



**A N Myer Secondary School  
Student Handbook and Code of Conduct**



**Student Handbook**

**SUPPORTING STUDENT SUCCESS**

**MSIP - Multi-Subject Instructional Period**

**STUDENT RESPONSIBILITIES**

Teachers will help students take advantage of their MSIP period to improve their learning. **Students are responsible for coming prepared with work to their MSIP period.** The MSIP period may be used to:

- Complete work as instructed by classroom teachers
- Work quietly on individual homework
- Work quietly on assigned group work
- Exercise the MSIP travel privileges
- Complete missed tests, labs or in-class assignments

Destination and/or MSIP teachers have the right to refuse travel to any student due to behaviour or lack of attendance. If this occurs, supports for student learning will continue. Media players may be allowed in MSIP classes at the teacher's discretion. If the teacher deems their use to be distracting or if students are using them inappropriately, the devices will be taken and delivered to the main office until the end of the school day.

**IMPORTANT: MSIP TRAVEL PRIVILEGES**

Students obtain MSIP Travel Slip from their destination teacher. Students approach the destination teacher for a signed slip during their destination class, before or after school, at lunch or breaks. **UNDER NO CIRCUMSTANCE are students to contact a destination teacher during the teacher's instructional periods.** Students will present their MSIP teacher the signed MSIP Travel Slip at the beginning of the period. **Travel slips are only good for the date they are issued.** Students who arrive late for MSIP will lose their right to travel for the day. The MSIP Travel Slip travels with the student to the destination teacher. **All students must return to their MSIP teacher with the signed (by destination teacher) MSIP Travel Slip at least five minutes prior to the end of the period.** Students who fail to arrive at the intended designated location will lose travel privileges for 1 full week. **Travel to the Learning Commons (former Library) is not permitted during MSIP classes.**

**Student Services**

Student services provides support with academic, career and personal development of all students. Guidance counsellors will assist you with course selection that will meet your interests and academic goals throughout high school. They will be visiting your school and/or classroom before your course selections are due and will be happy to answer all of your questions. Check out these links:

[www.dsbnschools.org/supportservices/Curriculum/guidance.html](http://www.dsbnschools.org/supportservices/Curriculum/guidance.html)  
[www.anmyer.ca](http://www.anmyer.ca) and click on the Guidance link

**Student Success Teacher (SST)**

The role of the Student Success Teacher is to meet the diverse needs of all learners, and to help all students achieve their potential. Every DSBN school has a SST who is able to work with students who need extra support or alternatives to a regular classroom setting.

**Special Education Resource Teacher (SERT)**

Every DSBN school has a SERT who can help with the academic planning for students with an Individual Education Plan. Classroom teachers work with the SERT to provide accommodations and support for students.

**Youth Counsellor and Social Worker (YC, SW)**

Every DSBN secondary school has a YC/SW team who you can talk to if you are having difficulties adjusting to your new environment, or facing challenges at home or at school. Confidential appointments may be made through the YC/SW or through the Main Office.

**Library Services (access through *Learning Commons*)**

Library Services provides students with print, computer and electronic resources for support with your academic work. Our Librarian Technician is available to support student learning.

**Public Health Nurse**

A Public Health Nurse is available on a weekly basis to assist with health concerns. Appointments can be made through Student Services.

**Community Addiction Services Of Niagara (CAS-N)**

A counsellor from CAS-N is available on a bi-weekly basis to help with drug, alcohol and gambling addictions and treatment plans. Appointments can be made in the Attendance Office.

**New Concussion Policy**

A concussion can have a significant impact on a student's well-being, including their ability to learn. The DSBN recognizes that students are among those at greatest risk for concussions. A concussion can affect a student cognitively, physically, emotionally, and socially. We have a duty to accommodate a student who may have been concussed regardless if the concussion occurred during a school related or a non-school related activity. It is critical to students' well-being and academic success that individuals in schools have information on appropriate strategies to minimize the risk of a concussion, steps to follow if they suspect that a student may have a concussion, and effective management procedures to guide a student's return to learning and physical activity after a diagnosed concussion. The DSBN has developed a policy in line with Provincial regulations to address the needs of a student diagnosed with a concussion or a suspected concussion. This policy does require documentation from a doctor prior to the student's return to learn, and return to play. A full copy of the policy can be found on the DSBN website.

**Lost and Found**

Any item that is found should be taken to the office immediately. It is strongly advised that all valuables and large sums of money remain at home.

**STUDENT ACTIVITIES****Student Activity Fee**

A student card will be issued to the student upon payment of an activity fee. The card entitles the student to attend various school functions. If your card is lost or stolen, a replacement can be purchased at the main office.

## **STUDENT ACTIVITIES**

### **Student Council**

The Student Council is the governing body of student sponsored activities. Some of the responsibilities of the council include school dances and fundraising activities.

### **Spirit Council**

Spirit Council is the governing body of school spirit related activities. The responsibility of Spirit Council is to promote through various activities pride in our school and school community.

### **Athletic Council**

The Athletic Council is the governing body of athletics. Some of the responsibilities of the council include pep rallies, intramurals and fundraising for sports teams.

### **Arts Council**

The Arts Council is the governing body of music, art and drama sponsored activities. Their responsibilities include all productions, talent shows and art performances.

All four councils work together to ensure the needs and voices of all students are heard. All school functions require that a student have a student card, dress appropriately, and follow the code of conduct and behaviour outlined in this planner.

### **Co-curricular Activities and Field Trips**

The school may provide co-curricular activities and field trips as an extension of the regular school program. *Students involved in co-curricular activities and field trips are subject to all school regulations and any further regulations as outlined by the teacher(s) in charge. Students who participate in activities do so on the understanding that they are responsible for any work missed while participating in the activity.* Students are also responsible for informing their subject teachers as far in advance of the activity as possible. If there is an evaluation item that will be missed, it is the student's obligation to contact the teacher and arrange some alternative.

Students who are failing in their course work, have attendance problems, and/or have behaviour problems may be withdrawn from any co-curricular activity or event. This will be at the discretion of administration, after consultation with the coach and the course teacher.

#### **Athletic Eligibility Information**

All students who are transferring to or from one high-school to another and wish to participate in athletics are subject to the rules of the OFSAA Transfer Policies.

## A.N. MYER STUDENT ACHIEVEMENT AWARDS

### Myer Medallion

A Myer Medallion is presented to students in their graduating year to acknowledge their achievement of earning an 80% average or better in their best six Grade 12 day school courses.

### Myer Honour Roll Certificate

A special Myer Certificate is presented to successful students in each grade who have achieved an 80% or better and is calculated as follows:

Grade 9 .....	all 8 marks
Grade 10 .....	all 8 marks
Grade 11* .....	best 7 marks
Grade 12* .....	best 6 marks

\* Must be a grade 11 or grade 12 course

## SUPPORTING STUDENT ACADEMIC ACHIEVEMENT

### The Seven Fundamental Principles

To ensure that assessment, evaluation, and reporting are valid and reliable, and that they lead to the improvement of learning for all students, teachers use practices and procedures that:

- are fair, transparent, and equitable for all students
- support all students, including those with special education needs, those who are learning the language of instruction (English or French) and those who are First Nation, Metis or Inuit
- are carefully planned to relate to the curriculum expectations and learning goals, and as much as possible to the interests, learning styles, preferences, needs and experiences of all students
- are communicated clearly to students and parents at the beginning of the school year or course and at other appropriate points throughout the school year or course
- are ongoing, varied in nature, and administered over a period of time to provide multiple opportunities for students to demonstrate the full range of their learning
- provide ongoing descriptive feedback that is clear, specific, meaningful and timely to support improved learning and achievement
- develop students' self-assessment skills to enable them to assess their own learning, set specific goals and plan next steps for their learning

**Source:** Ontario Ministry of Education (2011) Growing Success – Assessment, Evaluation and Reporting in Ontario Schools, first Edition, Covering Grades 1-12

Students are responsible for providing evidence of the overall expectations within the time frame specified by the teacher.

Teachers will do their best to ensure that students have the information and support they need in order to meet assignment deadlines. This may include any one or more of the following:

- helping students develop better time management skills
- planning for major assignments to be completed in stages, so that students are less likely to be faced with an all-or-nothing situation at the last minute

- maintaining ongoing communication with students and/or parents about due dates and late assignments, and scheduling conferences with parents if problems persists
- referring the student to the Student Success team
- using professional judgment and taking into consideration legitimate reasons for missed deadlines
- setting up a student contract
- holding teacher-student conferences
- requiring the student to work with a member of the school success team to complete assignments
- providing alternative assignments or tests/exams where in the teacher's professional judgement it is reasonable and appropriate to do so

### **Late Policy**

For major assignments for evaluation in a specific subject/course, teachers may impose mark deductions as outlined below after considering mitigating factors and implementing intervention strategies. Academic penalty is to be used as a last resort.

Where a teacher chooses to deduct marks, this process shall be as follows: prior to each unit of study, departments/divisions shall determine which culminating tasks and/or major assignments for evaluation are going to be given and which ones will be considered under the guidelines for late and missed assignments for evaluation

Teachers will communicate to students the expectations and timelines of each major assignment for evaluation when it is assigned or preferably at the beginning of the semester/term

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 with no mitigating factors the mark on that assignment is 75%

For Grades 11 and 12 Courses, a 5% per day deduction up to a maximum of 25% of the assignment may be deducted. The late policy is intended to encourage our students to take an active role and be responsible for their own learning by managing their time, meeting deadlines and accepting responsibility to communicate with the teacher if a deadline cannot be met (or by accepting the consequences for failing to meet his/her responsibilities.)

If a student foresees that he/she will be unable to meet a deadline, or complete an assessment/test due to extenuating circumstances, he/she should immediately speak with the teacher to discuss a possible extension or an alternate date. Once an assignment/test has been evaluated and returned to the class, late submission may not be accepted. A substitute assignment/test and deadline may be offered where appropriate. Failure to do that assignment may result in a zero.

### **Determining a Report Card Grade**

*Before making a decision about the grade to be entered on the report card, teachers will consider:*

- all individual evidence collected through observations, conversations, and student products;
- equity, by ensuring evaluation is completed, whenever possible, with teacher supervision;
- assignments for evaluation must not include homework or practice opportunities;
- assignments for evaluation may involve group projects as long as each student's work within the group project is evaluated based on independent work and individual skills
- the impact that missing or incomplete assignments will have on the student's overall grade.

Formal written examinations, oral presentations or culminating activities may be a compulsory part of a course. A student may be excused from these final evaluations **ONLY** with a medical certificate and/or approval of the Principal. Any student who fails to take a compulsory final evaluation shall receive a mark of zero for that evaluation. If the school is closed due to inclement weather during an examination period, the examination will be re-scheduled for the next school day.

**Report Cards and Parent Conferences** - Report cards are provided to parents/guardians, or students who are of the age of majority, at the middle and end of each semester. Students will also receive a Progress Report after 5 weeks of classes in each semester. Parent-Teacher conferences will be held early into each semester to allow parents/guardians to meet teachers and discuss student progress and concerns.

**Full Disclosure on Transcripts** – As of September 1999, the following applies for all courses attempted at the senior level:

1. If a student withdraws from a senior level course after 5 instructional days following the issuance of the Interim Report Card, a “W” is entered in the credit column and the student’s mark at the time of the withdrawal is expressed as a percentage in the achievement column of the transcript
2. If a student repeats a senior level course, each course attempt and its mark will be recorded on the transcript, however only one credit will be granted. The course with the lower mark will receive an “R” entered in the credit column.
3. Senior courses with failing grades will be recorded.

#### **Voluntary, Confidential Aboriginal Student Self-Identification**

By participating in the Voluntary, Confidential Aboriginal Student Self-Identification program, families assist the DSBN with the determination of programming and support to increase Aboriginal student success and achievement, as well as help monitor the success programs and supports implemented for Aboriginal students. The information on the individual students will not be released and is kept confidential in accordance with the Freedom of Information and Protection Privacy Act. The DSBN will share its Aboriginal Self-Identification data with the Ministry of Education and the Education Quality Accountability Office (EQAO). These provincial bodies will report their findings in an aggregate or collective format to the public.

#### **Textbooks**

The DSBN provides textbooks. These books are on loan and students are responsible for loss or unnecessary damage. In the event of loss or damage, students are required to pay for a new textbook.

#### **Accident Insurance**

Accident insurance is available at a moderate cost during the first few weeks of the school year. The insurance does not cover any accident or medical expenses, which could (but may not), be covered by a government medical plan. It is board policy that any student who participates in school sports programs is required to have a form signed by parents, stating he/she has school insurance or satisfactory equivalent insurance. If involved in an accident, each student (insured or not), must immediately report to the office. Personal property is not covered by the DSBN insurance policies.

#### **Age of Majority**

As a condition of enrolment, school policies apply to all students. The onus for advising age of majority (18) rests on the student, not the school. The student must notify the school in writing; forms can be obtained through the vice-principal's office or the attendance office.

**Parents Please Note: Once students reach the age of majority, they must sign a consent form, available through the main office, in order for the school to share academic information with parents/guardians.**

## CODE OF STUDENT CONDUCT

### **Students Rights and Responsibilities**

The District School Board of Niagara (DSBN) recognizes the rights and responsibilities of all students in accordance with the Canadian Human Rights Act, the Human Rights Code of the Province of Ontario, the Education Act and policies of the DSBN.

The DSBN recognizes the goals of education as outlined by the Ministry of Education and interpreted in the planner. Within the goals there is recognition for the establishment and enforcement of a code of behaviour.

In order to achieve their maximum potential students have the right to:

- Learn in a safe, undisturbed, positive environment
- Be accepted as a valued individual, treated with respect, dignity and fairness

### **Safe Schools**

As a parent, your child's safety and well being is important to you. At the DSBN, we firmly believe that a safe 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 1, 2008.

To fulfill the obligations of the Act, and further its commitment to student success, the DSBN 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 DSBN schools, ensuring that they have the opportunity to continue their education.

*The following are highlights of the policies and practices required by the legislation:*

1. Bullying is a behaviour for which students can be suspended
2. Students who are suspended or expelled will have the opportunity to continue learning
3. Homework packages will be made available to students who are suspended for five days
4. Students suspended for a period of six days or more are eligible to enter the R.I.S.E. program and/or continue to receive homework packages
5. Parents meet with the Principal and school staff to complete an Action Plan to ensure the student's success
6. Activities that negatively impact the school environment, such as inappropriate online behaviour, including cyber-bullying, may result in a suspension or expulsion. A student may face discipline even if the inappropriate behaviour does not occur on school grounds, school sanctioned trips, or during school hours.

### **Canine Searches**

In common with the other schools in Niagara, and as part of our Safe Schools Policy, searches may be carried out by school authorities with the assistance of 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 search may be conducted by the Principal, Vice-Principal, or designated teaching staff. Charges may be laid by the 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. We appreciate the support of our parents/guardians in our efforts to maintain a safe school environment.



## **Tobacco**

### **The Tobacco Control Act – Know the law. Protect yourself**

The Tobacco Enforcement Act (1994) prohibits smoking in the school or anywhere on school grounds. Smoking or holding a lit cigarette anywhere on school property is against the law. This includes sitting in a vehicle while on school property. For persons 16 years of age and over, there is a minimum fine of \$305 for anyone violating this law, while persons under the age of 16 must attend court with a parent or guardian.

The Smoke-Free Ontario Amendment Act (2006) prohibits a driver or a passenger smoking in a motor vehicle while someone else under the age of 16 is present. Committing this offence on school property can result in a fine of up to \$250.

Selling, supplying or sharing cigarettes with anyone under 19 can result in a minimum fine of \$365 this law applies to: **everyone, anytime, anywhere.**

The first offence witnessed by anyone, including school staff or Tobacco Enforcement Officers will result in a fine or summons to Court. No Warnings!! For local information please contact the Niagara Region Tobacco Hotline at 1-888-505-6074 ext 7393

**The use of e-cigarettes and/or vapour cigarettes is also prohibited** on school property. Failure to comply with this rule will result in a consequence.

## **STUDENT EXPECTED BEHAVIOUR**

1. Respect for Authority – teachers, secretaries, custodians, cafeteria staff and bus drivers deserve courtesy, consideration and respect
2. Respect for Peers – staff is available to assist students who suffer from conflict with their peers
3. Respect for Property – school pride and reputation suffer from property abuse
4. Respect for Self – students must treat themselves with respect, so they can be given the same treatment
5. Regular Attendance and Punctuality – the Education Act outlines the only legitimate reason for missing school is medical
6. Alcohol and Drugs – the use or possession of alcohol or illicit drugs on school property are prohibited at any time by the DSBN. Any student under the influence will be suspended from school and other consequences may apply
7. Tobacco – the use of tobacco is not permitted anywhere on DSBN property, including the parking lot, sports fields, driveways and courtyards. This includes e-cigarettes and/or vapour cigarettes. Possession of tobacco by any student under the age of 19 can result in a fine enforced by the local Tobacco Enforcement Officer of the Ministry of Health. A school suspension can also be enforced for tobacco use.

### **Cell Phones and Electronic Devices**

Cell Phones and electronic devices are to be turned off and put away during class time. If a student uses a cell phone during class time, it may be confiscated by the teacher and turned in to the office. The phone will be returned at the end of the school day. Repeated violations of cell phone rules may result in detention, suspension and/or revocation of cell phone privileges. Teachers will collect cell phones during tests, exams and EQAO assessments. In case of emergency, students can be reached by calling the main office.

## ATTENDANCE EXPECTATIONS AND RESPONSIBILITIES

Attendance – 905-358-5753 ex. 60011

1. Students who are absent for a full day must have a parent/guardian notify the school attendance office by 10:00 a.m. that same day – you may also leave a message at the school to report an absence the evening before
2. Students who are absent for multiple days need to have a parent call for each missed day
3. Students who arrive to school but need to leave MUST SIGN OUT at the attendance office
4. Students may not miss a class in order to study for another class
5. Students MUST attend their MSIP period
6. Students who are absent from school without parent notification will be recorded as TRUANT
7. Students who are more than 15 minutes late to school or a class, must SIGN IN at the attendance office
8. School begins at 8:35 a.m. and classrooms shall be open by 8:30 a.m. The school day ends at 2:40 p.m. Students are encouraged to take part in extracurricular sports and clubs at the end of the school day. ***Failure to follow the rules and regulations for attendance may result in parent contact, a detention, work detail, removal/loss of privileges, controlled timetable, and/or referral to an attendance counsellor.***

## ACADEMIC INTEGRITY – CHEATING AND PLAGIARISM

In our schools, we strive to help students develop integrity, a strong work ethic, responsibility, learning skills and work habits needed for success beyond school. Academic dishonesty hinders students from developing these attributes and will not be condoned within our schools. As a school board we aim to develop strategies for helping students understand the gravity of such behaviour and the importance of acknowledging the work of others.” (Growing Success, p.42)

Cheating is defined as “any effort to defraud, deceive or elude someone else”. Examples of academic dishonesty may include taking a test or an examination in a dishonest way through improper access to answers, or giving or obtaining assistance without acknowledgement. Plagiarism is defined as “the use or close imitation of the language and thoughts of another without attribution, in order to represent them as one’s own original work” (Growing Success, p151)

### Consequences

Growing Success outlines that consequences for academic dishonesty may escalate based on the following mitigating factors:

- The grade level of the student and/or course type
- The maturity of the student
- The number of frequency of incidents
- The individual circumstances of the student

Teachers will consider the factors above as part of their professional judgement in cases of suspected academic dishonesty. In consultation with administration, teachers will determine the appropriate consequences. The final decision regarding consequences will be made by the school principal. Consequences for cheating and plagiarism will be based on the factors outlined above and may include one or more of the following:

- Redoing part or all of an assignment or completing an alternative assignment
- A loss of marks, a mark of zero or a student suspension

## **ROLES AND RESPONSIBILITIES FOR ACADEMIC DISHONESTY-CHEATING AND PLAGIARISM**

### **Teachers will:**

- Ensure students understand the definitions of cheating and plagiarism
- Clearly communicate expectations regarding cheating and plagiarism to student and parents
- Communicate directly with parent(s)/guardian(s) regarding the infraction and resulting consequences of cheating and plagiarism
- Explicitly teach and support students to cite sources properly to avoid plagiarism
- Whenever possible, have students complete assignments for evaluation and test/exams under the supervision of the teacher
- Provide meaningful class time for the completion of assignments and structure assignments to provide guidance to students during the research or learning process

### **Students will:**

- Be aware of assignment and test expectations
- Cite sources properly to avoid plagiarism
- Recognize the inappropriateness of academic dishonesty and accept the related consequences
- Review work prior to submission to ensure that plagiarism has not occurred
- Provide proof of their own work (e.g. rough drafts, research notes) when requested
- Students are expected to present their own work when completing tests, assignments and exams.

### **Parents/Guardians will:**

- Be informed of the definitions of cheating and plagiarism and the potential consequences of cheating and plagiarism
- Be encouraged to monitor homework and assignment completion.

### **Cafeteria**

The cafeteria is open in the morning, and also provide or supplement lunch. Students are expected to:

- Cooperate with cafeteria staff
- Line up in an orderly fashion
- Consume food and beverages in the cafeteria; no throwing food or beverages
- Place all debris in the proper garbage containers
- Share responsibility for keeping the cafeteria clean
- Respect our Nut-free policy

***A student who fails to comply with these guidelines will lose cafeteria privileges.***

### ***Care of School Property***

Every student must share the responsibility of keeping the school in its best possible condition. Careless or wilful destruction of school property is a serious offence. Offenders are subject to formal suspension and/or are liable for damages assessed either by the school and/or the courts.

**Detention**

From time to time, a student may have to serve a detention as a consequence for inappropriate behaviour. It is the duty of the student to report promptly at the time and place designated by an individual teacher or by the school administration. Detentions have priority over any extra-curricular activity. Students are required to bring work with them and to work quietly in the assigned detention area. Missed detentions are considered to be a serious breach of discipline and may be followed up with a suspension from school.

**Dress**

Student dress should be appropriate to an academic setting, create a separation between the street and the school, and contribute to an overall positive image of our school. As such students are asked to adhere to the following dress code:

1. Hats or head coverings (including bandanas and hoods) are to be removed before entering the school or participating in field trips or activities. Head dresses or head coverings worn for religious purposes are exempt.
2. Eyes may not be obscured by dark lenses. Sunglasses must be removed upon entering the school.
3. Halter-tops, tube tops, tank tops, muscle shirts, see-through or mesh tops (unless worn with an undershirt) are not to be worn. Blouses, shirts or tops that reveal bare backs, midriffs or undergarments, or that have revealing necklines are not to be worn in the school or during school activities or field trips.
4. Shorts and skirts are to be of a length that is appropriate to a school environment and activity, and must not reveal undergarments in the normal range of movement.
5. Low riding pants, shorts or skirts are to be worn above the hips and in such a fashion that undergarments are not revealed.
6. All clothes are to be in good repair, free from holes and tears without undergarments showing through.
7. Clothing that advertises or promotes alcoholic beverages, drugs, violence or racism or that displays obscene, distasteful, or hurtful messages is not to be worn.
8. All outdoor-use coats and jackets are to be placed in student lockers until the student leaves the school. Teachers, at their discretion may permit students to wear outdoor coats in class.
9. Clothing or accessories with studs/spikes/chains may not be worn in the school.

**Change Room Procedures**

Valuables should never be left in the change rooms located in the gym. There is often more than one class or team using the change rooms at one time. The school is **NOT** responsible for lost or stolen articles. Students are asked to check their belongings before leaving the change room. The change rooms are unlocked before and after school.

**Fire Drills**

Fire drills will be held during the school year. The exit used in the event of a fire or drill is posted above the door in each room. Students may not re-enter the school until the ALL-CLEAR signal is sounded or an administrator signals for your return. The law also requires that Fire Extinguishers be placed throughout the school. It is a federal offense to tamper with the extinguishers. The law will prosecute students who fail to heed this warning.

**Hallways**

All school hallways are out of bounds while classes are in session. Loitering in the hallways or washrooms during class periods is prohibited. Students with spare periods are asked to use the library or the cafeteria to study, or to leave the school.

### **Learning Commons** (*former Library*)

The Learning Commons is the school's resource-based center encouraging reading for both pleasure and learning. Instruction is offered on the use of the various resources available throughout the Learning Commons.

Resources may be borrowed from the Learning Commons but must be returned on time. In the event of loss or damaged resources, students are required to pay the replacement cost.

To create and maintain an effective and safe electronic learning environment, computer use in the Learning Commons is monitored. Non-academic use of computers may result in programs/sites being blocked and/or computer access being revoked. Decisions are at the discretion of the Librarian Technician or teacher in charge. The Acceptable Use Agreement for Student Use of Information and Communication Technology is enforced.

Other services in the Learning Commons that are available to all students include:

- pay per use photocopying
- various school supplies at a minimal cost
- curriculum related computer software available to borrow

### **Lockers**

Students will be assigned a new locker each semester. The school recommends the use of a Dudley combination lock to secure belongings. Locks are available for sale in the main office. **ALL LOCKS MUST BE REGISTERED IN THE MAIN OFFICE.** Students cannot be reimbursed for goods stolen from lockers. Students must not share lockers and may use only the locker assigned to them. **All lockers are the property of the DSBN.** Damaged lockers must be reported to the office as soon as possible.

### **Parking**

All student vehicles must be parked in the area allocated for student parking. Parking is provided as a convenience and this **privilege is subject to the following regulations:**

- numbered parking spots are reserved for teachers and are out of bounds to students at all times
- the vehicle must be registered at the school office
- speed in the parking lot must not exceed 10 km/h
- school exits, fire lanes and driveways must be kept clear
- vehicles must remain out of bounds during the entire school day – loitering or sitting in vehicles during school hours is not permitted
- vehicles must be operated in such a manner so as not to disturb others
- student vehicles must not be parked in the numbered spaces at any time

All bicycles must be locked to prevent theft. **Bicycles left on school property are done so at your own risk.**

**Note:** The School and DSBN accept NO LIABILITY for damages which may be caused to bicycles or vehicles parked on school property. Nevertheless, damages to your property (accidental or intentional), should be reported to administration, the police and/or your insurance company where warranted.

### **School Buses**

Students who qualify will be provided with transportation to and from school. You are reminded that riding the school bus is a privilege, which will be withdrawn for misbehaviour. Students are expected to behave as they would if they were in school. The driver is in charge of the bus, and may assign students seats.

### **Sent from Class**

**If a teacher sends you from class, you must report promptly to the Main Office, inform a secretary why you were sent to the office and fill out a “Breach of Discipline Report.”** An administrator will deal with the issue on the basis of the information and evidence provided by both the teacher and the student.

### **Suspensions**

A student may be formally suspended from school from one to twenty days per event, for extreme negative behaviour or a repeated problem (lates, skipping, etc.). If a student is suspended, parents will be contacted as soon as possible. A formal suspension notice will be mailed to the home.

A copy of the suspension will also be sent to DSBN personnel. During the suspension, students are not allowed on school property. School work will be made available for pick up to assist in keeping up with course work.

### **Technology Agreement**

In order to create and maintain an effective, safe electronic learning environment for students, the DSBN requires that all students follow the rules and netiquette stated in the Acceptable Use Agreement. Information and Communication Technologies include, but are not limited to the use of computers, the Internet, our Intranet and e-mail. **It is the intention that every student will use school computers and network resources wisely and for educational purposes only as directed by your teacher.**

### **Netiquette and Ethical Behaviour**

It is expected that students will use appropriate language online, and be polite and respectful. Obscene, vulgar, socially offensive, profane or other objectionable language is not to be used or transmitted. Non-academic use of DSBN computers (e.g., instant messaging, social networking, playing online games), except where directed by a teacher, will not be tolerated.

A. N. MYER MOTTO:

**NULLI SECUNDUS—*SECOND TO NONE!***

## **IMPORTANT CONTACTS**

### **Student Crisis Lines**

Emergency	911
Niagara Regional Police Services	905-688-4111
Crimestoppers	1-800-222-8477

### **Community Resources**

Contact Niagara	905-684-3407
Information Niagara	211
Employment Help Center	905-685-1353
Job Gym	905-682-8372
Alcohol and Drug Counselling	
Community and Addiction Services	905-684-1183
Alateen	905-641-0590
Alcoholic Anonymous	905-685-7426
Narcotics Anonymous	905-685-0075
O TEC (Alcohol and Drug Treatment)	905-641-0018

### **Birth Control/ Pregnancy**

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

### **Counselling**

Mental Health – Community Crisis	905-684-1859
Family and Children Services (FACS)	905-937-7731
Pathstone Mental Health	905-684-3407
Sexual Health Center	905-688-3817

### **Crisis Response**

Kids Help Phone	1-800-668-6868
Distress Center	905-688-3711
Rapid Response Line	1-800-263-4944
Niagara Regional Sexual Assault Center	(CARSA) 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	905-684-8331
The Raft	905-984-4365

## **KIDS HELP PHONE**

**1-800-668-6868**

**[www.kidshelpphone.ca](http://www.kidshelpphone.ca)**