



---

ACHIEVEMENT THROUGH OPPORTUNITY

The purpose of this handbook is to give you an understanding of how we support a safe, inclusive, welcoming school culture focused on student learning. In the following pages, you'll see the commitments we make to you and your students. This handbook also outlines the principles of good citizenship for all members of our educational community.

One of our most important commitments is to open communication between the school and home. If you have any questions about this handbook, we encourage you to contact the school who will be happy to discuss them with you.



# Secondary Student Handbook

---

## PART A: Applicable to DSBN Academy (Pages 2-11)

### What does it mean to be a DSBN Academy Student?

By choosing DSBN Academy as your school in September 2022, it is with the mutual understanding of the following:

The Faculty at DSBN Academy are committed to providing an environment of high expectations. They will encourage, support, and empower you to distinguish yourself academically so that you can be competitively eligible for admission and then graduate from a post-secondary institution.

We utilize several key strategies to remove barriers and create opportunities for you to engage in school life and develop the skills and confidence required for academic success.

**DSBN Academy is a unique program**, and our students are expected to:

- Wear the school UNIFORM without requiring prompts or reminders.

- Participate in the mandatory after-school program known as ENCORE.

- Participate in the ADVISORY program.

- Contribute to a positive culture both in the classroom, hallways, and on the bus.

Your success also involves Commitment, Optimism, Respect, and Excellence.

To demonstrate **commitment**, students:

- Take personal responsibility for their actions.

- Honour their commitments and act with integrity.

- Show loyalty to friends, colleagues, and the school.

To demonstrate **optimism**, students:

- Believe in the positive potential in themselves, others, and society.

- Look at the bright side of any situation.

- Expect the best possible outcome.

To demonstrate **respect**, students:

- Value all members of the school community.

- Acknowledge and embrace diversity.

- Use language appropriate for school and always free of harmful slurs and oppressive speech.

To demonstrate **excellence**, students:

- Show pride in personal achievement.

- Set high standards and personal goals for improvement.

- Make best use of talents, time, and resources.

As Faculty of DSBN Academy, we need all students to be willing to follow the expectations of the program. We understand that each child is unique and may face life challenges along the way, and we are here to support you.

Sincerely,

The DSBN Academy Faculty



# Secondary Student Handbook

2022-2023

## DATES TO REMEMBER

SEMESTER ONE		SEMESTER TWO	
Aug. 31	Argo Smart Start – Grade 9s	Feb. 2	Semester 2 Begins
Sept. 6	First Day of School	Feb. 7	Grad Photos
Sept. 13	Elementary Picture Day	Feb. 10	Semester 1 Final Reports Issued
Sept. 14	Secondary Picture Day	Feb. 10	Spirit Wear Day
Sept. 19	Encore Begins	Feb. 17	Professional Development Day
Sept. 23	Alternate Dress Day	Feb. 20	Statutory Holiday (Family Day)
Sept. 27	Meet the Teacher (4 – 5 pm)	Feb. 23	Pink Shirt Day
Sept. 28	Rowan’s Law Day	Feb. 24	Alternate Dress Day
Sept. 30	National Day for Truth & Reconciliation	Mar. 9	Progress Reports Issued
Oct. 5	Honour Roll Celebration	Mar. 10	Spirit Wear Day
Oct. 7	Progress Reports Issued	Mar. 13-17	March Break
Oct. 10	Statutory Holiday (Thanksgiving)	Mar. 22	Ramadan Begins
Oct. 14	Spirit Wear Day	Mar. 31	Alternate Dress Day
Oct. 24	Professional Activity Day	Apr. 7-10	Statutory Holiday (Easter)
Oct. 28	Alternate Dress Day	Apr. 14	Term 2 Begins
Nov. 2	Take Your Kid to Work Day (Grade 9)	Apr. 14	Spirit Wear Day
Nov. 4	Spirit Wear Day	Apr. 20	Ramadan Ends
Nov. 8	Term 2 Begins	Apr. 25	Midterm Reports Issued
Nov. 9	Picture Retake Day	Apr. 28	Alternate Dress Day
Nov. 11	Remembrance Day	May 1	Music Monday
Nov. 14-18	ENCORE Break 2:05 Dismissal	May 2-4	Ontario Skills Trade
Nov. 15	Midterm Reports Issued	May 12	Spirit Wear Day
Nov. 24	Alternate Dress Day	May 19	Professional Development Day
Nov. 25	Professional Activity Day	May 22	Statutory Holiday (Victoria Day)
Nov. 30	Application Day	May 26	Alternate Dress Day
Dec. 7	DSBN Academy Anniversary	June 1	Pride Month Begins
Dec. 9	Spirit Day	June 7	Grad Breakfast & Grad Rehearsal
Dec. 23	Talent Show	June 9	Spirit Wear Day
Dec. 23	Alternate Dress Day	June 21	National Indigenous Peoples Day
Dec. 24-Jan 8	Winter Holiday	June 22	Culminating Activity Days
Jan. 9	First Day of Class After Holiday	June 29	Grade 12 Graduation
Jan. 20	Alternate Dress Day	June 29	Professional Development Day
Jan. 25-31	Culminating Activity Days	June 30	Professional Development Day
Feb. 1	Professional Development Day (Secondary)	July 5	Semester 2 Final Reports Mailed Home
Feb. 1	Black History Month Begins		



# Secondary Student Handbook

---

## SECONDARY BELL SCHEDULE

<b>Monday, Tuesday, Thursday</b>	
PERIOD ONE	8:30 - 9:50
PERIOD TWO	9:55 - 11:10
<b>LUNCH</b>	<b>11:10 - 11:55</b>
PERIOD THREE	11:55 - 1:10
PERIOD FOUR	1:15 - 2:30
ENCORE	2:40 - 3:40
<b>Wednesday</b>	
PERIOD ONE	8:30 - 9:30
ADVISORY	9:35 - 10:35
TRAVEL TIME	10:35-10:40
PERIOD TWO	10:40 - 11:40
<b>LUNCH</b>	<b>11:40 - 12:25</b>
PERIOD THREE	12:25 - 1:25
PERIOD FOUR	1:30 - 2:30
ENCORE	2:40 - 3:40
<b>Friday</b>	
PERIOD ONE	8:30 - 9:40
PERIOD TWO	9:45 - 10:55
<b>LUNCH</b>	<b>10:55 - 11:40</b>
PERIOD THREE	11:40 - 12:50
PERIOD FOUR	12:55 - 2:05



# Secondary Student Handbook

---

## ADVISORY

- Students are expected to participate in the Advisory Program which includes regular attendance and punctuality.
- Grade 9 & 10 students will be assigned to a Junior Advisor and then reassigned to a Senior Advisor for grades 11 & 12.
- Advisors will create opportunities to build skills needed as you navigate from grade 9 to life after high school.

## AGE OF MAJORITY

The Age of Majority in the province of Ontario is 18 years. As an adult student, staff are required to deal directly with the student 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/they is solely accountable for any consequences resulting from absences from school or from the abuse of this privilege.

## ATHLETICS

To be a member of our competitive sports teams at DSBN Academy, participants must:

- Be a full-time student.
- 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 attendance and/or academics are impacted with outstanding assignment(s), they will be temporarily removed from participating in games/tournaments.

## ABSENCES/LATES

ABSENCES If students are going to be absent from school, parents/guardians are to contact the school each day using the Safe-Arrival system. If a phone call or Safe-Arrival is not possible, then the student must bring a note signed by a parent/guardian to the Attendance Secretary before being admitted to class. Parents/Guardians can sign students out via Safe-Arrival, phone call or note. In the case of a last-minute appointment or emergency, a phone call from a parent giving the reason the student is being excused will be accepted.

EXTENDED ABSENCES (Vacations, Conferences) Dates of school holidays are published in this handbook. Please plan vacations that do not require students to miss school or exams. If this cannot be avoided, please submit a request for an extended absence to the office at least 2 WEEKS PRIOR. Students are responsible for working with their teachers to complete missed work.

LATES – Bus arrival times, lunch break, and travel time between classes support student responsibility with punctuality. Lateness to class should be due to an extenuating circumstance only. Students who are habitually late to class will be subject to progressive discipline as it is disruptive to the learning environment of other. Progressive discipline can include home contact, detention, in-school suspension, and formal suspension.



# Secondary Student Handbook

## DRESS CODE for SCHOOL UNIFORM

DSBN Academy requires its students to wear a uniform which helps to create a positive atmosphere for learning and fosters a sense of team and community.

Maddalena Uniforms (St. Catharines) is our official uniform provider.

<p><b>DAILY UNIFORM EXPECTATIONS:</b></p> <ul style="list-style-type: none"> <li>• Report to class on time and in uniform with needed supplies. (i.e., binder)</li> <li>• Prior to class, store hats, toques, coats, backpacks, and any other non-uniform items in locker.</li> <li>• Remain in uniform during the instructional day and Encore. This includes lunch break.</li> <li>• When there are extenuating circumstances, students may borrow uniform items from the main office prior to the start of the school day and return borrowed items at the end of the day.</li> </ul> <p><b>TOPS &amp; SWEATERS</b> embroidered with DSBN Academy Logo from the school's designated uniform supplier or previous supplier.</p> <ul style="list-style-type: none"> <li>• Navy/White Polo</li> <li>• Navy Cardigan</li> <li>• Navy Crewneck</li> <li>• Navy Hoodie</li> <li>• Grad Hoodie (Class of 2023 Only)</li> <li>• Grey Crewneck, Grey Fleece, and Navy Fleece are discontinued but students have permission to wear these items.</li> </ul> <p>*NOTE – It is important to preserve the integrity of our school uniform. Uniform tops and sweaters are not to be worn over ANY visible non-uniform items such as sweatshirts, or brightly coloured t-shirts.</p>	<p><b>PANTS/SHORTS/SKORT</b> from the school's designated uniform supplier.</p> <ul style="list-style-type: none"> <li>• Grey pants</li> <li>• Grey shorts</li> <li>• Grey skirt</li> <li>• Navy uniform pants/shorts/skirts are discontinued, but permission to wear for this school year <u>only</u>.</li> </ul> <p>*NOTE- It is important to preserve the integrity of the school uniform. DSBN Academy uniform shorts and skirt may be altered to no more than 14 cm above the knee (finger-tip length). Uniform pants should not be rolled.</p> <p><b>SHOE WEAR</b> must be closed-toe shoe wear ONLY. Slip-on shoes, slippers, flip-flops, and sandals are not permitted.</p> <p><b>ACCESSORIES:</b> Hats, hoods, 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:</p> <ul style="list-style-type: none"> <li>• Health and safety considerations</li> <li>• The dignity and well-being of students and staff (i.e., free of inappropriate or discriminatory imagery or wording).</li> </ul> <p><b>UNIFORM INFRACTIONS:</b> Students who are out-of-uniform will not be admitted to class and remain in the office until infraction is addressed by administration. Students who continually challenge the uniform dress code will be subject to progressive discipline. This can include home contact, detention, in-school suspension, and formal suspension.</p>
--	---

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



# Secondary Student Handbook

## DRESS CODE for ALTERNATE DRESS DAY:

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 on 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)

## DRESS CODE for SPIRIT WEAR SHIRT DAY:

These days are an opportunity for students to show their Argonaut pride and wear the spirit wear items they have purchased while adhering to the DSBN Dress Code above. Students do not have to wear uniform pants when wearing spirit wear tops.

## DRESS CODE for SPORT TEAMS

On Game Days, students are expected to be in school uniform and may not wear jerseys and/or alternate bottoms on scheduled game days whether home or away. Dismissal for games will accommodate time to change on game day.

Team members are encouraged to wear club/team shirts on spirit days.

\*Special permission may be granted by administration for special events.

## ENCORE PLUS

Encore Plus is an 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.

**ENCORE PLUS Point System:** Clubs and Activities are assigned a point value:

<p><b>1</b></p> <p>Social clubs &amp; activities that provide a supervised outlet.</p>	<p><b>2</b></p> <p>Commitment to a project or group for one Encore block that provides opportunity to develop/practice a skill.</p>	<p><b>3</b></p> <p>Involvement requires commitment to a project/group beyond Encore and/or one block and may include representation of our school.</p>
--	---	--



# Secondary Student Handbook

## HOW DOES The ENCORE PLUS point system work?

GRADE 9 & 10	GRADE 11 & 12
<ul style="list-style-type: none"><li>✓ Encore selections must equal a minimum of <b>5 points</b> each week</li><li>✓ 4 Encore clubs/activities required</li></ul>	<ul style="list-style-type: none"><li>✓ Encore selections must equal a minimum of <b>4 points</b> each week</li><li>✓ Students may request a non-point day (NP) which means a reduction of Encore club and activities to 3 days a week.</li></ul>

## WHAT are the criteria for a non-point (NP) day?

On a non-point (NP) day, 'lunch privileges' apply. Attendance is not taken, and students are welcome to remain in the building and gather in designated spaces as determined by the Principal/Vice Principal.

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

- To be eligible for a 'non-point' day, students will have earned 40 points or more in grades 9 & 10
- For eligible students, Encore program choices must still equal **4 points** or more each week

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

- All grade 12 students are eligible for a 'non-point' day
- Encore program choices must still equal **4 points** or more each week

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

## Changes to Encore selections?

Every effort will be made to accommodate your 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 the first week. At the end of the first week, students will be required to complete a form available in the main office. Requests will be considered on a case-by-case basis.

## Awarding & Tracking Your ENCORE Points

At the end of each block, each Encore leader will award points based on participation which may not include all 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





# Secondary Student Handbook

## + Points

Students may be awarded additional points for achievements such as a tournament win, student of the month, school ambassador, SHSM medal.

Students can nominate themselves for additional points through a link posted on the D2L grade page.

## Encore Honour Roll

Students will receive special recognition for earning a minimum 32 points each year. GO ARGOS!

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

## ENCORE PLUS Attendance & Expectations

Attendance will be taken each day by the Encore Leader, and absences will be communicated with home.

- ✓ **Be Punctual** (Ready to participate at 2:40 p.m.)
- ✓ **Be Prepared** (Bring all necessary supplies and clothes)
- ✓ **Be Respectful** (Make sure that you respect all Volunteers)
- ✓ **Be Dedicated** (Embrace each opportunity)

## RESPONSIBILITY WITH DUE DATES & FINAL DEADLINES

The following guidelines and expectations for students and faculty are to help students practice and develop time-management skills.

Students demonstrate responsibility when they:		
complete and submit class work, homework, and assignments according to agreed upon timelines.	request an extension (due to extenuating circumstances) at least 2 days prior to deadline.	understand that mark deductions will be applied when assignments are submitted late.
use class time, and homework club so that they can meet deadlines.	are prepared to submit presentation materials and complete the presentation the next day following an unexpected absence.	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.
talk to their teacher ahead of time when they are struggling with completing a major assignment/ presentation.	are prepared to write a test the next day following an unexpected absence.	



# Secondary Student Handbook

Due Dates & Final Deadlines	Missing a Presentation or Test
<p>Teachers will:</p> <p>Assign a due date that is reasonable and based on professional judgement.</p> <p>Communicate deadline and process for submission (i.e.drop box, time).</p> <p>Communicate FINAL deadline prior to receiving a mark of 'zero'.</p>	<p>Teachers will:</p> <p>Expect students to communicate ahead of time if they are going to be absent during a scheduled presentation or test.</p> <p>Expect students to complete presentation/ test on the day following an approved absence.</p> <p>Determine if an alternative test or presentation is needed upon the student's return.</p>
Mark Deductions & Zeros	Extensions for Major Assignments
<p>Teachers will:</p> <p>Apply mark deductions after the due date.</p> <ul style="list-style-type: none"> <li>• Grade 9 &amp;10 (5% per day – max 15%)</li> <li>• Grade 11&amp;12 (5% per day – max 25%)</li> </ul> <p>Conference with students regarding a missing major assignment.</p> <p>Assign a mark of 'zero' after the FINAL deadline has passed.</p> <p>Consider extenuating circumstances on an individual basis.</p>	<p>Teachers will:</p> <p>Communicate process for requesting an extension.</p> <p>Consider an extension if student follows process outlined by teacher.</p> <p>Grant an extension when there are extenuating circumstances.</p>

**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:

- Prime Minister
- Deputy Prime Minister
- Secretary
- Student Senators (2 students)
- Communications (2 students)
- Faculty Liaison
- Senior Reps (6 students)
- Junior Reps (4 students)

Rules and expectations for Student Council representatives are provided by the Student Council Staff Advisor.



# Secondary Student Handbook

---

## **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.

## **VALEDICTORIAN**

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

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

### CRITERIA TO BE THE VALEDICTORIAN:

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

### SELECTION PROCESS:

- 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.
- All nominated candidates will be brought forward to the Awards Committee to ensure they meet the criteria outlined above.
- 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 2023.
- The graduating class will vote for the valedictorian. If there are more than two candidates, there will be a two-step vote. 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.
- 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.



# Secondary Student Handbook

---

## **PART B: Applicable to all Secondary Schools (Pages 12-21)**

### **CODE OF CONDUCT**

The DSBN believes fostering a positive school climate that supports student achievement and well-being focuses on prevention and early intervention strategies to address inappropriate behaviour.

These standards of behaviour outlined below apply whether they occur on school property, on student transportation, 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



# Secondary Student Handbook

---

## 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)

## 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

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
- 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



# Secondary Student Handbook

---

- 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 students 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 are among the supports 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.

**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.

## 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 students attend school on that day rests with the parent or guardian.



# Secondary Student Handbook

---

**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.dsbni.org](http://www.dsbni.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 and 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, families 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 meters 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.



# Secondary Student Handbook

---

## **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](http://dsbn.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 of 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**

Click here to view the curriculum for your subjects: [www.dsbni.org/secondary/curriculum](http://www.dsbni.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 measure in recognizing this right is establishing self-identification procedures to identify, collect, and aggregate student achievement data for students.





# Secondary Student Handbook

---

## 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?

Participation is completely voluntary. 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 the Indigenous Consultants at: 905-641-2929 K-8 ext. 52246, 9-12 ext. 52317, or visit <https://www.dsbn.org/indigenous-education/>

## FIELD TRIPS/EXPERIENTIAL LEARNING

Field trips and experiential learning provide students with 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 students, and maintain an effective and safe electronic learning environment, the DSBN requires that all students follow the rules and regulations set out by the Ministry of Education.

## REPORT CARDS/CAREGIVER & TEACHER MEETINGS

Each semester, there are three reporting periods: progress report, mid-term report, and final report. After the progress report, caregivers 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>"



# Secondary Student Handbook

---

## 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

## 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.

### Please note the following:

#### 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.

#### 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 30 credits: 18 Compulsory and 12 Elective.

- **English:** 4 courses
- **Math:** 3 courses
- **Science:** 2 courses



# Secondary Student Handbook

---

- **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 course
- **Careers:** .5 course

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

- **1 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.
- **1 Group 2:** additional credit in health and physical education, or the arts, or business studies, or French as a second language, or cooperative education.
- **1 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:

- 2 Online Learning Credits
- 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 many 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 DSNB that students identify as a caring adult.

To learn more visit: <https://www.dsnb.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**



# Secondary Student Handbook

---

- Live chat and explore resources at [www.kidshelpphone.ca](http://www.kidshelpphone.ca)

## **ANXIETY CANADA YOUTH**

You are not alone! Many teens experience difficulties with anxiety. There are lots of things that you can do to take charge of your anxiety for good.

- Visit [www.youth.anxietycanada.com](http://www.youth.anxietycanada.com)
- Download the MindShift CBT app

## **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**

## **LGBTQ2s+ 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
- Live chat 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)



# Secondary Student Handbook

---