

Student Handbook

2020-21

Our Lady of the Bay Catholic High School

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Collingwood, ON

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Principal: Mr. J. Collingbourne

Vice-Principal: Mrs. K. Parent

Guidance: Ms. A. Coccimiglio

Chaplain: Ms. M. Knights

Our Lady of the Bay Catholic High School

OUR LADY OF THE BAY PRAYER

God our Creator,

We give you thanks for the gift of our home, so rich in beauty and splendor.

We praise you for giving us Mary, Our Lady of the Bay, our protector and our patron.

Fill us with compassion, courage and strength like hers

to care for each other, our community and our world,

and to provide a place of belonging for all.

We ask this through Jesus Christ our Lord.

Amen.

Our Lady of the Bay, pray for us!

OLB DAILY SCHEDULE	
Warning Bell	8:55am
Period A	9:00 am – 10:15 am
Period B	10:15 am - 11:30 am
Staggered 15 Minute Nutrition Break	
Period C	11:30 - 12:45pm
Period D	12:45pm - 2:00 pm
Common Lunch/ Staggered Exit	2:00pm - 3:00pm

CHAPLAINCY

One of the great benefits of attending Our Lady of the Bay Catholic High School is that chaplaincy services are available to you on site throughout the school year. We have a chaplaincy team leader who is there to serve your spiritual needs.

Promoting Spiritual Development

Our chaplaincy team leader coordinates a wide range of activities that helps promote the spiritual development of students and staff at our school:



- They prepare and lead prayer and classroom chapel visits in the school. They organize Eucharistic celebrations and prepare for the observation and celebration of the special seasons and feasts that take place in our Church's liturgical year
- Maintains an important link with St. Mary's Parish.
- Oversees our school's retreat program. **Participation in retreats is mandatory.**
- Fosters an awareness of social justice and encourages students to respond

Connection to You

Our chaplaincy team leader will work to enhance your learning experience by focusing on Gospel values and Catholic Christian attitudes through work in the classroom, during school liturgies and planned retreat experiences.

They are also available for spiritual direction and support. Students who experience loss due to a death, separation or divorce in their family or any other issue can find great comfort and support by turning to the school chaplaincy team leader. By having our chaplaincy team leader as part of the high school resource team, we are able to focus on the school community's spiritual development.

STUDENT SUCCESS

The student success team is there to help you if you are having difficulty in your classes. If you don't understand the math or you don't know how to begin that class project or you want someone to proofread that essay, the student success teachers are there to help. Go to the Academic Achievement Center (room 144) to find us. The Academic Achievement Center is open all day including lunch where tutors are available to help you with any problems, or if you want a QUIET place to work. When the Library is closed students may use Rm 144 to print necessary documents.

STUDENT SERVICES

Student Services (Guidance) is there to assist students in making independent and responsible decisions about themselves, their high school and post-secondary plans and their career choices. Counselors are available to assist students and their parents in this decision-making process by ensuring that they have access to the most current and accurate information. You are encouraged to contact guidance at any time to book an appointment.



- All students in Grades 9, 10 and 11 must maintain a full eight-period timetable. Spares are permitted when a student achieves 24 credits.
- When considering your options for the following year be sure to follow the advice of your teachers, and research your post-secondary paths and careers to select wisely. Timetable changes after submission of option sheets are difficult to make.
- If a student in Grade 11 or 12 withdraws from a course after five instructional days following the issue of a midterm report, the withdrawal is recorded on the Ontario Student Transcript as a "W." The student's current mark is also recorded.
- Timetable changes at the beginning of the semester are permissible if it involves a level change, a change required for postsecondary, or a failure you must repeat. Elective courses cannot be changed.

LIBRARY



Welcome to the library. We have created an open, quiet environment where students and staff feel comfortable enough to come to the library for study and research. The computers are in full use. We continue to select, catalog and circulate resources that support curriculum and promote pleasure reading. We enjoy displaying student artistic work and support classes in their reading selections. We also offer a number of workshops to help staff, students and classes. Additional print credits can be purchased at the office.

****LIBRARY IS CLOSED UNTIL FURTHER NOTICE****

STUDENT ACTIVITIES

A. STUDENT LEADERSHIP COUNCIL

The Student Leadership Council of Our Lady of the Bay Catholic High School organizes social events for the student body, performs charitable works, and strives to develop and support learning excellence within our Catholic context. It is our equivalent to the typical high school student council with one major difference. Participation in the Student Leadership Council is not based on elections. Everyone is encouraged to get involved.

B. STUDENT FEE (NO FEE THIS YEAR)

In September of each year a student fee is collected from each student. All students must have a Student Activity Card to join teams and clubs and borrow resource materials from the Library Resource Centre. The Activity Fee will also help to support the Athletic programs at the school. This year's fee is \$45 unless paid prior to the early bird deadline. The activity fee allows us to offer so much to you above and beyond the classroom. During the school year, this fee will allow our school community to...

Invite guest speakers into the school
Offer school spirit days and celebrations
Have school snacks/treats
Provide students with \$5 of print copy credits
Offer school clubs
Subsidize retreats
Have school-wide events
Provide a student card (new this year...will receive on picture day)
Allow students to attend school dances and Prom
Participate on school sports teams
Support most field trips
Support bussing costs for trips, clubs, and teams
Create a memorable yearbook (optional)
And much, much more!

C. YEARBOOK

The Yearbook is a prized and cherished souvenir of life at Our Lady of the Bay. Many students and staff are involved in the creation of the yearbook. If you have interests in journalism, layout design or photography come and get involved in this great project.

D. HURRICANES ATHLETICS

Our Lady of the Bay teams are called “The Hurricanes.” They wear the school colours of Maroon, Navy Blue and Grey. Our school teams have captured many championships and the banners in our gym proudly display this fact. Our success in athletics is because of the excellent athletes who attend Our Lady of the Bay and the fine teaching staff who spend many volunteer hours coaching.

SPORTS CALENDAR		
<p>FALL</p> <p>Girls' Basketball Boys' Volleyball Cross Country Running Senior Tennis Boys Soccer Golf Girls' Flag Football *NO FALLS SPORTS*</p>		<p>WINTER</p> <p>Downhill Skiing Cross Country Skiing Swimming Curling Boy's and Girls Hockey Girls' Volleyball Boys' Basketball Badminton *NO WINTER SPORTS*</p>
		<p>SPRING</p> <p>Boy's and Girl's Rugby Track And Field Boy's Baseball Junior Tennis Girl's Soccer</p>

E. HURRICANES ARTS & CLUBS

Our Lady of the Bay has several clubs and exciting annual assembly opportunities such as the Christmas Talent Show, Band performances, the Get Outdoors Club (our largest), Music Ministry, Link Crew, Mountain Biking, Drama Club, the Art Club, and more to add to a student's overall high school experience. All students are welcome members.

F. OLB ON THE WEB

Students and parents are invited to access Our Lady of the Bay Catholic High School's website from home. Our school calendar and feature stories are updated regularly. Some teachers also post their website linked to our school site. Please visit:

<http://olb.schools.smcdsb.on.ca>

G. OLB ON SOCIAL MEDIA



Students and parents can follow Our Lady of the Bay Catholic High School on Twitter **@SMCDSB_OLB**
And on Instagram **@smcdsb_olb**



CODE OF CONDUCT

Our Lady of the Bay is a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of our school community feel safe, comfortable, and accepted. All students, parents, teachers and staff members at Our Lady of the Bay Catholic High School have the right to be safe, and to feel safe, in this school community. With this right comes the responsibility to contribute to a positive school climate.

The provincial Code of Conduct sets clear provincial standards of behaviour. These standards of behaviour apply not only to students, but also to all individuals involved in the school system – parents or guardians, volunteers, teachers, and other staff members – whether they are on school property, on school transportation, at school-related events or activities, or in other circumstances that could have an impact on the school climate.

Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.

Guiding Principles

- Our belief in our school as a holistic learning organization and the Simcoe Muskoka Catholic District School Board's key strategic directions speak to the importance we place on supporting and guiding student's faith formation and approaching discipline as a learning opportunity.
- All members of the school community are recognized as unique creations of God and must be treated with respect and dignity, especially persons in positions of authority. As a school system we promote learning that allows each student to learn in an environment which respects each individual.

POLICIES AND CONSEQUENCES for STUDENT BEHAVIOUR

STANDARD #1

Each member of the community has a right to a positive educational experience.

A. ATTENDANCE

Regular attendance is a MUST and is crucial to your success. Parents are asked to phone the school as soon as possible to report a student's absence. Lost days affect achievement. Regular attendance on the part of the student is vital to learning. Missed work MUST be caught up and it is the sole responsibility of the students to do so. Students are asked to phone a friend to obtain the homework assignments for the next day. For the purpose of this policy a distinction is made by the school administration between legitimate absences i.e. illness, medical appointments, school trips, etc. and illegitimate absences i.e. truancy.

B. TRUANCY

In Regulation 298, Section 23 of The Education Act it states that students are required to attend classes on a regular basis. Therefore, if a student is truant from school the Principal or Vice-Principal will investigate. Student who are truant will be subject to progressive discipline.

C. NOTES

If the school does not receive a phone call to report an absence on the day of the absence, the student must present a note at the office before 9 am the day of their return to school. The note must have a DATE and REASON for the absence, and it must be signed by a parent/guardian. Students 18 years or older may write their own notes with written permission from parents on file. **NOTE: a note may explain an absence, but will not necessarily excuse or approve an absence. Approval is determined at the discretion of the Principal/Vice Principal. If an absence is not excused by 8:50am on the day of return the absence will be addressed as a truancy. Failure to follow this policy will result in a consequence.**

D. SIGNING OUT

Notes are to be brought to the attendance secretary before 8:50 a.m. to receive an "Excuse From Class" slip. Students who leave without signing out will be marked TRUANT regardless of the reason. Students who return to school after signing out must sign back in when they return to school. Failure to deal with attendance concerns before 8:50 a.m. on the day of return may result in formal consequences. Notification is required in order to re-enter class. Students who are 18 will talk with the Vice-Principal regarding the reason for signing out.

E. LATES

Arriving to class on time is a MUST because lateness reduces learning time. The classroom teachers will monitor student lates. For the first five lates the student will be counselled by the teacher and once a student has 5 lates, they are referred to the office for a detention. After 10 lates, the Principal or Vice-Principal will investigate and consider progressive discipline, including suspension. Being late after lunch will result in an automatic detention. Students late at the beginning of the day will be assigned a detention unless a note or parent phone call is received prior to signing in. Students consistently late in the morning will be addressed by the office, as lates are a disruption of student learning.

F. READINESS for CLASSES

Full preparation for classes is a key to success. Ministry regulations state: "A pupil shall be diligent in attempting to master such studies as a part of the program in which a pupil is enrolled."

Students will:

1. Have all materials necessary for class participation, e.g. textbooks, notebooks, paper, pen, maps, completed homework, etc.
2. Punctually complete all assignments. Students must recognize that assigned work should be completed even though they may have been unavoidably absent. If a student is absent for a prolonged period of time due to illness, for example, it is the responsibility of the student or parent(s) to contact the school to arrange to have work sent home.

3. Complete all class tests as scheduled.
4. be willing to participate fully in all class activities.
5. Failure to be adequately prepared for classes will result in a student-teacher conference. Persistent failure to be prepared for classes will result in parental contact and/or referral to the of office
6. Complete all examinations as scheduled.

G. MISSED TESTS

Attendance on test days is mandatory. A parent of any student deemed too ill to attend school on the day of test must call the morning of the student's absence acknowledging that they are aware of the test that day. If appropriate, the student and teacher will make arrangements for test writing when the student has returned to school after the illness.

H. EXAMS

Out-of-school activities, such as vacations, cannot be arranged during this time. During the last 3 weeks of any course (essentially January and June), students earn 30% of their mark. There is not an opportunity to complete work later than the due date or write the exam on an alternate day. Attendance is mandatory without exception. This also includes Gr. 9 Math EQAO, Gr. 10 Careers and Civics Exam dates, Course Culminating Tasks, the Gr. 10 OSSLT.

I. ACADEMIC HONESTY

Policy Statement #1: Plagiarized assignments.

Plagiarism occurs when a student uses someone else's work and presents it as his or her own. When a student submits work that is plagiarized, the student does not provide evidence of his or her learning. Plagiarism is unacceptable. Students whose work is plagiarized will be given a once-only opportunity to attend a plagiarism session and resubmit the plagiarized assignment. At the teacher's discretion, the resubmission will take the form of the same assignment or an alternative assignment that meets the same curriculum expectations. Should the student decide not to submit the assignment, a mark of zero will be assigned. Any subsequent incidents of plagiarism will result in a mark of zero. In addition, the teacher must refer **ALL** issues of plagiarism to the office. **Incidents will be recorded by the office in the student administration system. Consequences following a progressive discipline approach will be followed.**

Policy Statement #2: Late Submission of Major Assessment Pieces (i.e. Unit Summative Assignments):

Due dates are established to encourage students to manage their time effectively and take responsibility for completing work assigned. Deadlines are also used to allow teachers to effectively deliver curriculum and manage the evaluation of the assignments. The ability to meet deadlines is highly valued as both an employability skill and a general life skill. Assignments are due at the beginning of class. If a student realizes that the due date is problematic due to extenuating circumstances the student is to consult the teacher and negotiate a new due date, completing an extension contract for approval to the teacher. This consultation must take place prior to the due date.

Policy #3: Absent or Missed Tests & Presentations:

Attendance is essential for a student to demonstrate his or her learning, therefore if a student knows prior to a test or presentation date that he/she will be absent this must be communicated to the teacher.

If a student is absent for a test or presentation, the student's parent/guardian must contact the school office in order to authorize the absence. Outstanding tests or presentations will be performed upon the student's return to the school or at a time determined by the teacher, in consultation with the student. If the student's

parent/guardian does not contact the classroom teacher with an authorized reason for the missed test or presentation the student may receive a mark of zero. In addition, the student will be considered truant and referred to the office.

J. DISTRACTIONS

Full attention to the task is a key to success. Each person has a right to be free from outside distractions such as radios, locker visits, vehicle noise, etc. EXCESSIVE NOISE IS NOT ALLOWED AT ANY TIME.

1. The use of personal cell phones and any other device in the classroom will be at the individual discretion of each teacher. Personal cell phones, devices and iPods are permitted, during a student's lunch and or spare, in the Cafeteria and the Main Foyer. Cell phones should not be in use in academic hallways. This is necessary to prevent distractions when classes are in session or when students are seeking extra help between 8:30 a.m. and 3:40 p.m. Cell phones will be confiscated and consequences assigned for students not following the policy.

2. **Cell phones as camera and regular cameras are not allowed to be used in the school.** If a student is in possession of a camera or using a cell phone to take pictures they will be told to put it away and turned it off.

Again Students are only permitted to use their cell phones in the school before and after school and during their assigned lunch period and spare.

K. CO-CURRICULAR PARTICIPATION

Participation in co-curricular activities at OLB is a privilege, not a right.

Students must sign a Co-Curricular Contract agreeing to comply with the standards of conduct, attitude and dress while representing OLB on teams or in clubs. The contract has been designed by coaching staff, teachers, students, parents and school administration to assist the student to represent OLB in the best possible manner. **Students must pay their student fee in order to participate on clubs and teams, students who do not pay their student fee may be removed from the team by administration.**

L. INTERNET AND COMPUTER ACCEPTABLE USE POLICY

When using any information technology service provided by SMCDSD you must be familiar with, and adhere to the terms in the following Acceptable Use Code.

Students of the SMCDSD have the privilege of accessing a wide variety of computer and information technology resources, including the internet. All users must acknowledge and accept their responsibilities regarding the proper use of these technologies in order to keep this privilege.

Security

- You accept responsibility for any misuse of your account, regardless of who used it. Therefore, you will **keep your password secret.**
- You will **use only your own account.** Anyone who attempts to access any system using someone else's password will be seriously dealt with as required by School and Board policies and the Criminal Code.
- You will not use any school system to attempt to gain unauthorized access to information resources.

General Computer Use

- You will ensure that your account is used only for educational purposes that reflect Catholic values and relate to classroom projects as directed by your teacher.
- You will not attempt to install any software or games on school systems, nor make any changes to a computer's setup or operating system.
- You will do nothing that could interfere with the functioning of systems or networks within the school or accessed through the school systems.
- Vandalism shall result in disciplinary action. Vandalism is defined as any malicious attempt to manipulate, harm or destroy data or equipment of another user, or any of the networks that are connected to the Internet. This includes, but is not limited to, the deliberate infection of school computers with viruses.
- You will print only what is required and not waste paper, ink, or other resources.
- You will not bring food or drink into any area where school computers are used.
- School devices may not be used for non academic purposes, including gaming, youtube, etc. Students not following this policy will be addressed by the office.

Use of the Internet

1. You will use the Internet for valid educational purposes. **Aimless "surfing" , playing games, using social media, watching videos and use of chat lines are not allowed** and will be addressed by the office.
2. **You understand that all your activities on the Internet may be logged and monitored at any time.**
3. The SMCDSB has no control over material available through the Internet. While there are many educational sites of great value, there are also sites that contain material inappropriate to any school setting. You will use discretion and avoid areas that contain inappropriate material.
4. In the interest of personal safety, users are to promptly disclose any message that they receive that is inappropriate or that make them feel uncomfortable to their teacher or immediate supervisor.
5. You will ensure that your account is **not** used for:
 - the gathering or distribution of any material which is offensive, obscene, racist, pornographic, malicious or slanderous
 - Any activity that may be considered unethical, immoral or illegal.
 - You will not share personal information (addresses, phone numbers, credit card numbers...) over the internet.
 - Users will not plagiarize works that are found on the Internet. Plagiarism is taking the writings, ideas, images, or other media of others and presenting them as if they were original to the user.

Violations

Any violation of this agreement will give the Principal (or supervisor) the right to terminate your access privileges and to pursue any further disciplinary action according to the Law, and the policies of the Simcoe Muskoka Catholic District School Board.

STANDARD #2

Each member of the school community has a right to be respected and treated in a courteous manner.

A. OBSCENE/ABUSIVE LANGUAGE

The use of obscene and abusive language or racial cultural discrimination will not be tolerated. Once the person in authority has determined that obscene/abusive language has been used, suspension and contact with the parent(s) may result.

B. DISPLAYS OF AFFECTION

Open displays of affection in the school, on school property, or at school activities is not acceptable. Persistent problems in this area will result in contact with parent(s).

C. UNIFORM REGULATIONS

Note: Students must arrive at the school and leave the school in uniform, before school, at lunch, and after school. Students must wear full and proper uniforms when riding the school bus.

DRESS CODE

The following are permitted for wear:

All uniform items are available for purchase in our School's Uniform Shop (open Tuesday and Thursdays throughout the school year)

Item	Boys	Girls
Pants (DGN only)	Navy Blue Casual Pants	Navy Blue Casual Pants
Shorts (DGN only)	Navy Blue Shorts	Navy Blue Shorts
Tops (DGN only)	Short Sleeve White or Maroon Golf Shirt Long Sleeve White or Maroon Golf Shirt Long Sleeve White Oxford Dress Shirt	Short Sleeve White or Maroon Golf Shirt Long Sleeve White Golf Shirt. Long Sleeve White (Princess) Blouse
Sweaters (DGN only)	Long Sleeve Charcoal V-Neck Sweater ¼ Zip Maroon Sweatshirt Pullover Charcoal Grey Hoodie	Long Sleeve Charcoal V-Neck Sweater ¼ Zip Maroon Sweatshirt Pullover Charcoal Grey Hoodie

APPROPRIATENESS OF ATTIRE

SHIRTS

- ✓ Only plain white t-shirts or white turtlenecks are allowed for wear underneath any DGN Kilter's shirt (No graphics or coloured clothing *and no laced clothing*).
- ✓ Blouses and Oxford shirts must be buttoned appropriately; *up to the second button*.
- ✓ Shirts must be sized properly.
- ✓ Elastics/hair accessories and safety pins are not to be used to tie/alter the fit of a shirt.
- ✓ The ¼ zip pullover or hoodie does not require a separate DGN Kilter's shirt with a collar.

DRESS / COTTON PANTS

- ✓ Tight fitting or baggy, oversized pants are unacceptable.
- ✓ Pants must be worn at waist level. Underwear will not be visible.
- ✓ Only DGN Kilter's pants are acceptable and the pant logo must be visible
- ✓ Pants must not be rolled at the hem and may not be tucked into socks.

SHORTS

- ✓ Must be DGN Kilter's and be of appropriate length (unaltered) and logo must be visible
- ✓ Must not be rolled.
- ✓ Nylons and / or tights are not acceptable with the DGN Kilter's shorts.

ACCESSORY GUIDELINES:

- ✓ Jewelry is permitted, but must be limited and modest so as not to overwhelm the uniform.
- ✓ Scarves and ties are not a part of the uniform.
- ✓ Jackets, caps, hats, bandanas, kerchiefs, studded belts, gloves, wristbands, leather studded collars and wristbands are not acceptable.
- ✓ **Coats and outdoor wear are not allowed in classes in the Main school. They must be put in lockers.**

“CIVVIES DAY”

1. Any clothing that promotes sex, sexist comments, alcohol, drugs, violence, war, profanity, and/or Satanism (negatively affecting the moral tone of the school) must NOT be worn.
2. No inappropriate torn, ripped, frayed or cut-off clothing.
3. Muscle shirts, tube tops, tank tops, halter tops, must not be worn. Shirts and tops must have shoulders straps at least 5 cm (2 inches) in width (no spaghetti straps). Additional tops must be worn under sheer or see-through tops. All tops must cover both the midriff and cleavage.
4. Walking shorts, skirts and dresses must be no shorter than a max of 8 cm (3 inches) above the knee.
5. The wearing of coats, jackets, hoods, wind breakers, hats, caps, visors, bandanas/kerchiefs, athletic headgear, sunglasses, etc. is not permitted in the school building and portables. All other headgear must be left in the student's locker.
6. No chain or studded belts, collars or wrist bands.

Note to all students: In certain cases, for example, Science, Technical Shop, Physical Education, students may be restricted in the type of clothing, footwear, and/or jewellery they may wear. These restrictions are for health, safety and sanitary reasons. In each case, specific instructions will be provided to students by the subject teacher.

In all cases, coats must be taken off in classes or left in the lockers. Failure to follow the above will result in students being prevented from participation in affected activities.

Once the person in authority has determined the clothing, or method of wearing the clothing is inappropriate, contact with the parent(s) will be made.

D. PROPERTY

Vandalism of school property will not be tolerated. In all cases students will be required to pay for damage to school property (e.g. equipment, texts, resource material, etc.) and the Principal or Vice-Principal will investigate. In some cases the Police may be involved.

E. LOCKERS (NO LOCKERS THIS YEAR)

We have a lockers for life program at the school. That means that students will use the same locker throughout their time here. Students are not permitted to share lockers. The lockers do not “belong” to the student, but are the property of the school and are loaned to the students. In this respect, school authorities

may carry out inspections from time to time for health, safety, and sanitary reasons. Pornographic, objectionable or obscene materials will not be tolerated in the lockers. The student is responsible for keeping the locker clean and orderly. Locks for lockers must be school approved locks and the office must have record of your combination. Students are warned not to tell their combination to others. Students may not write on lockers, including with erasable markers. Failure to follow this policy may result in the loss of locker privileges. If a student would like to request a locker location change, that change must be requested through the vice principal.

F. THE CAFETERIA (CLOSED FOR NOW)

Disrespect for the cafeteria services provided by the school will not be tolerated. Students are expected to clean up their eating area, and to return all trays and dishes to their appropriate place. Failure to follow the above policy will result in detentions and/or clean up duty in the cafeteria and/or loss of cafeteria privileges after school hours for the whole student body.

G. FOOD AND DRINK CONSUMPTION

All food and drink should be consumed in the assigned classes for health reasons as well as respect for school property. Students are to keep food and drink out of the hallways, washrooms, and gymnasium.. Students may not purchase food or drink during class time and will be addressed by the office.

H. ASSEMBLIES/MASSES (CANCELLED FOR NOW)

Attendance at all school assemblies and masses is mandatory. Assembly presenters and guests have a right to be treated in a courteous manner. For students who are disrespectful at assemblies, consequences will be assigned, and the student may be prevented from attending other school assemblies. Students on spare in the building must also attend. Students must be quiet while entering/exiting, and sit in the assigned location.

I. LIBRARY INFORMATION CENTRE

Students must have a valid OLB High School Activity Card in order to sign out resources. Students with outstanding books may not sign out additional resources.

J. SCHOOL TRIPS (CANCELLED FOR NOW)

Students are ambassadors of our school while on school sanctioned field trips. Students must wear the DGN Uniform and follow all the Standards of the School's Code of Conduct. Students who are issued a suspension that coincides with a trip will not as a matter of course be reimbursed for trip monies – pending the discretion of the Principal.

STANDARD #3

Each member of the school community has a right to a safe and healthy environment.

SAFE SCHOOLS POLICY

Procedures and Consequences

Our school Board, as mandated by the Ministry of Education and Training, has established the Safe Schools and Code of Conduct Policies.

When a violent incident has been determined to have happened, the principal, or designate will contact the parents/guardians. The police shall be contacted. Contacting the police does not preclude a school response to the violence and will be dealt with appropriately by school officials. For students over 12 years of age and under 18 years of age the Young Criminal Justice Act will apply. For students over 18 years of age the Criminal Code of Canada will be in effect. When it is determined that a violent act has occurred, the VIOLENT INCIDENT FORM must be used to record information. Records of violent incidents leading to suspension/expulsion or reports to the Police, must be maintained in the Ontario Student Record (OSR). Should the student transfer to another school, all information will be maintained in the OSR with consideration for the provisions noted above.

STANDARDS OF BEHAVIOUR

Below are the Standards of Behaviour and their consequences as set out by the Ministry of Education and the Simcoe Muskoka Catholic District School Board.

RESPECT, CIVILITY AND RESPONSIBLE CITIZENSHIP

The spirit of Christ must permeate all directives pertaining to conduct in the **Our Lady of the Bay Catholic High School**. As such, all members of the school community must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions as each member is a unique creation of God;
- treat one another with dignity and respect at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- dress in a manner that complies with the school dress/uniform code and is appropriate to school activities with regard to exposure, cleanliness and /or message;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect all members of the school community, especially persons in a position of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- not speak disrespectfully or swear at a teacher or at another person in a position of authority.

Safety

All members of the school community must not:

- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;
- be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs;
- inflict or encourage others to inflict bodily harm on another person;
- engage in bullying behaviours;
- commit sexual assault;
- traffic weapons or illegal drugs;
- give alcohol to a minor;
- commit robbery;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

Student behaviour that is contrary to this Code of Conduct shall be subject to investigation and response as outlined in the Student Discipline Procedures.

Staff behaviour that is contrary to this Code of Conduct shall be subject to investigation and appropriate response under the Simcoe Muskoka Catholic District School Board Human Resources procedures.

Parent and other community members whose behaviour is contrary to this Code of Conduct are subject to investigation and appropriate response by the principal.

ACTIVITIES THAT MAY LEAD TO POSSIBLE SUSPENSION:

A principal shall consider whether to suspend a student if he/she believes that the student has engaged in any of the following activities while at school, at a school-related activity, or in any other circumstances where engaging in the activity will have an impact on the school climate:

- Uttering a threat to inflict serious bodily harm on another person.
- Possessing alcohol or illegal drugs.
- Being under the influence of alcohol or illegal drugs.
- Swearing at a teacher or at another person in a position of authority.
- Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school.
- Bullying, including cyber bullying through texting, YouTube, Facebook or any other social media network.
- Any other activity that is an activity for which a principal may suspend a student under a policy of the Board.

A. DRUGS AND ALCOHOL

The use, possession, sale of drugs or alcohol is not permitted at school or at school activities. The police will be involved in all cases of drugs and/or alcohol use, possession, or sale; parents and police will be contacted and the student will be suspended immediately.

B. MEDICATION

From time to time students must bring medication to school as a result of an illness or other appropriate reason. The health and safety of the student is the prime consideration for the following procedures. According to the Board's Medication Policy, students are asked to advise the Principal in writing that they are on medication and the anticipated length of treatment. At this point it will be determined how best to administer the medication.

The parent(s) must fill out a form available from the Principal that outlines the type of medication and when such medication is to be administered. The medication is to be left at the office in clearly labeled containers. The medication will be made available to the student as per instructions of the parent(s). The above process must be followed before the student brings the medication to school. Students with asthma should carry their own puffer, and students with anaphylaxis must carry their own epi-pen.

Some students with identified life-threatening medical conditions may need to have developed for them an Individual Plan of Care. Parents and/or students should alert the school administration.

C. SMOKING and VAPING

Smoking and vaping are not permitted in the school, on school property, or at school activities. **Smoking and vaping are not allowed during class time or between classes.** Violation of the policy will result in a suspension. This is the Simcoe Muskoka Catholic District School's Board Policy.

D. VISITORS (NO VISITORS IN THE BUILDING THIS YEAR)

If you wish to have a visitor at our school, permission must be arranged with the principal/vice principal prior to your visitor's arrival. Visitors to the school must sign in at the office. Visitors who fail to adhere to this policy will be asked to leave. Parents may not access the school and must report to the office. Persistent opposition to our policy may result in police involvement and charges being laid under The Trespass to Property Act. The maximum fine, upon conviction for trespassing is \$2,000.00. In addition, the Safe Schools Act, 2000 and the Access to School Premises Regulation, O.Reg. 474/00 authorizes a principal/vice principal to direct people off the school property if their presence is deemed to be detrimental to the school in the judgment of the administration.

Students with friends from neighbouring schools are asked to remain off school property during lunch. Should a student be with a friend from a neighbouring school inside the school, this would be addressed by the office as a suspension.

Note: From time to time other schools have P.A. Days when our classes are in session. We simply do not have the room to have other students at our school because of P.A. Days. Please discourage your friends or younger brother(s)/sister(s) from showing up on P.A. Days. Their arrival may result in them being sent home after the parent(s) have been called.

E. DANCES (CANCELLED FOR NOW)

Dances are for all students that have paid their Activity Fee. The following rules have been developed to ensure enjoyment for all participants:

- Attendance at school is mandatory the day of the dance.
- Students will not be readmitted if they leave the dance.
- Students will not have access to lockers.
- Students may have one guest signed in prior to the day of the dance. The guest is the responsibility of the student.
- Students will be suspended and possibly charged if they are found to be in possession of, or under the influence of drugs and/or alcohol. Students in this position will not be allowed to the next school dance.
- Students must follow the school Code of Conduct and policies and procedures.

Inappropriate behaviour at school dances on the part of the student or his/her guest will result in consequences set out by the school administration.

STANDARD #4

Each member of the school community has a right to expect that the school standards and the associated policies and procedures will be enforced.

DISCIPLINE

The school recognizes that discipline of a student is the prime responsibility of the parent(s). Discipline begins at home and parents have responsibility for their children's behaviour and the modification of problem behaviour. At OLB we endorse this belief and further believe that the responsibility for appropriate student behaviour is a shared one (parents, teachers and students). We will continue to keep the parent(s) informed

on all discipline related matters. The parent(s) and teachers must work together to influence the behaviour of the student.

Education Act Regulation 298 states: A pupil shall:

Sec. 23 1(b) exercise self-discipline (c) accept such discipline as would be exercised by a kind, firm and judicious parent.

Sec. 23 (4) Every pupil is responsible for his or her conduct to the Principal of the school that the pupil attends:

- a. On the school premises
- b. On out-of-school activities that are part of the school program and
- c. While traveling on a school bus that is owned by a board or a bus or school bus that is under contract to the Board.

Progressive Discipline & Supportive Strategies Guidelines

Consequences are not punishments but the logical result of an individual's actions. The principal/vice principal shall investigate each situation before determining if consequences are necessary. The principal/vice principal will apply a progressive discipline approach to choose the appropriate course of action to address inappropriate behaviour. The following are possible consequences which may be imposed when a student's actions are in contravention of the School Code of Conduct.

- ~ individual discussion with teacher
- ~ involvement of parents i.e. call home, letter, conferences
- ~ detention
- ~ referral to the School Administration
- ~ restorative justice
- ~ altering the student's program
- ~ behaviour contracts
- ~ loss of school privileges
- ~ community service work
- ~ restitution
- ~ counseling
- ~ in-school suspension
- ~ formal suspension (in accordance with Board policy and Ministry Regulations).
- ~ expulsion (in accordance with Board policy and Ministry Regulations).
- ~ involvement of local police authorities.

ROLES AND RESPONSIBILITIES

The **Principal/Vice-Principal**, under the direction of the Simcoe Muskoka Catholic District School Board, takes a leadership role in the daily operation of a school. She/he provides this leadership by:

- demonstrating care for the school community and commitment to academic excellence in a safe teaching and learning environment;
 - holding everyone, under their authority, accountable for their behaviour and actions;
 - empowering students to be positive leaders in their school and community;
- communicating regularly and meaningfully with all members of their school community.

Teachers and School Staff, under the leadership of their principals, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff upholds these high standards when they:

- help students work to their full potential and develop their self-worth;
- communicate regularly and meaningfully with parents;

- demonstrate respect for all students, staff, parents, volunteers, and the members of the school community;

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, for others and for those in authority;
- is courteous to fellow pupils and obedient and courteous to teachers;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own action.

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

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child.

Parish and Community Partners and the Police

The police play an essential role in making our schools and communities safer. Clergy and parish members provide support and resources in the development of the faith life, providing the foundation for the moral tone of our school communities.



Important Numbers for Services in and Around Collingwood

Can't find what you're looking for? Call an Information Centre: 211
 Community Connection-705-444-0040
www.communityconnection.ca

Addiction Services

Alateen 1-888-425-2666 www.al-anon.alateen.org emailrjtyler@xplornet.com
 Narcotics Anonymous 705-730-6544/1-88-811-3887 www.orscna.org
 South Georgian Bay Nar-Anon(Family Groups)..1-877-239-0096
 Mental Health and Addiction Services of Simcoe County ..705-444-2558 www.cmha-mhassc.ca

Health Services

Simcoe Muskoka District Health Unit 705-721-7520/1-877-721-7520

Telehealth Ontario.....1-866-797-0000

Collingwood After Hours Medical Clinic....705-445-9711

Recreation and Entertainment

YMCA ...705-445-5705 www.ymcaofsimcoemuskoka.ca

Theatre Collingwood-Youth Outreach Program...705-445-2200/1-866-382-2200 info@theatrecollingwood.com

YMCA Camp Kitchikewana..705-325-2253 www.ymcaofsimcoemuskoka.ca/kitchi

Library...705-445-1571 www.collingwoodpubliclibrary.ca

Curling Club of Collingwood...705-445-2581

Summer Employment Opportunities

Summer Job Service...705-444-1580

Service Canada Centre for Youth...705-445-5724

Crisis Services

Kids Help Phone...1-800-668-6868 www.kidshelpphone.ca

Athena's Sexual Assault Counselling...705-737-2008/1-800-987-0799

Children's Aid Society...705-726-6587/1-800-461-4236

Mental Health Crisis Line...705-728-5044/1-888-893-8333 www.cmha-mhassc.ca

Community Resource Centre of South Georgian Bay...705-444-0040

Eating Disorder Services...444-8601 ext.8273

Catholic Family Services of Simcoe County...1-888-726-2503

Mental Health Services-Hospital...705-444-6600

My Friend's House(Women's Shelter)...705-444-2511

New Path Youth and Family Counselling...705-445-4181 www.newpath.ca



Concentration Strategies

- Study in a place that is naturally free of distractions
- When your mind wanders, tell yourself "now is the time I must study"
- Stick to a routine and realistic study schedule
- Focus on your goals with the specific material you are studying
- Change your study topic every 2 hours to keep things interesting
- Vary your study activities – don't try to study in the same way (i.e. by re-doing quizzes) for more than an hour or so
- Take regular scheduled breaks and get away from your study location
- Give yourself rewards for small achievements with your studying

SQ3R

Survey – get the best picture of what you're going to study

Question – ask questions to reinforce your learning

Read – actively read over the material you're studying and pay attention to main ideas, bolded terms, and key understandings and details

Recite – recalling and speaking/writing the information while making connections

Review – re-reading, summarizing key points, testing yourself, asking final questions

Test & Exam Study Strategies for SUCCESS!

Important Study Tips 101

- Organize all of your notes before you study and make sure you aren't missing anything
- Create the right environment for studying: good lighting, cool temperature, moderately comfortable chair, large workspace, work supplies on hand (paper, highlighters, sticky notes)
- Study no more than 45-60 minutes at a time, and take short breaks in between
- Plan out a study schedule and give yourself at least a week to study for each exam
- Do the review assigned by your teacher and ask questions about concepts you don't understand
- Create study notes that work well for you and review your material at least twice before the exam
- Get a good night's sleep and eat something before your exam – your brain needs rest and nutrition to function properly

What To Do the Day of the Exam...

- Wake up at a reasonable time so you can get ready at a leisurely pace, have breakfast etc.
- Do a brief review of main points an hour before the exam if you feel it would help
- Double check that you have everything you need – pens, pencil, calculator, formula sheet etc.
- Admit to yourself that you won't know all the answers...and that's okay!



Coping With Exam **ANXIETY**

- Even with good preparation for an exam, it's normal for students to feel a little nervous. Here are some strategies to help you deal with your nerves!
- Get a good night's sleep – fatigue can exaggerate stress
- Breathe deeply – this can help relax your nervous system
- Stay away from other stressed out students – stress breeds more stress!
- Manage your time during the exam so you don't stress about running out of it