



### DSBN ACADEMY FACTS

Vision: “Achievement through Opportunity”

Mission: DSBN Academy is committed to providing an environment of high expectations where first-generation students are encouraged, supported, and empowered to distinguish themselves academically and be competitively eligible for admission and then graduation from a post-secondary institution.

Values: (C.O.R.E.: Commitment, Optimism, Respect, Excellence)

Mascot: Argonaut (from Greek mythology) a hero who sailed with Jason in search of the Golden Fleece.

Creed: The DSBN Academy Creed was adopted by the students and teachers in the first year and was revised in the second year by students, teachers, parents and members of the original design team. Students recite the guiding principles each morning.

Anniversary: The Grand Opening of DSBN Academy was held on December 7, 2011. DSBN Academy opened its doors to grade 6 and 7 students in September 2011 and was originally located at the former Empire Elementary School in Welland. In September 2013, DSBN Academy relocated to its current location. This building is formerly known as West Park Secondary School and was built in 1968.

### COMMUNICATION

The relationship between parents and the school is a key component of student success. Our staff work hard to foster open communication with parents and students. If you have feedback or concern about your student’s education, we invite you to contact your student’s teacher as a first point of contact.

We use a variety of tools to provide families and the community with timely information about the school and activities including School Messenger, Twitter, and Facebook.

### AGE OF MAJORITY

The Age of Majority in the province of Ontario is 18 years. Students at this age may declare that they wish the school deal directly with them in all matters concerning their schooling.

In effect, this means that communication from the school will go directly to the student. Parents/guardians will require student permission to gain access to information about attendance and achievement.

Adult students are expected to adhere to the DSBN code of conduct and DSBN Academy expectations for all students. As an adult student, he/she is solely accountable for any consequences resulting from absences from school or from the abuse of this privilege.

To declare 'Age of Majority', obtain a form from the main office to be signed by both the student and guardian. After the form is signed, teachers will be notified of adult status.

### SAFE ARRIVAL/ATTENDANCE PROCEDURES

Our school has an easy method for you to report your student’s absences. With Safe Arrival, you can report daily absences and schedule absences by using one of the following:

- Calling the toll-free phone line at 1-866-479-3261
- Logging on to the web portal at
- [www.safearrival.com](http://www.safearrival.com)
- Using your smart phone or tablet. Simply download the School Messenger app

We ask that you report all absences prior to bell time for the current day.

To support the safety of our students, if your student is not at school and has not been reported absent, our staff will attempt to reach you and your contacts to confirm their whereabouts.

If a student arrives late to school or needs to leave early, they must sign in/out. It is the responsibility of the student to make up missed work.

## DRESS CODE

Everyone has their own unique style and aesthetic. We celebrate students' individuality and respect their ability to express themselves. Our only expectation is that all students come to school dressed appropriately for a learning environment.

When deciding clothing, we ask that all members of our school community are mindful of:

- Health and safety considerations
- The dignity and well-being of all students and staff (i.e. clothing that is free of inappropriate or discriminatory imagery or wording)

## UNIFORM DRESS CODE

By choosing DSBN Academy, students and their parents have made a serious commitment to education at a uniformed school. Our uniform helps to establish a distinctive learning environment that focusses on personal development. Wearing a uniform can also diminish the role of fashion in articulating a student's worth or importance.

### DAILY UNIFORM EXPECTATIONS

- Report to class on time and in uniform with academic materials required for class (i.e. binder).
- Prior to class, store hats, toques, coats, backpacks, and any other non-uniform items in locker.
- Remain in uniform during travel time between classes.
- Remain in uniform during spare or when working on an e-learning course in the building.
- Borrow uniform items when there are extenuating circumstances prior to 8:20 am.
- Return borrowed items at the end of the instructional day. Pay for items not returned.

## UNIFORM ITEMS & GUIDELINES

**TOPS & SWEATERS** embroidered with DSBN Academy Logo from the school's designated uniform supplier.

- Navy/White Polo (short or long sleeve)
- White Oxford (short sleeve)
- Navy Cardigan
- Grey Fleece Zippered Sweater
- Grey Crewneck Sweatshirt

\*NOTE - It is important to preserve the integrity of our school uniform. DSBN Academy uniform tops and sweaters are not to be worn over ANY visible non-uniform items such as spirit wear, sweatshirts, or brightly coloured t-shirts.

**PANTS/SHORTS/SKORTS** from the school's designated uniform supplier.

- Navy pants (unisex or ladies fit)
- Navy shorts (unisex or ladies fit)
- Navy skirt

\*NOTE - It is important to preserve the integrity of the school uniform. DSBN Academy uniform shorts and skirts may be altered to no more than 14 cm above the knee (finger-tip length).

### Shoe Wear

Closed-toe flat shoe wear ONLY. Slip-on shoes, slippers, flip-flops, and sandals are not permitted.

### Accessories

Hats and toques are not to be worn in the school. When choosing other accessories, we ask that all members of our school community are mindful of:

- Health and safety considerations
- The dignity and well-being of all students and staff (i.e. free of inappropriate or discriminatory imagery or wording)



### **SPIRIT WEAR - ALTERNATE DRESS DAY**

Spirit Wear Days are an opportunity for students to show their Argonaut pride and wear the spirit wear items they have purchased on a school day and during class time while adhering to the DSBN Dress Code outlined above.

### **UNIFORM INFRACTIONS**

Students who are 'out of uniform' during instructional time (including MSIP and Advisory) are knowingly breaking a school rule and will not be permitted into the classroom, MSIP space, Student services space, or Learning Commons.

This includes bringing into the classroom any non-uniform clothing, backpacks, carrying bags, blankets, hats, and/or wearing footwear which does not comply with our uniform dress code.

Exception: Students participating in a Health & Physical Education class are expected to change into non-uniform clothing when physical activity is required.

Students who are not adhering to the school's uniform dress code and guidelines will be directed to the main office and may be subject to progress discipline which can include:

- Removal from class until uniform is corrected
- Home contact
- Detention
- In-school suspension
- Formal suspension

*\* Scenarios which present themselves during the school year will be considered by administration and communicated to the student body.*

### **MSIP**

At our school, student success is supported by a creative timetable structure that provides a one-hour academic support for each student, each week. The MSIP period may be used to:

- Complete work as instructed by classroom teachers

- Work quietly on individual homework or on assigned group work
- Complete missed tests, labs or in-class assignments
- Students can pre-arrange to work with a teacher in an alternate location when additional academic support is required

### **DEMONSTRATION OF LEARNING**

Demonstration of Learning is a secondary school initiative. At DSBN Academy, it will apply to all Grade 9 and 10 Open level classes.

The goal of Demonstration of Learning is focused on students achieving a minimum of 70% in all classes. Students who meet the criteria may be eligible to complete the course without writing the final exam and will not be required to come to school the day of the exam.

Any student who meets the criteria may choose to write the exam if they wish. The school staff will determine the eligibility in the final weeks of each term.

#### CRITERIA:

- Final course mark for the semester must be a minimum of 70%
- Attendance – a maximum of nine days absent, excluding school related activities (please be aware that legitimate absences due to illness/appointments are included as part of the nine days)
- Assignments – all major assignments are completed
- Suspensions – no suspensions during the semester

### **RESPONSIBILITY WITH DUE DATES & FINAL DEADLINES**

Students demonstrate responsibility when they:

- complete and submit class work, homework, and assignments according to agreed upon timelines.
- use class time, MSIP, and homework club so that they can meet deadlines.

- talk to their teacher ahead of time when they are struggling with completing a major assignment/ presentation.
- request an extension (due to extenuating circumstances) at least 2 days prior to deadline.
- are prepared to submit presentation materials and complete the presentation the next day following an unexpected absence.
- are prepared to write a test the next day following an unexpected absence.
- understand that mark deductions will be applied when assignments are submitted late.
- understand that teachers need to return assignments to other students and will provide a FINAL call for outstanding assignments, after which a mark of 'zero' will be assigned.

## DUE DATES & FINAL DEADLINES

Teachers will:

- Assign a due date that is reasonable and based on professional judgement.
- Communicate deadline and process for submission (i.e. drop box, time).
- Communicate FINAL deadline prior to receiving a mark of 'zero'.

## MISSING A PRESENTATION OR TEST

Teachers will:

- Expect students to communicate ahead of time if they are going to be absent during a scheduled presentation or test.
- Expect students to complete presentation/ test on the day following an approved absence.
- Determine if an alternative test or presentation is needed upon the student's return.

## MARK DEDUCTIONS & ZEROS

Teachers will:

- Apply mark deductions after the due date.
  - Grade 9 & 10 (5% per day – max 15%)
  - Grade 11 & 12 (5% per day – max 25%)
- Conference with students regarding a missing major assignment.
- Assign a mark of 'zero' after the FINAL deadline has passed.
- Consider extenuating circumstances on an individual basis.

## EXTENSIONS FOR MAJOR ASSIGNMENTS

Teachers will:

- Communicate process for requesting an extension.
- Consider an extension if student follows process outlined by teacher.
- Grant an extension when there are extenuating circumstances.

## **ADVISORY**

- Grade 9 & 10 students will be assigned to a Junior Advisor and then reassigned to a Senior Advisor for grades 11 & 12
- Your Advisor will also be your MSIP teacher
- Advisors will create opportunities for you to build skills needed as you navigate from grade 9 to life after high school
- Expectations
  - Mutual Respect
  - Active Listening
  - Appreciations & No Put Downs
  - Right to Pass

## **ENCORE PLUS**

ENCORE PLUS is a new approach to support students with planning their extra-curricular choices that will enhance

their applications for jobs, specific bursaries and/or scholarships. This strategy also allows for a gradual release of supervision for senior students who demonstrate RESPONSIBILITY.

Clubs and Activities will now be categorized and assigned a point value:

<b>3 POINTS</b>
Involvement requires commitment to a project/group beyond Encore and/or one block and may include representation of our school. (i.e. competitive sports, yearbook, band)
<b>2 POINTS</b>
Commitment to a project or group for one Encore block and provides opportunity to develop/practice a skill. (i.e. ball hockey, dance, yoga, pick-up basketball)
<b>1 POINT</b>
Social clubs & activities that provide a supervised outlet, but not necessarily developing a specific skill. (i.e. board games, open fitness, homework)

When selecting clubs/activities, students will be required to make selections that meet criteria for their grade.

#### Grade 9 & 10

- Encore selections must equal a minimum of **5 points** each week
- 4 Encore clubs/activities required

#### Grade 11 & 12

- Encore selections must equal a minimum of **4 points** each week
- 4 Encore clubs/activities required
- Students may request a non-point day (NP) which means a reduction of Encore clubs/activities to 3 days a week.

#### NON-POINT DAY

On a non-point (NP) day, 'lunch privileges' apply.

Attendance is not taken, and students are welcomed to

remain in the building and gather in designated spaces as determined by the Principal/ Vice Principal.

#### Grade 11 Criteria for 'non-point' day:

- ✓ 40 points or more earned in grades 9 & 10
- ✓ Encore program equals **4 points** or more each week without a NP day.
- ✓ Signed permission form indicating parent consent

*\*Grade 11 students will be assigned to 4 Encore/activities during Block One. Students will be eligible for a 'non-point' day beginning Block Two if they have earned a minimum of 5 points and with parent consent.*

#### Grade 12 Criteria for 'non-point' day:

- ✓ Encore program equals **4 points** or more each week

*\* Grade 12 students will require signed permission form indicating consent for a 'non-point' (NP) day.*

**NOTE:** Administration reserves the right to revoke permission and assign a student to a supervised location when required.

#### BENEFITS OF ENCORE PLUS

- Enhances curriculum vitae through opportunities to earn new skills; contribute to the school community; take on leadership roles
- Receive additional support with learning when needed
- Assist with tracking extra-curricular activities during high school
- Provide opportunities for special recognition for students who maximize their participation

#### AWARDING & TRACKING YOUR ENCORE PLUS POINTS

At the end of each block, each Encore Leader will award points based on participation which may not include all of the points. For example, if a student has not been consistent

with participation/attendance with a club/activity that has been assigned 3 points, they may only be awarded 1 or 2 points.

### ENCORE PLUS + POINTS

Students may be awarded additional points for additional achievements. (i.e. tournament win, student of the month, school ambassador, SHSM medal)

### ENCORE PLUS HONOUR ROLL

Students will have special recognition if they have earned a minimum of **35 points** each year. Go Argos!

The Graduation Awards Committee will refer to Encore PLUS when making decisions about school-based awards, bursaries and scholarships.

### CHANGES TO ENCORE PLUS SELECTIONS

Every effort will be made to accommodate student's top 3 choices each day. It is important that students make a commitment to a club/activity and to try new things. Thus, students will be required to attend their Encore for two weeks. At the end of the first two weeks, students may complete a form in consultation with their Advisor. Requests will be considered by the Encore Coordinator on a case by case basis.

### SENIOR STUDENTS WHO HAVE PART-TIME JOBS AND NEED TO LEAVE SCHOOL BEFORE ENCORE

Senior students can reduce to 2 Encore clubs/activities with parent permission or Age of Majority when it is work-related AND with acknowledgement that Encore participation may impact eligibility for both school-based awards and other potential scholarships. In these cases, it is understood that the student is leaving school property and will not require NSTS bus transportation.

### **ENCORE PLUS Attendance & Expectations**

As in the past, attendance will be taken each day by the Encore Leader. Encore expectations are as follows:

- Be Punctual (Ready to participate at 2:35 p.m.)
- Be Prepared (Bring all necessary supplies and clothes)
- Be Respectful (Make sure that you respect all Volunteers)
- Be Dedicated (Embrace each opportunity)

### **ATHLETICS**

It is DSBN Academy's goal that all students have the opportunities for a rich extra-curricular experience. To be a member of competitive sport representing DSBN Academy, participants must:

- ✦ Be a full-time student during the season of the particular sport.
- ✦ Maintain a passing grade in each course.
- ✦ Maintain an acceptable level of attendance and punctuality.
- ✦ Demonstrate conduct that conforms with the DSBN Academy Code of Conduct.

Note: If a student/s grade is below 60%, and/or they have an outstanding major assignment (s), they will be temporarily removed from participating in games/tournaments.

### **STUDENT OF THE MONTH**

Each month a student from each grade will be recognized to represent one of the following attributes:

- Are you **Optimistic**?
- Are you **Committed**?
- Do you **Respect** yourself, and in turn Respect all people?
- Do you strive for **Excellence**?
- Do you **Challenge Yourself**?
- Do you see obstacles as opportunities to **Persevere** and grow?
- Are you **Setting Goals** and acting on them?
- Are you a **Positive Leader**?
- Are you **Fully Engaged** in opportunities provided to you?



## TIMETABLE CHANGES

Every effort is made to create a timetable for the school that best matches the requests of students. Courses are scheduled into specific periods to allow for the greatest number of students possible to access the class. These decisions are based on student course selections submitted in the previous school year.

Timetable changes will be considered based on the following criteria:

- grade 12 students will receive priority followed by Grade 11 students
- timetable changes for electives will not be considered the first week to ensure that students will conflicts related to compulsory courses are addressed
- no timetable changes will be considered after 10 school days

## STUDENT COUNCIL

DSBN Academy Student Council is comprised of a minimum of 10 elected members who are chosen in May for the following school year. The number of votes assist the Staff Advisors in appointing the following positions:

- I. Prime Minister
- II. Deputy Prime Minister
- III. Communications Officer
- IV. Secretary
- V. Treasurer
- VI. Dance Convener
- VII. Spirit Lead
- VIII. Athletic Rep
- IX. Music Rep
- X. Tech Rep

Grade Representatives are also appointed. Rules and expectations for Student Council representatives are provided by the Student Council Staff Advisor.

## DANCES

Dances are planned by Student Council and are designed as an opportunity to support school spirit. They are supervised by DSBN Academy Staff. Students attending the school dances are expected to adhere to the DSBN Code

of Conduct. The doors will be locked after one hour and there will be NO admission without prior authorization from administration. Note that students are not permitted to leave the building during the dance. Once a student leaves, they cannot re-enter.

### GUESTS:

- Students may register ONE guest no later than two days prior to the dance.
- All guests must be a secondary student attending a secondary school in the Niagara Region. All guests must present their current Student Card to gain entry to the dance.
- Guests are the responsibility of the DSBN Academy student who registers them and must be accompanied to the dance by that student.

## TRANSPORTATION (Riding with a friend)

Permission may be granted by DSBN Academy for a student to ride on a friend's bus to and/or from school as long as the following guidelines and expectations are met:

- Both students attend DSBN Academy.
- There are seats available on the bus.
- The transportation provider agrees.
- Both students submit a written note to the main office from parent/guardian granting permission for the arrangement.
- The written notes are received by Administration one day prior to the arrangement.
- The Guest Student provides the DSBN Academy Permission Slip to the Bus Driver prior to boarding the bus.



## VALEDICTORIAN

The Valedictorian is a very prestigious and important role: role which includes:

1. Compose and deliver the valedictory address on behalf of the graduating students
2. Epitomize the qualities for which graduates strive
3. Represent the entire school community (not just himself/herself or immediate circle of friends when crafting and delivering the speech)
4. Exemplify the outcomes set for graduates of Ontario

### BASIC CRITERIA TO BE THE VALEDICTORIAN:

1. The candidate must be a graduating student of DSBN Academy in June of the current school year;
2. The candidate must have a minimum of a 70% average in their Grade 12 courses;
3. The candidate must have demonstrated the school's C.O.R.E Values (Commitment, Optimism, Respect, Excellence) throughout their high school career;
4. The student must have demonstrated school involvement in many facets of school life throughout their high school career.
5. The candidate must be a positive and worthy representative of their graduation class/peers.
6. The candidate has accepted an offer to a college or university program (2-4 years).

### SELECTION PROCESS:

1. Nominated candidates must submit a completed application form by the specified deadline. This must include support from 5 other potential graduates and 3 secondary teachers. Self-nominations are welcomed.

2. All nominated candidates will be brought forward to the Awards Committee to ensure they meet the criteria outlined above.
3. Students who meet the criteria will be required to deliver a speech to the graduating class. The speech will focus on why they are the best candidate to represent the Class of 2019.
4. The graduating class will vote for the valedictorian. When voting, students can select a first and second choice. When adding votes, first choice will receive 10 points and second choice will receive 5 points. If there is a tie, there will be two Valedictorians; or if one does not wish to be o-Valedictorian, then the other student will be Valedictorian.
5. The Principal has the right to revoke any nomination if necessary. The Valedictorian must remain in good standing for the remainder of the year. Should the Valedictorian fall from this standing, the role of the Valedictorian will be awarded to the second-place candidate.

## STUDENT TRANSFERS into DSBN ACADEMY

### No New Applicants or Re-Entry into grades 9-12

Students can apply to attend up until grade 8 but please note that no applications will be accepted for grades 9-12. This applies to all secondary students including former DSBN Academy students who wish to re-enter the program after attending another secondary school.





## **INCLEMENT WEATHER**

There may be times during the school year where inclement weather or other situations could cause transportation cancellations or school closures. At times, when student transportation has been cancelled and schools remain open, the decision to have student attend school on that day rests with the parent or guardian.

**EXAMS:** If inclement weather occurs on exam days, detailed instructions will be provided for rescheduling.

Information about transportation cancellations and school closures will be available through the following channels:

- [www.dsb.org](http://www.dsb.org) or [www.nsts.ca](http://www.nsts.ca)
- DSBN Facebook or Twitter
- NSTS Transportation Delay or Cancellation Alerts
- Niagara Student Transportation Service
- 905-346-0290 Voice Auto Attendant
- Local radio and television stations.

## **COLLECTION OF FUNDS & PERMISSION FORMS**

School Cash Online is a safe, reliable portal that will ensure the security of your information. School Cash Online, enables you to use your debit or credit card to make quick and easy payments. Our school also uses School Cash Online to obtain permission for school events.

To gain access to the system, simply click on the “School Cash” button which is located on our school website.

Parents that do not bank online are always welcome to come into the office to pay for items, and to sign permission forms.

## **VISITORS**

We want all visitors to feel welcome at our school. The procedures we have in place help us provide you with timely access to the school and give our entire school community confidence that student safety is being maintained.

Once you enter the school, please report directly to the main office where our staff can assist you. There, you will sign in and receive a visitor badge that identifies you as a trusted member of our community. At the end of your visit

you will sign out at the office.

## **SCHOOL VOLUNTEERS**

At our school, we believe everyone has a contribution to make towards student success. We appreciate the support of volunteers who offer their services improve the education and lives of our students.

To ensure the safety of our students and the school community, the DSBN has created a helpful handbook to support our school volunteers. If you are interested in becoming more involved with our school, please contact the office and our staff would be happy to work through the process with you.

## **SCHOOL COUNCIL**

Our School Council provides a vital link between the school, parents and community. The council is made up of dedicated parent volunteers interested in supporting student success. The council meets regularly throughout the school year and provides feedback and supports programs to improve student achievement.

We encourage you to become involved. You may also find more information on our website.

## **SMOKING/VAPING**

Smoking and vaping are not allowed in schools or on school grounds. Adults wishing to smoke or vape in public areas must be at least 20 metres from school grounds.

## **BELONGINGS**

Students who choose to bring personal items to school do so at their own risk and must accept responsibility for their care. We will not be held responsible for damage, loss, or theft.

## **LOCKERS**

At our school, students are assigned lockers. Students are expected to keep their personal belongings in their locker, clean it regularly, and make sure locker doors are locked.

Lockers are the property of the DSBN and are used by students with permission of the school. Students are advised that the school has the right to search lockers and remove locks, if necessary.

Where the school has concerns of possible criminal violations, the search may also include the Niagara Regional Police who may use any of their investigative tools, including the trained canine unit.



## PREVALENT MEDICAL CONDITIONS

If you have a student with a prevalent medical condition (Anaphylaxis, Asthma, Diabetes, Epilepsy or others) we want to make sure we have a current Plan of Care to support your student.

All parents of students with prevalent medical conditions are asked to fill out the new Plan of Care and submit to the school.

You can download the forms here

[dsbn.org/prevalent-medical-conditions](https://www.dsbniagara.org/prevalent-medical-conditions).

For more information, please contact the school.

## CONCUSSIONS

The DSBN has a concussion policy and procedures to support proper prevention, identification, management, and return to learn strategies.

The DSBN engages in concussion education in a variety of ways, including recognizing Rowan's Law Day commemorated on the last Wednesday in September to raise awareness about concussions.

If your student has sustained a suspected or actual concussion while not at school, please contact the school, to make sure they are aware.

## FIRE DRILLS/EMERGENCY EVACUATIONS/ LOCKDOWNS

We're committed to maintaining our schools as safe places for all our students. To create and maintain a culture of safety, we practice both fire and lockdown procedures at several times during the school year. School staff work with students to ensure they understand these procedures and feel comfortable acting should the circumstances ever warrant.

## ONTARIO CURRICULUM

Go here to view the curriculum for your subjects:

[www.dsbniagara.org/secondary/curriculum](https://www.dsbniagara.org/secondary/curriculum)

## SPECIAL EDUCATION

Special education supports and programs are responsive to the strengths and needs of each student ensuring a successful learning environment for all. Working together and collaborating with parents as a team to support our students is essential to achieving success. For more information please contact your student's special education resource teacher.

## INDIGENOUS SELF-ID:

The DSBN provides programs and measures to support all First Nations, Métis, and Inuit students. All First Nations, Métis, and Inuit students have the right to voluntarily self-identify so that they may receive supportive programming and instructional practices that better serve their learning needs. The first such measure in recognizing this right is to establish self-identification procedures to identify, collect, and aggregate student achievement data for students.

### Who Can Identify?

Any student of Indigenous ancestry, First Nations (Status, Non- Status), Métis, or Inuit can identify. This process is completely voluntary and confidential, and no proof of ancestry is needed.

### How is the Data Collected?

Students can identify by filling in the student registration form or the student information update form any time during the school year.

### What if I Do Not Wish to Participate?

Students and/or Parents/Guardians who do not wish to participate will not check off any box. The self-identification will remain open to all who attend the DSBN. You can activate self-identification

at any time by requesting a student registration form or self-identification postcard from the main office.

For further information email: [Indigenous@dsbn.org](mailto:Indigenous@dsbn.org) or call Indigenous Consultants at: 905-641-2929 K-8 ext. 52246, 9-12 ext. 52317 [https://www.dsbniagara.org/indigenous-](https://www.dsbniagara.org/indigenous-education/)

[education/](https://www.dsbniagara.org/indigenous-education/)

## FIELD TRIPS/EXPERIENTIAL LEARNING

Field trips and experiential learning provide your student the opportunity to learn outside of their classroom. When planning these experiences, we consider curriculum connections, safety of students and accessibility for all. We will work together to address any barriers to your student's participation.



### **USE OF TECHNOLOGY FOR LEARNING**

To enhance the learning and empowerment of our students and maintain an effective and safe electronic learning environment, the DSBN requires that all students follow the rules and regulations set by the Ministry of Education.

### **REPORT CARDS/PARENT & TEACHER MEETINGS**

Each semester, there are three reporting periods: progress report, mid-term report and final report. After the progress report, parents can meet with their student's teacher.

### **ACADEMIC INTEGRITY**

DSBN schools strive to help students develop integrity, a strong work ethic, learning skills and work habits needed for success beyond school. Academic integrity means that students complete their own work, ask the teacher questions if they are unsure, and use proper citations when using another person's work for reference.

Plagiarism is when students claim that schoolwork they have submitted is theirs, even when a part or all of it has been taken from an uncredited source.

*Some examples are:*

- Using a sentence word for word without citing the source
- Using diagrams, charts, graphics, without citing the source
- Submitting work by another person and claiming it as your own
- Paraphrasing without citing the source
- Copying and pasting from the internet

#### **What is a Proper Citation?**

A citation is when the student gives credit by including the name of the author, title of source, and location of the original source. An example is, "Trudeau, J. 2019. Statement by the Prime Minister on Earth Day. Accessed from: <https://pm.gc.ca/eng/news/speeches>".

### **CONSEQUENCES**

Consequences for academic dishonesty are considered on a case-by-case basis. Teachers use their professional judgment in cases of suspected academic dishonesty. Consequences may include one or more of the following:

- Redoing part or all an assignment
- Completing an alternative assignment
- A loss of marks
- A mark of zero
- Suspension

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### **COMMUNITY INVOLVEMENT HOURS:**

Every student who begins secondary school in Ontario is required to complete a minimum of 40 hours of community involvement to receive their diploma. This requirement encourages students to develop an understanding of the various roles they can play in their communities and to help them develop a greater sense of belonging within their communities.

Talk to guidance to learn more about how to earn and track your hours.

### **HONOUR ROLL**

DSBN secondary schools value the commitment and hard work of all our students. The honour roll is one way that students can be recognized for their academic accomplishments. Students in all pathways will be considered for the honour roll if they have an average of 80% on their top eight courses for the school year. Grade twelve academic achievement is honoured through graduation awards.

#### **Summer School:**

- **GRADE 9** - Summer school courses taken the summer before and the summer after grade 9 are included.
- **GRADES 10 & 11** - Summer school courses taken the summer after each grade are included.

#### **E-Learning, Night School & Alternative Pathways Program**

- all courses included

#### **Cooperative Education (Double Credit)**

- weighted according to the number of credits.



### Students taking Resource & Student Success Periods (Spare in Grade 11)

- minimum credits to be adjusted.

### Specialized School to Community

- include when integrated at principal's discretion

### Students with unusual circumstance

#### (e.g. Instructional Outreach, Supervised Alternative Learning)

- minimum credits adjusted at principal's discretion

## GRADUATION CREDIT REQUIREMENTS

To graduate with your Ontario Secondary School Diploma (OSSD) you need 18 Compulsory Credits

- **English:** 4 courses
- **Math:** 3 courses
- **Science:** 2 courses
- **French as a Second Language:** 1 course
- **Canadian Geography:** 1 course
- **Canadian History:** 1 course
- **The Arts:** 1 course
- **Health and Physical Education:** 1 course
- **Civics:** .5
- **Careers:** .5

### PLUS, ONE CREDIT FROM EACH OF THE FOLLOWING GROUPS:

- **I Group 1:** additional credit in English, or French as a second language, or a Native language, or a classical or an international language, or social sciences and the humanities, or Canadian and world studies, or guidance and career education, or cooperative education.
- **I Group 2:** additional credit in health and physical education, or the arts, or business studies, or French as a second language, or cooperative education.
- **I Group 3:** additional credit in Science (Grade 11 or 12), or technological education, or French as a second language, or computer studies, or cooperative education.

### IN ADDITION, STUDENTS MUST COMPLETE:

40 Hours Community Service (completed over 4 years)

The provincial literacy requirement – OSSLT

## MENTAL HEALTH & WELL-BEING SCHOOL SUPPORTS:

Mental health and well-being is an important factor in student success. Learning to form healthy relationships, maintain physical health, academic engagement, and educational achievement are all impacted by mental health and well-being.

Students mental health and well-being is supported in a variety of ways:

- Helping students feel safe and included
- Instilling a sense of belonging and connectedness
- Working with them to feel confident in their identity

There may be times where the challenges of school and life, lead students to feel overwhelmed. Every student has access to a comprehensive support system to help them succeed. It starts with anyone in the DSBN that students identify as a caring adult.

To learn more visit:

<https://www.dsbni.org/well-being>

## MENTAL HEALTH & WELL-BEING COMMUNITY SUPPORTS:

### KIDS HELP PHONE

Kids Help Phone is always there for you. No matter what you want to talk about, they're there to listen. No judgment, totally private, 24/7.

- **Call 1-800-668-6868**
- **Text CONNECT to 686868**
- **Live chat and explore resources at [www.kidshelpphone.ca](http://www.kidshelpphone.ca)**

### PATHSTONE MENTAL HEALTH

#### NEED HELP NOW? Call 1-800-263-4944

Youth up to age 17 may visit the Hear & Now Walk-in Clinic at:

- **1338 Fourth Ave. in St. Catharines**  
**Open Mondays to Thursdays 9am - 7pm**  
**Fridays 9am - 4pm**



**CANADIAN MENTAL HEALTH ASSOCIATION  
(CMHA) – NIAGARA BRANCH**

If you're age 16 or older, you may visit the CMHA Adult  
Walk-In Clinic at:

- **1338 Fourth Ave. in St.  
Catharines Open Tuesdays  
11:30am-5:30pm.**

**LGBTQT YOUTH LINE**

A confidential, safe, and judgment-free place to talk for lesbian, gay,  
bisexual, transgender, queer, or questioning youth.

- **Call 1-800-268-9688**
- **Text 647-694-4275**
- **Livechat and explore  
resources at [www.youthline.ca](http://www.youthline.ca)**

**TEENMENTALHEALTH.ORG**

This website is designed to share information about teen mental  
health and provide resources that can help you understand your  
mental health and help those you care about.

**Start by visiting  
[www.teenmentalhealth.org/learn](http://www.teenmentalhealth.org/learn)**



## CODE OF CONDUCT

District School Board of Niagara (DSBN) believes that a school should be a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, included, accepted, and agree that it is the responsibility of all individuals to actively contribute to a positive school climate.

The DSBN believes that to foster a positive school climate that supports student achievement and well-being, a focus should be on prevention and early intervention strategies to address inappropriate behaviour. These standards of behaviour apply whether on school property, on school busses, or other transportation means supplied by DSBN, at school-related events or activities or in any other circumstance that could have an impact on the school climate.

The provincial Code of Conduct outlined in PPM 128, revised October 17, 2018, sets clear provincial standards of behaviour.

All DSBN schools will have a link to policy G-08: Code of Conduct for Schools on their website and if applicable, in their school agendas.

## PURPOSES OF THE CODE

Subsection 301(1) of Part XIII of the Education Act states that “the Minister may establish a code of conduct governing the behaviour of all persons in schools”. Subsection 301(2) sets out the purposes of this provincial code of conduct, 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 a medical cannabis user, cannabis
7. To prevent bullying in schools

## STANDARDS OF BEHAVIOUR

Respect, Civility, and Responsible Citizenship All members of the school community must:

- Respect and comply with all applicable federal, provincial, and municipal laws
- Demonstrate honesty and integrity
- Respect differences in people, their ideas, and 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 to property located on the premises of the school

*According to PPM 128, the following responsibilities are outlined to support a collaborative ownership of the code of conduct:*



## SCHOOL ADMINISTRATORS

Under the direction of DSBN, school administrators 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 OTHER 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 students:

- Come to school prepared, on time, and ready to learn
- Show respect for themselves, and for others, and for those in positions of authority
- Refrain from bringing anything to school that may compromise the safety of others
- Follow the established rules and take responsibility for their own actions

## PARENTS/GUARDIANS

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

- Are engaged in their student's schoolwork and progress
- Communicate regularly with the school
- Help their student be appropriately dressed and prepared for school
- Ensure that their student attends school regularly and on time
- Promptly report to the school their student's absence or late arrival
- Become familiar with the provincial Code of Conduct, the DSBN Code of Conduct, and, if applicable, the school's Code of Conduct
- Encourage and assist their student in following the rules of behaviour
- Assist school staff in dealing with disciplinary issues involving their student

## 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 and 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 DSBN. 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.

## District School Board of Niagara Secondary School Calendar 2019 - 2020

September / septembre 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
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October / octobre 2019						
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November / novembre 2019						
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December / décembre 2019						
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January / janvier 2020						
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February / février 2020						
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March / mars 2020						
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April / avril 2020						
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May / mai 2020						
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June / juin 2020						
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28	29	30				

July / juillet 2020						
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August / août 2020						
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23 30	24 31	25	26	27	28	29

 Professional Development Day

 Holiday

 Early Release Day

 Exams



