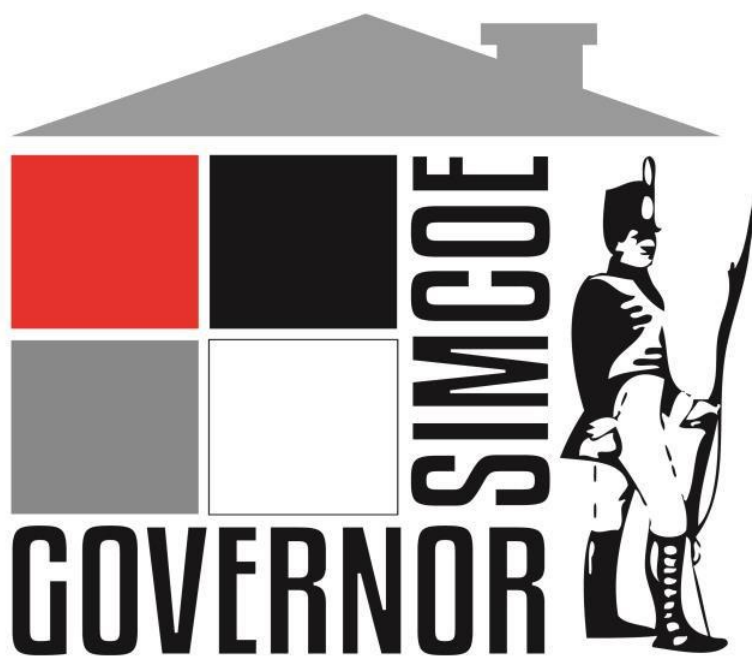


Governor Simcoe Secondary School

15 Glenview Avenue St, Catharines, Ontario L2N 2Z7

(905) 934-4006 (905) 934-3389 (fax)

www.govsimcoe.dsbn.org



2018 – 2019

TABLE OF CONTENTS

INTRODUCTION	Page 2
OFFICE STAFF	Page 2
SCHOOL NURSE AND SOCIAL WORKER	Page 2
SUPPORT STAFF	Page 2
TEACHING STAFF, EDUCATIONAL ASSISTANTS, LIBRARIAN	Page 3
SCHEDULES	Page 3
IMPORTANT DATES 2018-2019	Page 4
STUDENT SUPPORTS	Page 5
CO-CURRICULAR PARTICIPATION	Page 5
CODE OF CONDUCT	Page 6
ATTENDANCE	Page 7
MSIP	Page 8
AGE OF MAJORITY	Page 8
SCHOOL DRESS	Page 8
CELL PHONES	Page 9
COMMUNITY INVOLVEMENT	Page 9
LIBRARY RESOURCE CENTRE (LRC)	Page 9
LOCKERS	Page 9
PERSONAL PROPERTY	Page 9
SAFE SCHOOLS	Page 10
CANINE SEARCHES	Page 10
EMERGENCY PROCEDURES/FIRE DRILLS/LOCKDOWN	Page 10
SKATEBOARDS, SCOOTERS, ROLLERBLADES, AND BICYCLES	Page 10
SMOKING/VAPING	Page 11
STUDENT PARKING	Page 11
HALLS	Page 11
SCHOOL COMPUTERS	Page 11
ATHLETIC FEES	Page 11
SPARES/STUDY PERIODS	Page 11
STUDENT PHOTOS	Page 11
TEXTBOOKS	Page 12
LIBRARY BOOKS	Page 12
PLAGIARISM	Page 12
POSSIBLE CONSEQUENCES FOR CODE OF CONDUCT & GUIDELINE VIOLATIONS	Page 12
ASSESSMENT AND EVALUATION	Page 13
EXAMINATIONS	Page 14
LEARNING SKILLS & WORK HABITS	Page 15
IMPORTANT CONTACT NUMBERS	Page 16

INTRODUCTION

Welcome to a new school year. We are excited for a great year full of opportunities for our students and staff at Governor Simcoe. This handbook represents the work of staff, students and parents. It provides you with important information including dates, guidelines, and expectations for our Governor Simcoe family.

Our school motto is “Sumus Unus – We are One”. We pride ourselves on being a respected and respectful community that leads by example. The information provided within this handbook will assist all students and staff in creating and nurturing our community by offering clarification of our procedures and expectations. Please ensure that you read each page carefully and share the information with your parents/guardians.

At Governor Simcoe, “We All Matter”. Together, our staff, students and parents work together to foster an environment that is positive, healthy, caring and responsive to the needs of all. Opportunities exist not just in the classroom but numerous club and athletic opportunities are available too. Make your secondary school experience the best it can be by getting involved in co-curricular activities. You will find this to be very rewarding.

Have a great year!

Mrs. Cheryl Mancuso, Principal

Mr. Eric Stewart, Vice Principal

OFFICE STAFF

TBD – Administrative Secretary
Mrs. D. Hom – Guidance Secretary
Mrs. C. Karr – Receptionist
Ms. P. Munn – Attendance Secretary

SCHOOL NURSE AND SOCIAL WORKER

Mrs. S. Garbutt – School Nurse
Ms. J. Hopkin – Social Worker

SUPPORT STAFF

Mr. Peter Legault – Head Caretaker
Mr. G. Groff – Daytime Caretaker
Ms. D. Rix – Evening Lead Caretaker



TEACHING STAFF, EDUCATIONAL ASSISTANTS*, LIBRARIAN**

Mme M. Angelone	Dr. K. Crowe	Mr. D. Lavictoire	Mrs. L. Shishkov
Mrs. B. Atack-Di-Domenico	Mr. Michael DiRamio	Ms. K. Lockyer	Mrs. K. Smith
Mrs. J. Barnett	Mr. J. Domanico	Mr. S. Madole	Mr. C. Spiece
Mrs. J. Bhan	Mr. C. Donevan	Mr. B. Meloche	Ms. N. Steenburg
Mr. C. Bolle	Mrs. J. Edwards	Mrs. S. Minniti	Mrs. G. Stickney
Ms. B. Breivik	Ms. L. Erickson	Mr. S. Nadon	Ms. J. Stiefelmeyer
Mr. C. Brendzy	Mr. C. Giles	Ms. K. Nuyten	Mlle K. TenBrinke
Mr. J. Brophy	Mr. M. Grant	Mrs. C. Peck	Mr. J. Thompson
Mrs. L. Brophy	Mrs. C. Hall	Mr. C. Pierce	Mrs. J. Tilly
Ms. K. Brock**	Mr. D. Hartley	Mr. A. Potalivo	Mr. T. Tope
Ms. R. Chiera	Mr. M. Honsberger	Mr. S. Quinn	Mr. S. Torok
Mr. D. Cockburn	Mr. I. Iseppon	Mrs. R. Risko	Mme K. Wade
Mr. JP Coté	Mme C. Key	Ms. E. Risto	Mrs. J. Wilkinson*
Mrs. S. Cunningham*	Mr. M. Kurucz *	Ms. S. Scordino	

SCHEDULES

REGULAR SCHEDULE	
Period	Times
1	8:10 - 9:15
2	9:20 - 10:20
3	10:25 - 11:25
Lunch	11:25 - 12:05
4	12:05 - 1:05
5	1:10 - 2:10

ALL GRADE ASSEMBLY SCHEDULE	
Period	Times
1	8:10 – 9:00
2	9:05 - 9:55
ALL GRADE ASSEMBLY	10:00 – 11:00
3	11:05 – 11:55
Lunch	11:55- 12:35
4	12:35 - 1:20
5	1:25 - 2:10



IMPORTANT DATES 2018-2019

SEMESTER ONE

September 3, 2018	Labour Day
September 4, 2018	First Day of School
September 13, 2018	Picture Day (all students must have a photo taken for Student ID Card)
September 14, 2018	Early Release Day
September 20, 2018	Grade 9 Meet the Teacher 5:30 p.m. (more information to follow)
October 5, 2018	Professional Development Day
October 8, 2018	Thanksgiving Day
October 9, 2018	Progress Reports Issued
October 11, 2018	Parent-Teacher Conferences (6:00 p.m. – 8:00 p.m.)
October 17, 2018	Picture Retake Day
November 14, 2018	Take Your Kid to Work Day
November 14, 2018	Grade 8s Visit Governor Simcoe
November 16, 2018	Professional Development Day
November 20, 2018	Mid-Term Report Cards Issued
November 26, 2018	Grade 8 Open House (6:00 p.m. – 8:00 p.m.)
December 24, 2018 – January 4, 2019	Winter Break
January 9 – January 16, 2019	Grad Photos
January 17, 2019	EQAO Grade 9 Math Assessment (semester one math students)
January 25 – January 31, 2019	Exams
February 1, 2019	Professional Development Day

SEMESTER TWO

February 4, 2019	First Day of Semester Two
February 15, 2019	Professional Development Day
February 18, 2019	Family Day
March 11-15, 2019	March Break
March 19, 2019	Progress Reports Issued
March 21, 2019	Parent-Teacher Conferences (5:30 p.m. – 7:30 p.m.)
March 27, 2019	Ontario Secondary School Literacy Test (OSSLT)
April 19, 2019	Good Friday
April 22, 2019	Easter Monday
April 29, 2019	Mid-Term Report Cards Issued
May 17, 2019	Professional Development Day
May 20, 2019	Victoria Day
June 13, 2019	EQAO Grade 9 Math Assessment (semester two math students)
June 20 – 26, 2019	Exams
June 27, 2019	Graduation
June 27, 28, 2019	Professional Development Day

STUDENT SUPPORTS

Student Services

Guidance Counsellors provide both intervention and prevention services for personal, social, educational and career related issues. Tasks such as timetabling, university and college applications, graduation, career planning, personal counselling, new student registration, maintenance of student records, liaison with feeder schools, etc. are also functions of the office. Counsellors identify at-risk students and ensure that programs are designed and implemented in conjunction with the Resource Department, Student Success Teachers and other support staff to ensure a quality high school experience for every student. Please visit www.govsimcoe.dsb.org for more information relating to Student Services.

Student Services Contacts:

Mrs. Beth Atack-DiDomenico, Program Leader of Guidance
Mr. Tim Tope, Guidance Counsellor
Mrs. Diane Hom, Guidance Secretary

Special Education Department/Student Success

At Governor Simcoe Secondary School we believe that all students can learn and experience success. Governor Simcoe is committed to working with students, parents and staff to ensure that individual student learning needs are being supported within each class. Communication is very important. Students and parents are encouraged to reach to both the classroom teacher and special education teacher/student success teacher if you have questions. Our Learning Resource Centre (LRC) is located in Room 141E (across from the main office). The LRC is an available resource to any student who may require support and requires a quiet work area.

Special Education/Student Success Contacts:

Mr. Sean Quinn, Program Leader of Special Education and Specialized School to Community
Ms. Lisa Erickson, Resource Teacher
Mrs. Leslie Brophy, Student Success Teacher
Mrs. Jennifer Bhan, Student Success Numeracy Support
Mrs. Karen Smith and Mr. David Hartley, Student Success Literacy Support
Ms. Nicole Steenburg, Student Success Teacher

CO-CURRICULAR PARTICIPATION

- We value the enjoyment/growth/personal achievement students realize through participation in co-curricular activities and its contribution to life-long learning and healthy lifestyle.
- We believe every Governor Simcoe student would benefit from co-curricular involvement and our goal is to maximize student participation.
- Co-curricular refers to any school sponsored activity outside of the classroom that fosters student growth.
- Participation in co-curricular activities is a privilege not a right. Participants are expected to be students first.

Due to the fact that co-curriculars complement classroom learning, there are very specific expectations for participation.

CURRICULAR PARTICIPATION - continued

Students **MUST**:

- Attend all classes regularly and punctually, including MSIP.
- Fully attend school on the day of an event/practice/competition. Accept responsibility and be committed to their academic success. Failure to do so may result in the loss of the privilege to participate.
- Be enrolled in a meaningful academic course-load as agreed upon by school administration.
- Adhere to the Governor Simcoe Code of Conduct. This includes demonstrating positive behaviours in class, hallways and while representing Governor Simcoe at co-curricular activities.

CODE OF CONDUCT AND GUIDELINES

It is expected that every student at Governor Simcoe Secondary School acts in a manner which reflects respect for self, for others, and for our school facility and community. In addition, all students are expected to adhere to the guidelines outlined below. These guidelines assist our school in continuing to be a great place to be and to learn.

RESPECT FOR SELF

- Be free from the possession or influences of alcohol or mood altering substances. **IMMEDIATE SUSPENSION** will occur for any involvement with drugs or alcohol.
- Dress according to expected dress code. The guidelines for appropriate dress are outlined under the "Dress Code"
- Refrain from inappropriate sexual behavior

RESPECT FOR OTHERS

- Be courteous, No profanity
- Do not harass or abuse others verbally or physically, or make comments or engage in activities reflecting attitudes of racism, sexism, misogyny or homo-phobia
- No fighting
- Possession of any dangerous accessories is prohibited
- Electronic devices are not allowed to be on in the classroom unless at the teacher's direction

RESPECT FOR AUTHORITY

- Comply with all school rules
- Teachers, administrators, secretaries, bus drivers, caretakers can all expect you to comply with school rules in the classroom, halls, offices, while participating in extra-curricular activities or on buses.



RESPECT FOR PROPERTY

- Take care of your school, classroom, equipment, textbooks, desks and lockers
- Clean up after yourself
- Vandalism will result in disciplinary action which may include suspension as well as restitution for damages

PERFORMANCE

- Be punctual and attend class regularly
- Work hard in class
- Complete course work
- Be prepared
- Do homework

ATTENDANCE

Students are expected to be in school, in class and punctual. Good attendance is essential for student success at school. Being prompt to class is also essential for school success; a late arrival to class is disruptive to the learning environment.

Acceptable reasons for absences:

- Personal illness
- Dental or medical appointments
- Religious holidays
- Family emergency
- Extreme inclement weather
- School related activities

Attendance Documentation:

- **The attendance call-in line, 905-934-4006, is available 24 hours a day, 7 days a week.** Parents/guardians are asked to call in their student's absence as soon as it is known in order to assist the school with attendance record keeping and communication with teachers.
- If the above is not possible, the student must provide attendance with a dated note signed by parent/guardian before the student may return to class.
- The same procedures apply to adult students (18 years of age or older). Adult students are permitted to explain absences from school, lates and early leaves. This does not absolve them from the consequences of school expectations and responsibilities. The right of an 18 year old student to sign themselves out of school does not grant them permission to miss school for unacceptable reasons. These students are subject to the same Ministry of Education and Training regulation –Section 21(2)(6) as are their parents concerning attendance at school. “A child is excused from regular attendance at school only if the child is unable to attend school by illness or other unavoidable cause.”
- Students who must leave during the school day should bring a note from a parent/guardian and must sign out with attendance prior to leaving or upon their return must submit a note or call from parent/guardian to verify.
- Students who do not provide the appropriate documentation will be recorded as truant until parent/guardian verification of absence is received

Truancy (Skipping Class):

- Truant students will be consequenced for skipping classes.
- If a student misses an assessment/evaluation it will be at the school's discretion whether the student will be allowed to submit the assignment.

Note: Students are responsible to obtain and complete work missed due to absence.

Lates

- Students who are late for class will have 'late' recorded on their class attendance record.
- If more than 15 minutes late students will not be admitted to class without an admit slip from the attendance secretary.
- Students more than 20 minutes late will get a phone call to parent / guardian to notify them of the late over 20 minutes.
- Late students will have consequences for repeated lateness.

MSIP

MSIP is a mandatory multi-subject instruction period and is connected to the 110 hours of instructional time required in each course. MSIP provides students with the opportunity to complete work and to receive additional teacher support when needed. All attendance expectations apply. Students will place their credits at risk if they do not attend their MSIP class.

AGE OF MAJORITY

Students who have attained the age of 18 are treated as adults in the educational setting. Reports regarding attendance and achievement are issued directly to the student and notes or phone calls from parents regarding absences are not required. Additionally, parents should be aware that the automatic phone system for student absence does not call the homes of age of majority students. Students over the age of 18 are responsible for their attendance and achievement. Students are reminded, however, that with age and privilege comes responsibility. Being 18 does not mean that students can sign in and out without reason. Students are responsible for the consequences of their decisions.

SCHOOL DRESS

When you look in the mirror in the morning, you know if you are dressed appropriately. Make sure you come to school dressed decently and with decorum every day. The school is your workplace. Dress should be appropriate for the workplace. Students who do not do so will be sent home to change. Students who habitually fail to comply with the dress code will be progressively disciplined.

- Hats or head-coverings (bandanas, kerchiefs, hoods, visors, etc.) are to be removed before entering the school or participating in school field trips or activities. This social and traditional sign of respect and courtesy is not only a point of established Canadian etiquette, but has also proven to be a good security practice, which allows quick and easy identification of students and/or trespassers. Headdresses or head coverings worn for religious purposes are exempt.
- All clothing must be in a reasonable state of repair
- No undergarments visible
- No beachwear, short shorts, halter tops, cut-offs
- All tops and dresses must have straps
- Clothing which advertises or promotes alcohol, drugs, violence or racism, or that displays obscene, distasteful or hurtful messages is not to be worn at Governor Simcoe Secondary School
- No midriffs exposed
- Chains, studded clothing and other items of clothing which may be considered dangerous are prohibited
- Proper footwear is to be worn at all times

CELL PHONES

Cell phones that are brought to school should be turned off and put away when entering classrooms. Students who use their phones in the class unless under the direction of the teacher, may have their phones taken away for the remainder of the day. Students who are caught repeatedly using their phones in the school will face more serious consequences. It is forbidden to use electronic devices to take pictures/videos in school of students or staff without their explicit consent. Consequences can include suspension.

COMMUNITY INVOLVEMENT

Prior to graduation with a secondary school diploma, students are required to complete 40 hours of community service. Students must complete their community service activities outside of the regular school day. You must not be paid and you may not do the work of someone who is normally paid to do that work. Each incoming student will be in-serviced on the guidelines, process and documentation required for community involvement. Students are encouraged to plan the activities with the help of their parents. Students are to speak with a guidance counsellor if they have questions or require clarification.

LIBRARY RESOURCE CENTRE (LRC)

The LRC offers the following services:

- Print resources for signing out
- Computers for student use
- Hard copy and database resources for research
- Internet access (educational use)
- Quiet area for reading and catch-up

LOCKERS

Students will be assigned lockers by their homeroom teachers during the first week of semester one.

- Lockers must not be shared
- Students will have the use of one locker
- Students must remain in the same lockers for the entire year
- Lockers should be kept clean
- Only appropriate pictures should be displayed in lockers
- Things of value should not be stored in lockers
- Students locker and combination numbers must be on file in the office
- Do NOT give your locker combination number to anyone for any reason

Lockers are loaned to students for the storage of school materials. Students should be aware that administration may inspect any locker at any time it is deemed necessary.

PERSONAL PROPERTY

Students are asked not to bring valuable items to school. It is highly recommended that nothing of value be taken to and left in the gym change rooms, as these rooms cannot be locked at all times. The school cannot be responsible for any loss, damage or theft of personal property that occurs on the premises.

SAFE SCHOOLS

Every student at Governor Simcoe Secondary School has the right to attend school in an atmosphere that is safe, inviting and comfortable. Any individual that interferes with this right will be removed from school until their behavior is corrected and deemed acceptable for return by Governor Simcoe Secondary School Administration.

As a parent, your child's safety and well-being is important to you. At Governor Simcoe Secondary School, we firmly believe that a safe learning environment is essential for students to succeed.

In June 2007, the provincial government passed Bill 212, the Education Amendment Act, (Progressive Discipline and School Safety). Its provisions took effect on February 1st, 2008. The board's Policy Advisory Committee reviewed existing policies, and either maintained, revised or replaced them.

To fulfill the obligations of the Act, and further its commitment to student success, the District School Board of Niagara has also launched the R.I.S.E. (Reducing Incidences of Suspensions and Expulsions) Program. R.I.S.E. provides educational structure and supervision to youth that are suspended or expelled from DSNB schools, ensuring that they have the opportunity to continue their education.

A progressive discipline approach will be taken when determining consequences for inappropriate behavior.

CANINE SEARCHES

In common with the other schools in Niagara, and as part of our Safe School Policy, searches may be carried out by school authorities, or by the Niagara Regional Police, including the Canine Unit, at the direction of school authorities when there are reasonable grounds to suspect a breach of a school rule. The Principal has the authority under the Ontario Education Act to conduct searches, which are reasonably related to the maintenance of order and discipline in the school. The Principal may invite the Niagara Regional Police, including the Canine Unit, to accompany and assist in conducting a search that may reveal evidence of the breach of a school rule. The search may be conducted by the Principal, Vice-Principal, or designated teaching staff. Charges may be laid by the Niagara Regional Police as a result of these searches and students may be disciplined in accordance with the Education Act. Any drugs or drug paraphernalia that are found as a result of these searches are turned over to the Niagara Regional Police for further investigation and/or disposal. We appreciate the support of our parents/guardians and School Council in our efforts to maintain a safe school environment.

EMERGENCY PROCEDURES/FIRE DRILLS/LOCKDOWN

All District School Board of Niagara schools are required to have a safe school plan. An important part of that plan is to practice what to do in the event of an emergency. An emergency is defined in Board Policy as "an unexpected situation which requires prompt action beyond normal procedures". Consequently (in common with all DSNB schools), Governor Simcoe Secondary School will practice fire drills and emergency lockdown procedures as deemed necessary by the Administration or the Police/Fire Department.

SKATEBOARDS, SCOOTERS, ROLLERBLADES, AND BICYCLES

The use of skateboards, scooters, and rollerblades in the school or on school property is not permitted. Students who ride their bikes to school are to secure them with an appropriate lock to a bike rack outside of the school. Bikes MAY NOT be stored inside of the school

SMOKING/VAPING

The Tobacco Enforcement Act (1994) prohibits smoking in the school or anywhere on school grounds. School policy also bans the use of “e-cigarettes” or “vapourizers” anywhere on school property. Individuals who are observed smoking on school property are referred to the Regional Health Tobacco Enforcement Office. Smoking on school property results in a minimum FINE of \$305 issued by the Regional Health Office. Butt Out and save the aggravation.

STUDENT PARKING

Parking on school property is a privilege that can be withdrawn at any time from careless and dangerous drivers. All drivers are to enter and exit our parking lot with caution. Responsible driving practices extend into our community. Students may not sit and socialize in their vehicles on school property. Violation in the community can result in loss of student parking at the school. Student drivers are to register the vehicles they will be driving to school at the main office.

HALLS

The second and third floors are out of bounds during lunch. All students are to be located on the first floor or be off of school property during this time.

SCHOOL COMPUTERS

Student computers are located throughout Governor Simcoe. These computers are for students to use for educational purposes. Students who need to use a computer are allowed to do so with the permission of the teacher/librarian in that area. Students are assigned a ‘log-in’ and create their own password. These two things allow you and only you to access the network; they are like a fingerprint. Do not share your log-in/password with another student or allow another student to use a computer you have logged on to. Using the internet is allowed for educational reasons only. Using chat rooms or Facebook is not permitted on school computers. Students who abuse the school computer policy will have their computer privileges revoked.

ATHLETIC FEES

Due to the cost of school athletics, each participant in a sport is charged a flat fee. The cost varies from sport to sport. An individual sports fee may need to be adjusted as a result of changes to referee fees and tournament costs, etc. Parents will be notified of cost by coaches prior to start of season.

SPARES/STUDY PERIODS

Senior students may use the cafeteria and library during their spare/study period. Students are encouraged to prioritize their work and use their spare in a productive manner.

STUDENT PHOTOS

All students are required to have their photo taken on picture day, regardless if they are purchasing pictures or not. This will provide students with a Student Identification Card that is required for school events and provides verification for a student when purchasing items that provide student rates.

TEXTBOOKS

Students are provided with textbooks. Students are responsible for taking care of and returning these books at the end of the course. Students will be required to pay for lost or damaged textbooks.

LIBRARY BOOKS

Students may borrow library material using their school I.D. card. Materials may be borrowed for a period of two weeks; a maximum of five books may be borrowed at a time. Students will be required to pay for lost or damaged materials.

PLAGIARISM

Plagiarism is academic dishonesty. It includes copying the work of another student, having someone else write an assignment, copying a published author's text, or using (by paraphrase) substantial ideas or arguments from a source without proper citation. You may also be an accomplice in plagiarism if you knowingly allow your own work to be submitted in whole or in part as the work of another person. Most plagiarists are easily discovered because instructors are familiar with sources and can also detect inconsistencies in the work and in the writing style, vocabulary and syntactical structure. Students are expected to cite all ideas or works that are quoted or paraphrased. When in doubt, cite your sources.

Possible Consequences:

- Suspension
- A zero to be included in the final grade for the course
- A percentage penalty deemed suitable by the teacher
- Any combination of the above

Avoiding Plagiarism (a student checklist):

- Have I used class time for writing and shown my teacher that I have been working on my assignments?
- Have I shown my teacher all drafts on the assigned due dates?
- Have I included all rough work?
- Have I used quotation marks as instructed to acknowledge material taken from sources?
- Are citations of footnotes properly done for both direct quote and indirect references?
- Is a bibliography/references/work cited sheet included?

POSSIBLE CONSEQUENCES FOR CODE OF CONDUCT & GUIDELINE VIOLATIONS

The primary goal of a consequence is to eliminate a misbehavior and to promote student self-discipline. Normally, students will proceed through a range of consequences. A consequence will remain in effect for a fixed period of time. A range of consequences will not be followed in cases of serious misbehaviours. Serious misbehaviours will result in immediate suspension.

- | | | |
|---------------------------------------|-----------------------|----------------------------------|
| ▪ Warning from the teacher | ▪ Detention | ▪ Parental Contact |
| ▪ Interview with the administration | ▪ Behaviour contract | ▪ Attendance contract |
| ▪ Controlled timetable | ▪ Removal from course | ▪ Program change |
| ▪ Suspension from school | ▪ Expulsion | ▪ Police or other agency contact |
| ▪ Loss of class and school privileges | | |

ASSESSMENT AND EVALUATION

Assessment and evaluation occurs throughout the semester in courses. Throughout each semester there are three formal reporting periods; a progress report approximately five weeks into the semester, a midterm report and a final report. On a regular basis teachers communicate with students as to their progress in each course. If your child indicates they do not know their current grade in a course, please contact the teacher for an update. The reporting dates are located in the Calendar of Events.

The primary purpose of assessment and evaluation is to improve student learning. Teachers use assessment to gather information about students' strengths and needs as learners and evaluation to judge how well students are meeting the curriculum expectations.

Reporting on Learning Skills

The development of learning skills and work habits is an integral part of a student's learning. To the extent possible, however, the evaluation of learning skills and work habits, apart from any that may be included as part of a curriculum expectation in a subject or course, should not be considered in the determination of a student's grades. Assessment, evaluating, and reporting on the achievement of curriculum expectations and on the demonstration of learning skills and work habits separately allows teachers to provide information to the parents and student that is specific to each of the two areas of achievement.

Late Policy and the Evaluation of Learning

A student's grade is based on the teacher's assessment of what has been learned in the course. Students cannot be appropriately assessed without evidence of their achievement. It must be clear to students that they are responsible for providing this evidence of academic achievement. The evidence should be presented in a form specified by the teacher and within the timeframe approved by the teacher.

Students must understand that there will be consequences for not completing their assignments for evaluation or for submitting these assignments late.

Each teacher will use his/her own professional judgment, including the consideration of specific individual circumstances, when determining if a late penalty will be applied.

- asking the student to clarify the reason for not completing the assignment;
- helping students develop better time-management skills;
- taking into consideration legitimate reasons for missed deadlines;
- reviewing whether students require special education services;
- holding teacher-student conferences;
- maintaining on-going communication with students and/or parents about due dates and late assignments, and scheduling conferences with parents if the problem persists;
- setting up a student contract;
- referring the student to the In-School Student Success Team;
- providing alternative assignments or test where, in the teacher's professional judgment, it is appropriate to do so;
- deducting marks for late assignments, up to and including the full value of the assignments (Growing Success, pg. 43)

ASSESSMENT AND EVALUATION - continued

Deduction of Marks

For major assignments for evaluation, teachers may impose mark deductions for lateness, after considering individual student circumstances.

For Grades 9 and 10 courses, a 5% per day deduction up to a maximum of 15% of the assignment may be deducted.

For example, if a student earns 80% on a major assignment for evaluation, and it is handed in one day late, the mark on that assignment is 75%.

If the assignment is two days late, the mark becomes a 70%.

If the assignment is three days late or more, the mark becomes a 65%.

For Grades 11 and 12 courses, a 5% per day deduction up to a maximum of 25% of the assignment may be deducted.

For example, if a student earns 80% on a major assignment for evaluation, and it is handed in one day late, the mark on that assignment is 75%.

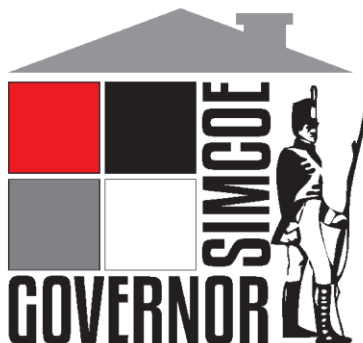
If the assignment is two days late, the mark becomes a 70%.

If the assignment is five days late or more, the mark becomes a 55%.

EXAMINATIONS

There are two sets of exams during the school year. At the end of each semester, students will write formal exams. The value of the final exam varies from course to course. This value is identified in the course outline given to students at the beginning of the semester in class.

The school calendar includes outlines of the exam dates for each semester. It is the student's responsibility to know when and where they write each exam. Students **MUST** be in attendance to write the final exam. We ask parents to plan activities like vacations around these dates. If there is an emergency such as personal illness a medical note will be required. Parents who have questions or concerns about their son/daughter's grades are encouraged to call the school for information. Please see the section titled Student Support for information on support available to students that are 'at-risk' of failing.



LEARNING SKILLS & WORK HABITS

<p>Responsibility</p> <p>Sample Student Behaviours:</p> <ul style="list-style-type: none"> • Fulfills responsibilities and commitments within the learning environment; • Completes and submits all class work, homework, and assignments according to agreed-upon timelines; • Takes responsibility for and manages own behavior. 	<p>Organization</p> <p>Sample Student Behaviours:</p> <ul style="list-style-type: none"> • Devises and follows a plan and process for completing work and tasks; • Establishes, promotes, and manages time to complete tasks and achieve goals; • Identifies, gathers, evaluates, and uses information, technology, and resources to complete tasks.
<p>Independent Work</p> <p>Sample Student Behaviours:</p> <ul style="list-style-type: none"> • Independently monitors, assesses, and revises plans to complete tasks and meet goals; • Uses class time appropriately to complete tasks; • Follows instructions with minimal supervision. 	<p>Collaboration</p> <p>Sample Student Behaviours:</p> <ul style="list-style-type: none"> • Accepts various roles and an equitable share of work in a group; • Responds positively to the ideas, opinions, values, and traditions of others; • Builds healthy peer-to-peer relationships through personal and media-assisted interactions; • Works with others to resolve conflicts and build consensus to achieve group goals; • Shares information, resources, and expertise and promotes critical thinking to solve problems and make decisions.
<p>Initiative</p> <p>Sample Student Behaviours:</p> <ul style="list-style-type: none"> • Looks for and acts on new ideas and opportunities for learning; • Demonstrates curiosity and interest in learning; • Approaches new tasks with a positive attitude; • Recognizes and advocates appropriately for the rights of self and others. 	<p>Self-Regulation</p> <p>Sample Student Behaviours:</p> <ul style="list-style-type: none"> • Sets own individual goals and monitors progress towards achieving them; • Seeks clarification or assistance when needed; • Assesses and reflects critically on own strengths, needs, and interests; • Identifies learning opportunities, choices, and strategies to meet personal needs and achieve goals; • Perseveres and makes an effort when responding to challenges.

IMPORTANT CONTACT NUMBERS

Community Resources

Contact Niagara	905-684-3407
Employment Help Centre (122B Queenston St.)	905-685-1353
Job Gym (210 King St.)	905-682-8372

Alcohol and Drug Counselling

CASON – Alcohol & Drug Counselling (1 St. Paul St.)	905-684-1183
Alateen	905-328-1677
Narcotics Anonymous	905-685-0075

Birth Control/Pregnancy

Birth Control Centre	905-688-3817
Niagara Life Centre	905-934-0021
Birthright	905-685-1913

Counselling

Mental Health – NHS – Community Crisis Centre	905-684-1859 Ext. 43230
FACS – Family and Children’s Services	905-937-7731
NCYS – Niagara Child & Youth Services	905-684-3407
Sexual Health Centre (277 Welland Ave.)	905-688-3817

Crisis Response

Kids Help Line	1-800-668-6868
Distress Centre	905-688-3711
Rapid Response Line	1-800-263-4944
Niagara Regional Sexual Assault Centre (CARSA) – 24 Hour – Crisis Line	905-682-4584

Gambling

Gambling Help	905-684-7859
Ontario Help Line	1-800-230-3505

Shelters

Niagara Women in Crisis (NOVA)	905-356-5800
Women’s Place/Gillian’s Place	905-684-8331
The Raft	905-984-4365

Government Offices

Health Card Ontario	1-800-664-8988
Social Insurance Card	1-800-206-7218
Passport Offices	1-800-206-7218