance with the Safe Schools Policy, all users must be aware of their responsibilities for appropriate use of technology. The guidelines that follow establish these parameters for acceptable use.

Students at Bowmanville High School will develop computer skills that will assist them in becoming life-long learners in the global economy. Proficiency in various important software packages such as word processing, relational databases, spreadsheets, presentation software, and reference materials will be encouraged in all courses. All students are provided with an internal Board email address and access to web-based email hosts (Gmail, Hotmail, etc.) is allowed for educational purposes.

Each student will have his or her own account on the computer network. This account will be accessed by a Board-generated user name and password. It is very important that each student understands that *a computer account is a privilege for a student*. Teachers, Administrators, and technical staff have the ability to monitor any student account and consequences may apply if an account is not being used in an appropriate way. Furthermore, since students are responsible for their own account and the protection of their personal password, inappropriate actions committed by others who have been allowed into a student's account are the responsibility of the account owner.

All students are expected to use technological resources in a responsible manner that respects the rights of all users. Working on a computer network is like living in a community...all users are affected by what their fellow users do. The acceptable use of computers in a network environment is called "netiquette."

The following list outlines the Netiquette rules for Bowmanville High School:

Students will **NOT**:

- Log in to another user's account
- Accept access rights to another user's account
- Attempt to find out another user's password
- Work in a teacher's account
- Attempt to secure a higher level of privilege on the network
- Attempt to navigate the server directory
- Make unauthorized use of network utilities
- "Shell out" or "cash out" to the command prompt
- In any way, access the local hard drive "C" of a workstation
- Alter the boot sequence of a workstation
- Use CDs without permission from a teacher
- Willingly introduce a virus or other disruptive program into the network
- Attempt to use any form of hacking software to gain access to restricted areas or information
- Cause the network to behave in a manner that is disruptive to other users
- Broadcast messages to others
- Copy or use executable files, such as games or utilities, to or from network

- Damage hardware in anyway, including defacing equipment
- Engage in “horse play” near technological equipment
- Disconnect, move, and reconnect equipment in anyway
- Bring food or drink into computer areas
- Waste paper by printing unnecessary or non-educational material

Netiquette:

The internet is an incredible informational tool in our world. However, the Internet has the potential to offer improper activities/sites that are at odds with an educational environment. Students and their parents must sign the Kawartha Pine Ridge District School Board’s **“Safe and Acceptable Internet Agreement”** in order for a student to have open access to the Internet. As mentioned, students on a network are part of a community. Inappropriate use of the Internet can affect other users. For example, constant downloading of non-curricular streaming video can slow down the entire network for all users.

All students using the computer **WILL:**

- Use the Internet only to acquire appropriate academic materials
- Always use the Internet in keeping with all Federal and Provincial statutes and regulations
- Refrain from downloading illegally reproduced video or music files
- Refrain from using streaming video (or torrents software) other than those approved by a teacher for curricular purposes
- Appropriately cite any materials downloaded from the Internet for assignment purposes, thereby avoiding plagiarism
- Access Internet “chat rooms” only as required by a teacher.

BE SAFE ON THE INTERNET!

Never give out any personal information such as your whole name, your address, or your telephone number, to someone you meet online. Never meet in person with anyone that you have met online or through an email. If someone online suggests setting up a meeting in person, ***TELL A PARENT, TEACHER OR ADMINISTRATOR!***

Consequences for Unacceptable Use:

Students who abuse either their network or Internet privileges will be disciplined in accordance with the Code of Conduct established by the Ministry of Education and under the terms of the school’s own Code of Behaviour that meets the requirements of the Board’s “Safe Schools Policy”.

In the case of frequent or severe violations, Parents/Guardians will be contacted. Consequences as a result of an offence may range from loss of computer privileges to suspension or police involvement.

APPENDIX 'A' – Green Schools Guidelines

GREEN GUIDELINES FOR BOWMANVILLE HIGH SCHOOL

INTENT

- To reinforce the many excellent points in the **KPRDSB Policy Environment and Energy BA-7.2**
- To educate and inform students, staff, visitors to BHS regarding our concern for environmental issues at BHS.
- To reduce the overall carbon footprint of the school. To be as plastic free as possible.

RECYCLE BINS AND GARBAGE CANS

- Our waste is picked up by GFL (Green for Life) and taken to Durham Waste Management facility locally where it is mechanically and manually sorted for any items not recyclable.
- **Classroom:** each classroom should have a garbage bin and recycle bin side by side with the signage posted above the recycle bins. Teachers are kindly asked to discuss the process at the beginning of each semester and when necessary, as they are very clear about what can be recycled at our facilities. Please encourage proper use in classrooms and hallways. If you are missing a garbage bin/recycling bin please contact Michael Bryant. If you need signage please contact Andrea Anfossi.
- **Halls and Cafeteria:** At all corners of the school there should be a large garbage bin and blue or grey recycle bin. Large posters will be placed above the recycle bins. Mid way along long halls pairs of bins can be placed. Please ensure that bins are ALWAYS paired. Cafeteria will continue to have pairs of bins. Posters for these locations will be laminated for durability.
- **School front:** A receptacle which allows for recycling and garbage to be placed in separate areas should be available for public and school use. (in process)

DISPOSABLE WATER BOTTLES

- Disposable water bottles will no longer be for sale or distributed at Bowmanville High School. In their place we will have BHS Talons Stainless Steel water bottles available for purchase at all times in the main office for \$5.
- BHS currently has two water bottle filling stations. Two more are to be installed by during the 2018 – 2019 school year.

EVENTS AND CONCESSIONS: meetings, fundraisers, school events.

- Aids available for events: 2 large containers with spouts for water, lemonade, iced tea (back of office). 3 five gallon insulated “igloo” containers. (SLIC room) Two large compost bins with bags to house paper plates/compostable cups and utensils. (staff room)

- Water: Glass containers with spout. They can be filled with water and ice/fruit....or a beverage of your choice for which you can charge such as lemonade.
- Cups and plates/utensils: Please ensure that items purchased are compostable. A compost bin and bags will be made available for waste. Please ensure that coffee cups are paper, compostable and not Styrofoam or plastic coated. Please encourage the use of refillable cups/bottles in your advertising.
- Straws: Please do not purchase plastic straws. If straws are necessary please use paper or compostable.
- Table covering: Please do not purchase single purchase thin table covering. Rolls of brown kraft paper are available in the school (Art Dept.). Red polyester table clothes can be borrowed from the main office, laundered and returned. If needed more can be purchased at some point.
- Decorations: Please be mindful of environmental concerns and impact when decorating for events.
- Staff meetings: Staff are encouraged to always bring a reusable mug and plate/utensils to staff meetings to cut down on waste production as no water bottles will be provided. This has been ongoing practice for over 15 years for the final staff pot luck luncheon in June.
- Larger school events: 3 refillable 5 gallon Igloo containers are available for outdoor events such as Relay for Life or Terry Fox Run, Athletic banquet. Students are encouraged to bring refillable water bottles.