

Cawthra Park Secondary School

STUDENT HANDBOOK 2017-2018 – abridged version

*Go to www.cawthrapark.com to view the full version.

Students are responsible for understanding and adhering to all sections of the Student Handbook.

1. CODE OF CONDUCT

i) Our Commitment

Cawthra Park Secondary School recognizes that students achieve their best when they feel safe, nurtured, welcomed, respected and included. We are committed to providing a healthy climate for learning and working to support student success. For learning to be successful, schools must be free of negative factors such as bullying, discrimination and other harmful behaviours including physical violence in any form. In the Peel District School Board, we understand that equity and excellence go hand-in-hand.

One of the core goals in our strategic plan, the *Report Card for Student Success*, is the following:

"[Achieve equity for students and staff](#)—we provide equity of access and opportunity for students and staff to learn, work and develop in an environment that is nurturing, engaging, respectful and inclusive."

One of the Peel Board's projects is the implementation of six core character attributes. The attributes are taught in school, but they are also the basis of the board's working relationships – they help to create a positive climate for learning and working.

We want our staff and students to be:

- **Caring** – showing compassion and kindness towards others
- **Cooperative** – working collaboratively with others for a common purpose
- **Honest** – being truthful, trustworthy and sincere in our speech and actions
- **Inclusive** – treating everyone fairly and equitably
- **Respectful** – treating others, ourselves and the environment with high regard and value
- **Responsible** – being accountable and reliable in our actions and commitments

We believe that parents, the school and community must all work together to help students learn to become responsible members of society, being sensitive to the diversity, cultures and special needs of individual students. We must clearly demonstrate respect for social justice and human rights and promote the values needed to develop responsible members of a democratic society.

The Code of Conduct for Cawthra Park Secondary School *aligns with and supports Ontario's Equity and Inclusive Education Strategy, the Peel Board's Human Rights policy and the Equity and Inclusive Education policy.*

ii) Our Code of Conduct

The Cawthra Park Secondary School Code of Conduct applies to all members of the school community including students, parents, guardians, volunteers, visitors and school staff, whether they are on school property, on school buses, at school-authorized events or activities, or in any other situation that may impact the school climate.

All members of the school community have a responsibility to respect and honour the school Code of Conduct, to demonstrate age and developmentally appropriate social behaviour and to take responsibility for their own actions.

OUR RESPONSIBILITIES

All members of the school community are expected to:

- demonstrate honesty and integrity;
- treat one another with dignity, respect and fairness, regardless of race, ancestry, place of origin, colour, ethnicity, creed, citizenship, religion, gender, gender identity, sexual orientation, age, ability, socioeconomic status, or any other attribute;
- take appropriate action to help those in need, seeking assistance to resolve conflict constructively and respectfully;
- show proper care and regard for school property and the property of others.

Parent and guardian responsibilities include:

- taking an active role in their son/daughter's education by ensuring that he/she is prepared for learning, including punctual and regular attendance, promptly reporting authorized absences and late arrivals, and communicating regularly with the school;
- reviewing the school Code of Conduct with their son/daughter and helping him/her follow school rules;
- helping their child understand that it is not appropriate to tease or bully others;
- monitoring their child's internet use and taking responsibility for his/her behaviour when accessing electronic resources from home.

Student responsibilities include:

- demonstrating a commitment to learning through punctual and regular attendance, being prepared and ready to learn;
- practising honesty and integrity including, but not limited to, not participating in or encouraging plagiarism, misrepresentation of original work, use of unauthorized aids, theft of evaluation instruments, or false representation of identity;
- following school rules and taking responsibility for his/her own actions;
- refraining from bringing anything to school, or using anything inappropriately, that may risk the safety of themselves or others;
- showing proper care and regard for school and community property, as well as only visiting other schools for school-related and authorized activities.

Staff responsibilities include:

- helping students achieve to the best of their ability, developing self-worth, and being responsible citizens;
- maintaining order in the school and holding everyone to the highest standard of respectful and responsible behavior;
- communicating regularly and meaningfully with parents/guardians;
- establishing a range of clear, fair and developmentally appropriate interventions, supports, direct skill instruction and consequences for unacceptable behaviour including but not limited to homophobia, gender-based violence, sexual harassment and inappropriate sexual behavior;
- responding to and reporting behaviours which may have a negative impact on school climate.

iii) Bullying Prevention and intervention

We are teaching students to identify and deal with bullying behaviour and to stop this behaviour from happening. Bullying is typically a form of repeated, persistent and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

When someone experiences or observes bullying behaviour, he/she is expected to report it to a teacher, teaching assistant or school administrator immediately. Bullying behaviour will be dealt with using a progressive discipline approach.

iv) Progressive Discipline

Cawthra Park Secondary School encourages, supports and recognizes acceptable behaviour in our students through a variety of positive practices. Progressive discipline is an approach that makes use of a continuum of interventions, supports and consequences, building upon strategies that promote positive behaviours.

We encourage students to take responsibility for their behaviour and to accept the consequences of their actions. A progressive discipline approach is used to deal with inappropriate behaviour. This may include: verbal reminders, review of expectations, contact with parent(s)/guardian(s), written reflections, volunteer services to the school community, conflict mediation and resolution, peer mentoring, referral for support services and/or an opportunity for restoration and repair.

We recognize that each student is a unique individual and that every situation that requires disciplinary action has its own set of extenuating circumstances. All factors that may have affected the student's behaviour will be considered before progressive discipline is applied. Students who behave inappropriately will receive an age and developmentally appropriate consequence. For a student with special education or disability-related needs, all progressive discipline approaches will be consistent with his/her Individual Education Plan and his/her demonstrated abilities.

Suspension and Expulsion

Cawthra Park Secondary School also supports the use of suspension and expulsion for serious incidents as outlined in the Peel District School Board's Safe Schools Policy.

Before considering whether to impose a suspension or make a recommendation for an expulsion, a principal considers mitigating and other factors.

The behaviours for which a principal will consider suspending a student include:

- swearing (written or verbal) at a teacher or at another person in a position of authority;
- bullying, including cyber-bullying;
- uttering a threat to inflict serious bodily harm on another person;
- committing an act of vandalism that causes extensive damage to school property;
- possessing alcohol or restricted drugs;

- being under the influence of alcohol;
- committing any act, considered by the principal to:
 - have a negative impact on the moral tone of the school;
 - have a negative impact on the physical or mental well-being of one or more school community members;
 - be contrary to the school or Peel Board Code of Conduct.

Student Action Plan

If a pupil has been suspended for four (4) or fewer school days the school will make reasonable efforts to ensure that students are provided with school work throughout the suspension. It is the responsibility of the family of the suspended student to make arrangements for the pick-up and drop-off of any/all homework.

Students who have been suspended between five (5) and twenty (20) school days will be offered the Peel District School Board's **Fresh Start Program**. The school will provide the program staff with school work for the student to complete while attending the program. The program is located at an alternate school site and it is the responsibility of each student to make transportation arrangements.

If a student chooses not to participate in the Fresh Start Program, school work will be provided for the student at regular intervals during the suspension period for the parent(s)/guardian(s) or a designate to pick-up and drop-off. Participation in the program is highly recommended.

Incidents for which a principal will consider recommending to the Board's Discipline Committee that a student be expelled include:

- physically assaulting another person causing bodily harm that requires medical treatment;
- possessing a weapon or using a weapon to cause or to threaten bodily harm to another person;
- trafficking in restricted drugs or weapons;
- giving alcohol to a minor;
- committing robbery;
- committing sexual assault;
- behaviour that:
 - is significantly detrimental to the school climate and/or to the physical or mental well-being of others
 - causes extensive damage to school property
 - causes his/her continued presence at the school to pose an unacceptable risk to other members of the school community
 - is a pattern of behaviour so inappropriate that the student's continued presence is detrimental to the effective learning or working environment of others
 - demonstrates a persistent resistance to changes in behaviour that would enable him/her to be successful
 - is a serious violation of the school or Peel Board Code of Conduct.

Students who are suspended or expelled will be given an opportunity to continue their education through educational programs offered by the school board.

v) Drugs, Smoking & Alcohol

The school recognizes the benefits of a smoke-free environment for all persons. By law, smoking is not permitted at Cawthra Park Secondary School, on any other board property, on school buses or while attending any school-related event or activity. School property includes cars that are on school grounds and all lands to the edge of the sidewalk or street. The **no smoking** rule will be enforced within these areas.

- The Smoke-Free Ontario Act prohibits smoking on school property 24 hours a day/7 days a week;
- Smoking prohibition applies to students, parents, visitors and staff as well as "after hours" groups who use school property;
- The *minimum* fine is \$305 for smoking on school property. Repeat offences result in a higher fine;
- It is illegal to sell or supply tobacco to any person under the age of 19.

Alcohol and restricted drugs may be addictive and represent a health hazard. Possessing, using, trafficking in, or providing others with restricted drugs and/or alcohol will not be condoned at Cawthra Park Secondary School, on Peel Board property or at any school-related event or activity at any time. Drug-related paraphernalia that can be used for substance abuse are not permitted on school property.

a) Weapons

Possessing or displaying weapons of any kind, real, toy or replica, and all other objects that could inflict or threaten bodily harm will not be accepted at Cawthra Park Secondary School, on any Peel Board property, or at any school-related event or activity at any time.

b) Dress Code

Cawthra Park's dress code strikes a balance between individual expression and the expectation of society for appropriate attire in a shared workplace; such as a school. Examine the list below for what is considered "appropriate" for school wear.

- **Bare midriffs and exposure of undergarments are not permitted**
- Jewellery, backpacks, binders or clothing that features sexual content, substance abuse, profanity, insignia referring to drugs/alcohol or violence, gang membership, or inappropriate references to nationality, race, sexual orientation or gender will not be permitted anywhere on school property

Students will be asked to change, or return home for wearing inappropriate articles of clothing.

c) **Bus Travel**

Students are expected to follow the standards of behaviour outlined in the Code of Conduct while they are on the school bus.

Students are required to:

- be at their bus stop at least five minutes before their pick-up time;
- go directly to their seats and stay seated;
- follow the bus driver's instructions and behave appropriately at all times.

Students may not:

- consume food and drinks on the bus;
- fight, swear or cause excessive noise on the bus;
- engage in activities that may endanger the safety of themselves or others.

vi) **School Events**

- A Cawthra student must present an S.A.C./Student I.D. Card to purchase a ticket. Ticket sales will be limited. No tickets will be sold at the door.
- A Cawthra Student must present an S.A.C./Student I.D. Card to be admitted.
- A Cawthra student may bring one guest who is not a student of the school. A guest ticket must be purchased with permission from the appropriate Vice-Principal. The host and guest must arrive together at the event and sign in at the entrance. The host is responsible for the behaviour of the guest while attending the school event.
- Certain individuals may be ineligible to receive a guest pass and certain students might be identified as being ineligible to serve as a sign-in host.
- The school reserves the right to refuse admission to anyone who does not comply with the regulations established for an event or who does not appear to be in a satisfactory state for attendance at a school function.
- Use of tobacco, alcohol and/or drugs at school events or attending a school dance while under the influence of drugs or alcohol is prohibited by school regulations and by law. Infractions will result in suspensions from school and may also result in charges being laid by the police officers in attendance. Parents will be notified to take the students home from the event.

vii) **Sports and Clubs**

Cawthra students may be permitted to attend school games and events. Students from other schools are NOT permitted, without supervision by their school staff. Cawthra students should not be going to other schools, without explicit invitation.

2. SCHOOL ABSENCES/LATES PROCEDURES

Attendance Policies

Regular attendance and punctuality are closely linked with student achievement. Students who are absent from or late to class miss critical instruction and disrupt the learning of other students. Please be aware of the following procedures with regards to student attendance:

i) **Absence – Process:**

- When a student is absent from school, a note or phone call explaining the absence **MUST** be provided to the Attendance Secretary on the day of the absence, or the day that the student returns from the absence.
- Students who fail to provide information from a parent/guardian that authorizes the absence may be required to **make up the time** at lunch with their teacher.

Late – Process:

- If a student arrives, after 9:00 a.m. on any school day, they are to report directly to the student counter for admission to school.
- Students are to provide a valid note for their late arrival to school
- An admit slip will be issued; no exceptions

- Students are to report directly to class once an admit slip is obtained.

Late – Consequences

There is a strong correlation between punctuality and student success. Habitual lateness to class negatively impacts student achievement. Unauthorized lates to class may result in loss of time for writing any assessment/evaluation. For counselling or administration appointments, students will receive an admit slip from the staff member directly. Students must show this note to the classroom teacher. Remember...school begins at 8:30 a.m. sharp! All assigned periods are compulsory.

Communication is key to ensuring that these procedures are successful. Here are some ways that we are keeping parents informed regarding student attendance:

- Automated attendance calls go home each night. These are generally accurate. Please call attendance desk or teacher(s) with any questions;
- Automated attendance calls can also include automatic emails to parents/guardian (please request access at the Attendance Desk in the Main Office, parents/guardian must show photo ID);
- **Parent Web** allows parents to view student attendance on-line (please request access from an administrator or guidance counselor, parents must show photo ID);
- **Please maintain up-to-date contact information.**

ii) Excused during the school day

All students leaving school for the day **must** sign out at the student counter. Students under the age of 18 must have **parental permission to sign out** of school. Students **not returning from lunch** must arrange for parental contact with the school and / or a note for the following day.

iii) Students 18 years of age or older

Students over the age of 18 may give permission to the school to discuss issues with parents. Students may not excuse themselves from course assessments, without a medical note or permission of the teacher.

iv) Family Authorized Extended Absence

All holidays must be taken during the designated holiday periods. See the school calendar found on page 7 in this agenda. Parents planning extended leaves for their children ,outside the designated holiday period ,must notify the school well in advance. Note that such leaves will put academic success at risk. A form entitled “Application for Temporary Withdrawal From School” **must be completed at least two weeks in advance by all** of the student’s teachers and then by the parent/guardian before being submitted to the main office.

NOTE: Vacations must not be scheduled during summative assessments and formative evaluation periods (written, oral or performance based).

Work Missed due to Absence from classes

See the Assessment and Evaluation section for policies dealing with missed assessments due to absence.

v) Student Timetables

- Students in year 1,2 and 3 must carry 8 courses, no study periods
- Students in year 4 (23 or more credits earned) may choose to have a study period in one or both semesters depending on credits earned

Note: Grade level is determined by the number of credits a student has successfully completed.

Timetable Changes

Note: Course change requests are based on availability and suitability. Check deadlines for course changes in our Guidance Department. Students must follow their existing timetables until they find out the status of their course change request.

Study periods Students are permitted to stay in the library or cafeteria during study periods. Students should not be in the hallways during study periods.

3. USE OF TECHNOLOGY – C.P.S.S. Personal Electronic Device Policy

Cawthra Park is committed to “21st Century School Learning”; and as such, supports students and staff who are living and learning in the ‘digital age’. Cawthra Park recognizes the value of using Personal Electronic Devices [PEDs] to enhance student learning and support curriculum delivery. As such, we embrace the use of Personal Electronic Devices in a respectful and responsible manner. This PED policy has been designed with these commitments at the forefront. Both staff and students are expected to review and follow the PED Policy.

- PEDs may be used during class time for educational purposes in classrooms, the resource centre and auditorium only with the permission of the teacher or another staff member. Still camera, video camera and audio recordings uses are detailed on the chart below. Abuse or inappropriate use of these PEDs will result in disciplinary action.
- PEDs may be used outside of class time, as long as these devices do not distract from instructional class time, or other school activities. At no time, are ear buds an excuse for not being able to respond to directions. Also, a ‘no leaking’ policy is in place throughout the school, and as such, no one other than the owner of the PED should be able to hear music/audio from the PED.
- Using PEDs to make and/or receive telephone calls or texts may only occur in the foyer, sitting area (outside the Library Learning Commons) and cafeteria. This use must not distract from instructional class time or other school activities.
- Some examples of curriculum related activities include inputting deadline into calendar, researching curriculum topic, or adding comment to class blog. Use of a PED during class time for uses other than curriculum related activities is unacceptable.
- To encourage responsible and respectful use of devices in the classroom and throughout the school, a teacher may request a student to “flip-it” (show the screen). Students are to immediately show the contents of their screen to their teacher. If a student is in violation of the school policy, the student can expect consequences for breaking the policy.
- Students need to be diligent about safely storing their PEDs.
- Cawthra Park is not responsible for lost or stolen PEDs.
- PEDs must not be used for any purpose that is contrary to the intent of the Cawthra Park Secondary School Code of Conduct.

4. GUIDANCE AND STUDENT SUPPORT SERVICES

The Guidance Department at Cawthra Park S.S. offers students assistance with Educational and Career planning and access to Personal Counselling. Students may see the Walk-In Counsellor at lunch time without an appointment – to answer simple questions or to schedule an appointment with their counselor. Parents and students may also access the Cawthra Park’s website to find links to various educational and career planning websites.

Extra Help/Support:

In addition to support available from teachers, students who struggle with any components of their learning or school life are encouraged to participate in programs such as:

- Tutoring
- Counting On You (after school Literacy *and* Numeracy)
- Connections Room

Go the Guidance Office for Extra Help/Information

i) Useful Websites:

1. www.careercruising.com (username – Peel; password 28830)
2. www.osca.ca
3. www.myblueprint.ca/peel (must have OEN number)